

**Billing Information:**

\_\_\_\_\_  
 Organization/Department Name

\_\_\_\_\_  
 Billing Contact

\_\_\_\_\_  
 Fund-Org-Account (MUST BE 7310)-Program

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Department Phone #

**Trip Information:**

Check here if EZ Pass needed

\_\_\_\_\_  
 Destination/Site/Address

\_\_\_\_\_  
 Driver Name (Authorized University Employee)

\_\_\_\_\_  
 Pick Up: Date

\_\_\_\_\_  
 Time

\_\_\_\_\_  
 Return: Date

\_\_\_\_\_  
 Time

\_\_\_\_\_  
 Driver's License Number (with State)

\_\_\_\_\_  
 Cell Phone Number (in case of emergency)

I certify that I have a valid driver's license (excluding a permit or probationary license) to operate a New Jersey State-owned motor vehicle, and I have completed the Van Safety Training course required for use of the SGA Van. I attest to the validity of this Nature and Purpose of Trip information. Vehicles requested must be picked up and operated only by the authorized University employee listed here. I understand that I am individually responsible for any parking or traffic violations during the reservation period.

I authorize SGA to direct charge the listed financial FOAP. Charges post during the second week of the month after rental is complete.

X \_\_\_\_\_  
**Signature of Driver**

\_\_\_\_\_  
**Date of Van Safety Certification**  
**NOT TODAY'S DATE** – valid for 3 years

- The van keys must be picked up/dropped off at the SGA Suite 155 in the Student Center, Monday thru Friday between 9 a.m. and 4 p.m. If you cannot pick up in those times, please call x64540 to make other arrangements.
- The vans are picked up/dropped off in Lot J behind Discovery Hall and the Herring Heating Plant/Central Utility Plant. **Please DO NOT park vans at Bole Annex (Public Safety) or other locations at the Main Campus.**
- **Cancellation:** Cancellation notification must be given 72 hours prior to the reservation. **A \$25 cancellation fee will be assessed for late or no notification.**
- **Rush Fee:** Van requests require at least 24 hours advance notice. **Any requests under this notice are subject to a rush fee of \$25.**
- **Gas:** Vans must be returned with ¾ tank of gas (department/organization is responsible for gas costs). **A \$50 refueling fee will be assessed if a van is returned with less than ¾ of a tank.**
- **Mileage:** You must accurately complete the mileage information below on this form. If mileage is not filled out completely and accurately, you will be assessed an additional \$50 mileage error fee.
- Please promptly notify the SGA Office of any damage to the van or problems encountered during your rental. Any alterations to the vehicle (inside or out) are strictly prohibited. SGA inspects vehicles after each rental and damage fees may be assessed.

**Driver: Please completely and accurately record date, time, and mileage at the beginning and end of your trip below.**

On the reverse side, please list any problems or malfunctions noticed while operating the vehicle.

**Van Received:**

**Van Returned:**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Time: \_\_\_\_\_

Mileage: \_\_\_\_\_

Mileage: \_\_\_\_\_

**Total Miles:** \_\_\_\_\_

**OFFICE USE ONLY**

Denied     Approved: \_\_\_\_\_

Van Assigned:

Notes:

## What to Do in the Event of an Automobile Accident

- Stay at the scene of the accident and be sure to pull over to a safe area, if possible. Set emergency signals to prevent further damage or injury.
- Check for personal injury, and if someone is injured call 911 immediately.
- Call the state or local police and if the accident is on campus, notify Rowan Police at 856-256-4922. Be sure to obtain the completed accident report prepared by the police.
- Do not discuss the accident with anyone except the police and state only the FACTS of the accident as you know them. Do not admit fault or liability, or agree to any type of payment.
- Exchange insurance information (insurance company, policy number, and phone number). Obtain as much information as possible regarding the vehicles involved, such as the make, model, and license plate number.
- Record the names, addresses, and phone numbers of the parties involved and all witnesses. (Identify which parties are injured, even if injuries are minor)
- Take photos of the accident and all vehicles involved, if possible. Otherwise, make note of the specific damage to the other vehicles.
- Do not drive away in your vehicle unless it is deemed safe to do so by the authorities.
- Once the accident scene investigation is concluded, inform your supervisor as soon as possible.

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## Reporting an Automobile Accident to Risk Management

*If the accident occurred on campus, immediately notify Rowan Public Safety University Police at 856-256-4922.*

*Risk Management should be notified at 856-256-4370 as soon as possible, but no later than 24 hours following the accident. If the accident occurs after business hours, please leave a voice mail message and you will be contacted the next business morning.*

### **Complete the State's RM1 State Vehicle Accident Report**

This form must be filed electronically by the employee involved in the accident using the digital form on the State of New Jersey Division of Risk Management website at <https://www.nj.gov/treasury/riskmgmt/forms.shtml>. The report is to be filed within 24 hours or one (1) business day from the date of the accident or incident. All electronic supervisory review must be completed within 72 hours or three (3) business days from the date of the accident or incident. Be prepared to electronically provide additional documents (i.e. police reports, estimates, etc.) as soon as available.



ROWAN UNIVERSITY

# Student Government Association

## SGA Van Rental Procedures

### Reservations

- Any department or chartered SGA organization has access to use the Student Government vans with advance reservation.
- Reservations will be determined on a first come, first served basis.
- There is no opening date for van reservations. They can be made all year.
- Rental fees are direct billed to Banner Finance fund/org as listed on the authorization form during the second week of the month following the completion of the rental. Please use account # 7310 - Rental.

