

# University of Pittsburgh at Titusville Van Trip Ticket Form

**Guidelines:**

1. Only approved drivers and those included on the University Insurance are permitted to operate the vans. The list of approved student drivers is available in the Student Affairs Office.
2. Vans should be reserved 48 hours in advance, if request is not included on the Master Schedule.
3. There is to be a minimum of six passengers and the driver in the van. Trips with less than seven participants will not take place, unless special approval is given by the Executive Director of Student Affairs.
4. No alcoholic beverages or controlled substances are allowed in the van by drivers or passengers. Drivers are responsible for ensuring compliance. Smoking is not permitted in any university vehicles.
5. Drivers are responsible for ensuring that only those students who have paid and registered are on the van. Passengers are to remain seated, in seat belts and reasonably quiet at all times.
6. The driver must complete a van usage form, including the names of all riders, mileage, destination, time and place. Be sure to include the passenger's first and last names.
7. The van must be returned to its original state as it left the parking lot. This means the van is to be clean, no trash or belongings are to be left in the van. If the van is not cleaned after the trip, students may lose their van privileges and/or be charged for the clean up.
8. Van keys must be returned to Campus Police immediately upon return from trip. If the office is closed, contact Campus Police at x4488. The keys are not to be kept overnight.
9. In case of an accident, emergency or disabled vehicle, call Campus Police at (814) 827-4488. Registration and insurance cards are in the glove compartment of the van.
10. Contact the local police and file an accident report if any damage is caused to the UPT van or another vehicle or object.

\_\_\_\_\_  
Driver's Signature, after agreeing to the above terms of van usage

\_\_\_\_\_  
Date

Print Van Driver's Name \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Van Used:      #1      #2      Start Mileage: \_\_\_\_\_ End Mileage: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Time of Return: \_\_\_\_\_

Passengers Riding in Van: **Please print name.** *The van driver must be listed as one of the 12 students on the van to take the trip. There is a maximum of 12 passengers on each van.*

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |