

PSS Dept. Van Reservation & Use Policy

- Vehicle reservations will be on a first-come first-served basis. Priority will be for class related use, front office/administrative needs and transportation of official guests.
- Departmental vehicles are intended to support short-term transportation needs around campus and the Lexington area. Vehicle requests for multi-day use, workshops or conferences require Chair approval.
- Departmental vehicles are **NOT** intended as supplementary vehicles for programs that already have access to a project vehicle.
- Fuel and maintenance charges will be distributed across program accounts monthly.
- Vans should be refueled (at motor pool or farm facilities) before returning if fuel levels are below ½ tank.
- Vans should be returned in good condition (clean, no trash). If returned in poor condition, a cleaning fee (\$150) will be charged to the account on file.
- Drivers must sign vans out and obtain keys from PSB front office. Keys should be returned to the front office immediately upon vehicle return (there is a slot in the door for after-hours return).
- Maintenance needs/warnings should be reported to front office staff.
- Repeated failure to comply with policies will result in a suspension of van use privileges.
- Use of state vehicles requires completion of a Motor Vehicle Release (MVR) form.
- Drivers of the large van (Ford Transit) must have completed [high capacity passenger van awareness training](#).
- Departmental vehicles may be reserved by reaching out to [Zoë Womack](#) in PSB 105.