

CENTER FOR STUDENT INVOLVEMENT + FACILITIES VAN RENTAL PROCEDURE

STEP 1 Under calendars in your Google email, add **oslvans@risd.edu** to view availability of OSL's three vans.

STEP 2 Submit a work request at <http://workorders.risd.edu/>
Choose WHAT-CHEER GARAGE (as building) and select *VAN RESERVATION (as the area). In request box include date, departure and return time, organization or department, and authorizing person.
Include name of driver, contact telephone number, destination and number of people being transported.

STEP 3 Request is subject to approval. If authorized you will be sent an on-line driving test that must be completed asap.

STEP 4 Once the online driving test is completed; obtain a **Release and Applicant Information Form** from Facilities intranet site. This form must be completed and faxed or returned to the Facilities Office, 160 Benefit Street (fax: 454-6483).
A copy of your driver's license is also required.

Driver Information

All organization/department drivers must be RISD students or employees, have a valid driver's license and be at least 18 years of age.

All drivers must complete an online driving test as well as a Release and Application Information Form for a driving record check within the current year. Facilities must also have a copy of your driver's license on file before the van can be used.

All first time drivers must complete the required paperwork and take the online test. Failure to do so may result in delays or van use being prohibited.

STEP 5 At the Facilities office, the **Van Usage Form** must be completed and authorized with a stamp or signature from Facilities personnel. **Office hours are M-F 8:30-4:30 PM.**

Keys may be obtained at that time or from Public Safety (after normal business hours), though no more than 30 minutes prior to the scheduled departure time.

STEP 6 Upon completion of the trip the driver must fill the tank with gas and complete the bottom portion of the white copy of the Van Usage Form (conditions, mileage, etc.) This form along with the van keys should be delivered immediately to the Facilities office or Public Safety.

FACILITIES 454-6484

PUBLIC SAFETY 454-6376