1. Hamilton College has specified vans available for scheduling college-related trips and can be requested by all authorized college departments and organizations. A fleet of nine 12-person vans are categorized into three priority groups, with three vans in each grouping: Academic, Athletic (including Varsity sports), and Student Activities (including all recognized student groups and clubs). These departments have priority over their van group up to 14 days before departure. For advance reservations (when requests are submitted before it is two weeks from the event date), valid van requests will be promptly confirmed and will utilize a van available within the correct priority grouping.

If the requesting organization does not fall within one of the priority groupings, or if all vans are already reserved within the appropriate priority grouping, then the request will remain on hold until it is within 14 days of the event date. Once within 14 days of the departure date, any available van can be reserved regardless of priority grouping, using a first-requested, first-served policy. Note that the request date is the date that all required information was fully and accurately submitted as a Van Reservation Request in the 25Live system. Groups are encouraged to request vans as far in advance as possible.

2. Confirmed van reservations will not be “bumped” or pulled, except in the event of mechanical difficulties that make the van unavailable, or in the event of emergency and/or weather-related events that make the trip inadvisable. Please remember that the vans may be scheduled for multiple trips on the same day, and groups are to avoid any foreseeable delays in departure or return times. Groups must also immediately notify Physical Plant if they wish to cancel a reservation.

3. All van requests should be coordinated by individual departments/organizations and submitted online in the 25Live event calendar by the responsible person(s) within each department. Physical Plant is responsible for processing all submitted van requests. The requestor is responsible for providing accurate information regarding the event dates, the account to be charged, the authorized driver, and other information as required. Any request and the information contained within, must be approved by the faculty member or administrator responsible for the activity. If the travel will be beyond a 25-mile radius from the college, the requesting organization or group should consider filling out a trip plan for adequate planning.

4. College-owned vans are for College use only and provide support for academic, student activity, and intercollegiate programs. Faculty and administrative use of vans is authorized while on College business. A charge of $0.545 per mile will be made by Physical Plant to the authorized departmental or organizational account as submitted with the van request. Any gas purchased is not reimbursed by Plant.

5. Faculty and staff, who hold valid driver’s licenses, may drive College-owned vans for College purposes. An undergraduate must be designated as an authorized driver; the authorization process includes the completion of driver safety training, the completion of a driving test, and a motor vehicle records check to ensure that the license holder has had no moving violations for the prior three years. Requests for student driver authorization can be directed to Auxiliary Services or the Director of Environmental Protection and Safety. Faculty and staff spouses may be authorized to drive College-owned vans for College purposes. A copy of the spouse's driver's license should be submitted to the office of Auxiliary Services at least 48 hours prior to the trip. A motor vehicle license check will be conducted to confirm that the license is valid and that the driver has a safe driving record (no moving violations for past three years). Auxiliary Services is required to notify the College’s auto insurance carrier when a non-employee/non-student driver has been authorized to drive a College-owned van.

6. Van requests will be reviewed while considering the general policies for van use. These policies have been developed to enhance the safety of each trip, and are to be enforced by the organization, faculty, administrator and/or student driver requesting and operating the van. Specific information regarding vehicle check-out/in procedures, trip planning, vehicle emergency actions and accident reporting procedures, and the 12-person van safety program, are available on the Physical Plant webpage.