

Drivers of department vans must attend an orientation session, before using the vans.

Rules for van use:

1. Only licensed drivers may operate department vans.
2. State law requires operator and all passengers to wear seat belts.
3. Operators may not have serious traffic violations on their driving record (e.g. reckless driving, DUI).
4. Van occupancy must not exceed 10 people, including the operator.
5. Report all accidents to the State Police and do not leave the scene.
6. Operator should check fluid levels and tire pressure prior to each trip.
7. Vans must be returned with at least an half full fuel tank.
8. Vans must be returned clean and parked in designated parking areas.
9. Do not park in “service vehicle” designated areas.
10. Report mechanical problems to Matt Hixon, matth1@vt.edu, 231-4021

The department has two vans that are available for teaching use. Graduate teaching assistants may be required to drive the vans, as part of their teaching assistantship.

The following forms must be signed and received by Matt Hixon, matth1@vt.edu, before the vans can be driven.

1. Use of Department Vehicles Form
2. Proper Use of State Vehicles Form

In the event that the department vans are unavailable, vehicles are rented through VT Fleet Services.

To register as a driver in Fleet Services, follow the directions here:

https://fleetcommander.vpas.vt.edu/_UserRegistration.asp

In the “Additional Information” section, please list Stacie Quesenberry, hayness@vt.edu, 231-4571, as the fund manager.