This is the 25Live standard dashboard (homepage) when a user signs in with their Hamilton College username and password. To create a van request, select “Create an Event”.

Helpful General Hints:

In all search boxes and dropdown menus, start typing the word to see matching suggestions:

- Look for the blue-circled lowercase “i” for important instructions.

“Star” any locations, organizations, etc. that you wish to show up as “starred” in the future (so you don’t have to search each time). Once you’ve selected any item, click the star to make it yellow.

Required fields are noted with a red asterisk, and for vans also include driver names and account number.
1. Basic Information

Please note that Physical Plant does not confirm, schedule, or process SUV or any locations except for the 12-person vans that comprise the travel van program fleet.

Requests for a 12-person travel van must be created as Event Type “Van Reservation”.

Select your department or group name. An additional organization can be added if you wish to include one in the request.

For vans, please note your expected number of passengers for this event (if requesting multiple vans then include total number traveling, not number per van).

Please provide information on destination, participants, etc.
2. **Date/Time Information**

Click on the calendar icon and use the calendar popup to select the start date (the date you will pick up the van) and the end date (the date you will return the van). Use the time drop downs to select departure and return times.

Review the Event Duration to confirm that it matches the actual duration of your trip from first pickup to first return. Event Duration should NOT reflect subsequent occurrence dates beyond the first date (if you are requesting the van for any recurring dates).

For van requests: do not use Setup, Pre-Event, Takedown, or Post-Event times. Select the time you will depart from Physical Plant, and the time you will return to Physical Plant. (The Jitney Service is one exception and reflects published hours of operation.)
3. **Repeat Occurrences**

If you are requesting a van for separate multiple uses, select “Ad Hoc Repeats”.

Use the calendar to select each recurring date for your van request. The start and end times, and the duration, must be the same as the first occurring date. Create a separate reservation for different start or end times.

Confirm the recurring dates are correct. Use the boxed “X” to remove incorrect dates.
Search by “van” to see the list of available vans for your requested date(s) and times.

Select the requested van(s); they will appear under the “Selected Locations” header.

4. Location Information

5. Custom Attributes; Requirements

Fully complete all 3 requirements in this section:

- **TYPE YOUR DEPT./ORG. ACCT#**: (13-digit GL account number)

- **TYPE ALL AUTHORIZED DRIVERS**: For student drivers, only those who are formally recorded in the college’s file of authorized 12-person van drivers will be permitted to pick up and drive a van. Please do not list drivers who are NOT authorized; requests cannot be fully approved.
6. **Comments: Saving the Event Heading**

Add additional COMMENTS and NOTES for this event.

**Event Comments**

Enter optional comments here. These will print out on your event records including van confirmations.

Van requests must be saved under the heading “Vans”.

After entering any additional comments, click “Save”.
7. **Once the Event is Saved:**

This will be the page you see when your van request has been successfully saved.

- The left-side column shows your event request ID number. Record it for your future reference.
- You can email yourself or others the details of the event.
- You will receive separate confirmation when the request is processed and confirmed.

Please review all guidance documents on the college’s 12-person travel van program (documents are available on the Physical Plant webpage and links are included in your 25Live van confirmation email. By submitting a van request, the organization and drivers agree to the conditions and policies set forth in these documents:

- **Van Safety Program and Driver Qualification Procedures**
- **Van Use – Policy and Recommendations for Trip Planning**
- **Emergency Accident Report**

- **Van Requests – Policies and Procedures**
- **Van Pick Up and Return Procedures**