### Point of Contact

- When making a van reservation, organizations must specify a trip contact person with cell phone number (or other day-of contact information) and billing contact person. The same person may be listed as both the trip and billing contact if applicable.
- Please contact x64540 or email [sga@rowan.edu](mailto:sga@rowan.edu) for all reservation inquiries, questions or concerns.
- The SGA Financial Assistant Dawn Trout may be contacted with any billing related questions at x64544 or [troutd@rowan.edu](mailto:troutd@rowan.edu)
- If any issue occurs, the department or organization can schedule a meeting with the Office Administrator, Financial Assistant, and available SGA executive board members to file a grievance.

### Passenger Information

- All passengers **MUST** sign a [Rowan University travel waiver](#) prior to utilizing SGA vehicles.
- Anyone under the age of 18 must have their parent/guardian sign a waiver.

- A University employee representing the organization/department must always be in the vehicle with passengers and be in possession of a passenger list and the travel waivers.

## **Cancellations**

Cancellation notification must be given 72 hours before the reservation time. A \$25 fee for the van will be assessed for late or no notification. All cancellations must be submitted to the Office Administrator (856-256-4540 or [sga@rowan.edu](mailto:sga@rowan.edu)).

Due to the limited number of vehicles available for reservation, repeated cancellations by an organization may be cause to deny future reservation requests.

If inclement weather threatens the safety of the drivers and passengers on the van, the Office Administrator has the authority to cancel the trip. The department or organization will not be financially liable or compensated. If the department or organization cancels the trip because of weather, with approval of the Office Administrator, there will be no Cancellation fee.

If the van breaks down or experiences other mechanical difficulties within 24 hours of the trip, the department or organization will be compensated the difference to use an outside vendor. If cancellation notice is provided more than 24 hours in advance, no reimbursement will be provided.

## **Conduct**

Rowan University students will be held accountable to the Student Code of Conduct. The reserving organization may be fined and/or lose reservation privileges.

If the van is left messy or not in the same condition as when the passengers arrived, the organization/department must pay a cleaning fee of no less than \$50 up to the actual costs of cleaning/repairs.

The van must be returned in the same condition as it was when it was picked up. Therefore, any alterations to the inside or outside of the van are strictly

prohibited. If the van is altered in any manner at all, there will be a \$100 fine assessed as well as any other service fees that come with restoring the vehicle to the original condition. These fines may consist of, but are not limited to, paying auto shop employees their hourly rate for the repair, additional parts, etc.

### **Billing:**

Rental fees are direct billed to Banner Finance fund/org as listed on the authorization form during the second week of the month following the completion of the rental. Please use account # 7310 - Rental.

Departments will be billed for the dates reserved, regardless of use.

### **Van Terms and Conditions**

- **The driver of the van must be certified.** To become certified the driver must take the Van Safety Course offered at Rowan. Only faculty, staff members, Graduate Coordinators, and students 21 years or older in an employed capacity with a job description on file that specifically includes driving responsibilities are eligible to become a certified driver. The certification is valid for 3 years. The list of certified drivers is kept by the SGA Office Administrator.
- **Only the certified driver listed on the reservation form may operate the vehicle.**
- **Start and ending mileage MUST be recorded on the request forms.** If mileage is not entered there will be a \$50 dollar fine.
- The van keys must be picked up/dropped off at the SGA Suite room 155 in the Chamberlain Student Center, Monday Through Friday between 9 am and 4 pm. Other arrangements can be made in advance by contacting the SGA Administrator x64540 or [sga@rowan.edu](mailto:sga@rowan.edu)
- The vans are picked up/dropped off in Lot J behind Discovery Hall. **Please DO NOT park vans at Bole Annex (Public Safety) or other locations at the Main Campus.**
- Vehicles picked up earlier or returned later than the times noted on the reservation form may incur additional day(s) fee.

- When a van is reserved for 2 or more days, it must be picked up on the first day of the reservation. If not, the reservation, for all days reserved will be canceled.
- The organization/department is responsible for gas and tolls. An E-Z pass can be provided by contacting the SGA Office Administrator or noted it is needed on your reservation. The E-Z pass must be in the envelope when the van is returned.
- The certified driver who made the reservation is responsible for paying any fines associated with the vehicle during the reservation period, including but not limited to traffic violations and parking violations. The driver is expected to make immediate payment and provide proof of the payment to [SGA@rowan.edu](mailto:SGA@rowan.edu). In the event that the driver elects to dispute the violation, the driver must provide that information to [SGA@rowan.edu](mailto:SGA@rowan.edu) and apprise of University of the outcome of the dispute. If a fine is assessed at any point, the driver must pay the fine immediately and provide proof of payment. In the event that the driver fails to pay a traffic fine associated with an SGA vehicle, the driver may be fined and may lose reservation privileges.
- Smoking is prohibited in the van.

## **Van Rates**

\$50 a day

\$.50 a mile

## **Fees**

- \$25 cancellation fee if not notified within 72 hours
- \$50 mileage error fee if mileage not filled out completely and accurately on [authorization form](#).
- Van's must be returned with no less than  $\frac{3}{4}$  tank of gas, if returned with less than  $\frac{3}{4}$  organization/department will be billed a \$50 refueling charge

Revised July 2023