

Department of Plant & Soil Sciences
September 2002

Reservation of Passenger Vans for Class Use

Vans Available For Class Use Only

<u>Vehicle</u>	<u>Capacity</u>	<u>Note</u>
Departmental (at Bowditch)	15 Passenger	Key in Main Office in Bowditch Hall
Departmental (at Bowditch)	Two 12 Passengers	Keys in Main Office in Bowditch Hall <u>Restricted to 25mi radius</u> from campus

**If the Departmental vans are not available or do not suit your needs,
the following vehicles may be rented:**

Rental Minivan	7 Passenger	Available from N. Amherst Motors or Merchant's Rent-A-Car
Rental Van	8 Passenger	Available from Merchant's Rent-A-Car
Rental Van	15 Passenger	Available from N. Amherst Motors or Merchant's Rent-A-Car

Procedure for Reserving Vans:

- **Email Dolly Kovalski at kovalski@pssci.umass.edu (Emails are preferred; call Dolly at 5-5218 only if you can't Email) with all of the following information:**
 - **Name and contact information** (phone # and Email) of Faculty or Staff responsible
 - **Which class** requires the vehicle(s), and **number of students** involved
 - **Dates and times** the vehicle will be needed, and **approximate distance from campus** the trip is
 - **Number of vehicles required** and **preference** (15 passenger, rental 7 passenger, etc.)
 - **Instructions for what to do if preferred vehicle(s) is/are not available** (i.e. alternate dates for trip, alternate acceptable vehicle(s), etc.)
- **You will receive an Email confirming your reservation dates, times, and vehicle(s). If a rental vehicle is involved, you will be given a PO# to use at the time of rental.**
- **Please follow and comply with the Departmental "Vehicle Use For Classes" procedures**

PLEASE NOTE:

Vans are available on a first-come first-served basis, so make requests far in advance

Vans are for class use only, not for incidental local trips that are not class-related

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Passenger Van Use For Classes

Class vans are for class use only, not for incidental local trips that are not class-related

- **Reserve vehicle** (follow “**Reservation of Passenger Vans for Class Use**”)

- Be sure you have **received a “confirmation” Email** back from the Department and **report any problems immediately**. If a rental vehicle has been reserved, you will be **given a PO#** to use at the time of rental.

- **You will be responsible for:**
 - **Arranging to pick up and promptly return keys for Departmental vans**
 - **Dolly Kovalski** in the **Bowditch Hall** main office has **keys to the Departmental vans**

 - **Arranging to pick up and return the Departmental and/or rental Vehicles**
 - The **Departmental Vans** are parked at **Bowditch Hall**

 - For **rentals**, please **confirm** shortly in advance of your trip with **North Amherst Motors** at **549-7368** if your vehicle has been reserved there, or with **Merchant’s Rent-A-Car** at **549-8099** if the reservation is with them. **Use the PO#** provided to you by the Department. **You can not use a University ProCard to rent a vehicle. Also, if using a PO#, be sure to buy additional insurance offered by the rental companies.**

 - **Returning the vehicles with a full tank of gas**
 - There is a **University Gas Card** in the **glove compartment**. Use your **PIN #** to fill up at the **Physical Plant pumps**, and then **lock** the card back in the glove compartment.

or

 - Pay with your own **personal cash, check, or credit card** if you do not have a gas PIN #. **You can not use a University ProCard to pay for gas**. Submit receipts to **Diane Blondin in 103 French Hall** to get reimbursed. If a series of trips is planned, submitting all of the receipts together will be appreciated.

 - **Removing trash left in the vehicles by class passengers**

 - **Driving safely and responsibly**
 - **University insurance covers Departmental vehicles, but the Department is liable for the \$500 deductible in case of an accident**