Geography and Planning Department  
Student Outings and Usage of Van  
updated 6/2010

Sign up for the van in the GHY/PLN office, room 323A.
We have a – 12 passenger van. There is a mileage record and maintenance report that needs to be filled out and returned with the key bag. There is a First Aid Kit, located in the supply room, which should be taken with you.

**Policy 10**, "State owned passenger carrying vehicles shall be driven only by state employees and used only for official state business.” With respect to student drivers, “Students may drive state owned vehicles only as long as they are paid a wage or salary by the University. Students who are part-time or temporary are also permitted to drive state owned vehicles.” Sponsoring departments need to be sure that applicants selected to drive for official University business are university employees; this applies to faculty, staff, and students.

**Policy 12 - 15-Seat Vans * if you borrow from another department *** The National Highway Traffic Safety Administration (NHTSA) and the U.S. Department of Transportation have documented serious safety problems and issued a cautionary warning regarding the use of 15-passenger vans when 1) the van transports more than 10 passengers and 2) cargo is loaded onto the van roof. University personnel are prohibited from operating a 15-passenger van outside the Town of Boone with more than 11 occupants (10 passengers and 1 driver). Carrying of cargo on the van roof is prohibited at all times. University personnel may operate a 15-passenger van with 15 occupants (14 passengers and 1 driver) within the Town of Boone.

**Faculty and Staff taking students on field trips or other excursions need to provide to the Dean of Students a list of the student participants before the class trip, whether you are taking the Van or not.** This list is solely for informational purposes, in case of emergencies. This is not for insurance purposes, faculty/staff and students are covered under their own insurance, not the University, whether they drive or go in a University vehicle.

Information Requested:
1. Name of Organization, class or activity
2. Departure and return date and approximate time.
3. Destination
4. Contact name(faculty), email and telephone number
5. List of each student with their ASU email address.

This information should be sent to
Erica Tate  
Office of Student Development  
109 BB Dougherty Administration Building  
Or fax 262-2615 Or email  
tateed@appstate.edu