

Van Policy

MEMORANDUM

TO: All Meat Laboratory Faculty, Staff, Graduate Students, and
Judging Teams

FROM: Mark Miller, Sam Jackson, Chance Brooks

SUBJECT: Van Care and Usage

In order to keep vans in good working order and to keep up-to-date van logs, please see the below information for proper van use.

1. Calendar - All vans will need to be signed out on the appropriate van calendar prior to the day of the trip.
2. Information Tag - There is a tag that must be filled out prior to the trip. The information needed will be Van Lic. Plate #, drivers name, purpose of the trip, destination, and date of the trip. All tags will be left on the key hook until after the trip and then put into the tag box after all the information is completed.
3. Key Checkout – all keys are to be returned to the person you checked them out from immediately on return from the trip by the same person who checked out the vehicle. Do not, under any circumstances, give the keys to another individual to return, nor should you give the keys to someone else who needs the van. They must check out the keys and fill out the information tag so that there is a record of where those keys are and where the van is traveling.
4. Van Logs – The van log is located in the console inside the van. It is University policy that we keep a van log in the van at all times. You will need to fill out the beginning and ending odometer readings, your name, purpose of the trip, and if you obtain fuel, please fill in the total gallons of fuel you purchased and the price at which the fuel was purchased.
5. No Alcohol – No alcohol will be allowed in any of the vans at any time. No one who has consumed alcohol in a 24-hour period is allowed to drive a TTU vehicle. See operation procedures (OP 79.13, operating conduct).

6. Van Training – You must take a 15 passenger van training course annually and a drug test before you are eligible to drive any van. See OP 79.13:2 Drivers. Check with Rachelle, Cindy, or Meat Science Staff Members for information.
7. All passengers must sign a release form prior to trip. See OP 79.13 Drivers sect. Disclosure statement.
8. Credit Card – Use credit card in van log book to pay for any purchases relating to van use (can include: fuel, oil change/regular maintenance, car wash, emergency maintenance). MUST keep receipt in van to be collected at the end of every month.
9. Fueling – After your trip, the van you used must have at least one-half of a tank of fuel left in it. If it doesn't have at least a half of a tank of gas, you are responsible for fueling the van before you return the keys.
10. Trailers - For most long trips luggage trailers are used. Please make sure trailers are cleaned upon returning from your trip. There are no TTU OP policies for pulling trailers, however, the university recommends that we review a web site on pulling trailers at www.sherline.com/lmbook.htm.

Everyone needs to make sure that they clean out all the trash, dirt and other miscellaneous items that may be acquired when you use a van (such as spit cups, judging cards, etc.).

It is also your responsibility, if you have used a van and it is muddy to make sure it gets washed, including the floors (swept or washed, which ever is needed).

Failure to follow any of the requests above will cause an automatic and permanent loss of vehicle privileges; in other words, you will assume personal responsibility for your transportation to and from research locations i.e. taking your personal vehicle, riding the bus to ESB or Food Technology, etc. All of the requests in this memo are listed in the Operating Procedures Manual, which you can find on line at www.Depts.ttu.edu/opmanual/OP79.13.htm.

Lastly, please make sure that you let someone know about any mechanical problems with any of the vans. The oil must be checked each time we add gas. You may fill the vans at motor pool by entering the key in the key slot and entering in your drivers license as an ID#. If your ID does not work, first go see Janice in the Motor vehicle office, if you are not on the authorized list to fuel a TTU vehicle please talk to Lisa Simmons so that you can be added to the list.

If everyone will do their part, the care and maintenance of these vans will not be difficult. It will also help keep the vans from deteriorating more rapidly then they should. Thank you for your cooperation with this matter.

Van Contract

I have read and agree to all information on the Van Policy. I understand that if I do not follow the Van Policy, I will lose all driving privileges immediately and permanently. At the loss of van privileges, I will assume personal responsibility for my travel by motor vehicle to any and all destinations with the understanding that I will be reimbursed for off-campus trips based on the location of the research.

Name

Date