



SGA VAN REQUEST

KUSSI has two SGA vehicles that may be used by Maroon & Gold Status organizations. To drive an SGA van, you must have a valid license and be 18 years of age or older. **THE VEHICLES CAN ONLY TRAVEL WITHIN A 50 MILE RADIUS** of the Student Union Building. If your organization must travel outside the 50 mile radius limitation, please have a driver who is 21 years of age or older for an Enterprise rental.

To reserve an SGA van, the following must be completed:

1. Submit a copy of your driver's license and Motor Vehicle Release (MVR) form to the KUSSI office. This only has to be completed once per academic year. The MVR report takes one day (4 days for out of State drivers) to obtain the results, and all drivers must pass to be eligible to drive an SGA van.
2. Fill out this form and submit to the KUSSI office including a MapQuest estimate of the total travel miles.
3. Submit a Purchase Request form to the KUSSI office for the total estimated miles multiplied by the IRS Current Standard Mileage Rate, which is currently \$.545 per mile for 2018. If you are using budget funds, a poster advertising the event must also be submitted.

SGA vans are reserved on a first come, first serve basis. Your reservations cannot be guaranteed unless the following is completed 48 hours prior to KUSSI.

CLUB INFORMATION:

Club's Name: _____

Account Number: _____

RSCC Club? Please check box

Driver's Name: _____

Driver's License #: _____

Driver's Signature: _____

State: _____

Email address: _____

Phone Number: _____

TRAVEL INFORMATION:

Destination (within a 50 mile radius): _____

Purpose of Travel: _____

Estimated Miles: _____

Departure Date: _____ Time: _____ **Return** Date: _____ Time: _____

FOR KUSSI USE ONLY

VAN (circle one): WHITE | SILVER PO# _____



Please return this sheet with the van key to KUSSI by 12pm the next business day after using the SGA van.

Odometer at Departure: _____ Odometer upon Return: _____ Total Miles: _____

Passenger List:

Van Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Park in A-1 Lot, in a designated SGA Van spot
<i>(contact KUSSI if van is parked elsewhere)</i> | <input type="checkbox"/> Close ALL windows and doors properly |
| <input type="checkbox"/> Seats in upright position | <input type="checkbox"/> TURN OFF: lights, radio, heat/AC |
| <input type="checkbox"/> Remove all trash | <input type="checkbox"/> Return keys to KUSSI |

I have inspected the van and confirm that they are in the same condition as departure. The organization and driver will be held responsible for any damages to the SGA van.

Driver's Signature: _____

Date: _____

What to do in case of an emergency:

<ul style="list-style-type: none"> <input type="checkbox"/> Check for injuries. <input type="checkbox"/> Call the police. Remain at the scene of the accident. <input type="checkbox"/> If accident is minor, move cars to a safe place, out of traffic. <input type="checkbox"/> Warn oncoming traffic. Set hazard lights. Try to remain calm. <input type="checkbox"/> Do not admit fault. <input type="checkbox"/> Exchange names, addresses, emails, phone numbers, makes of vehicles, driver's and vehicle license numbers, and insurance company/policy number information with all drivers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Get names, addresses, emails, and phone numbers of all passengers and witnesses. <input type="checkbox"/> Report Accident to KUSSI by calling 610-683-4090. If after hours call Matt Assad at 610-739-2635 or Lisa Kowalski at 610-587-3151 <input type="checkbox"/> Examine and record damage to other vehicles and property. <input type="checkbox"/> Take pictures of the scene and damage. <input type="checkbox"/> Do not discuss the accident or sign any documents. Only answer questions asked by police.
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