

Clarion Students’ Association   
(CSA)

VAN Use Policy

1. PRIOR TO YOUR TRIP, please record the beginning mileage, AND your name, organization and destination on the mileage log. When you have returned, please record your ending mileage.
2. A Sheetz gas card is included with your van reservation and is in the key case. This card is for gasoline purchases **ONLY. Please notify the CSA Office Immediately (814)-393-2423 if the Sheetz card** is LOST OR STOLEN. If there is not a Sheetz available in the location that you are traveling, and you have to purchase gas at another gas station, please pay with personal funds, save your receipt(s) and CSA will reimburse you through our van fund within 3 business days of submission of your receipts. **The insurance card and owners card is located in the glove box. They are to remain in the compartment at all times.**
3. The driver is responsible for all speeding and other operating violations including parking tickets and toll violations. CSA reserves the right to deny use of the vehicle to any person or organization who violates the above regulations, Drivers MUST have a valid driver’s license.
4. **Should you experience any mechanical breakdown, flat tire, dead battery, you are locked out of the vehicle, or out of gas, please refer to the phone number 1-800-241-3673 for roadside assistance. This includes towing.** There is a brochure in the glove box entitled **Premium Care Extended Service Plan**. Please refer to it for additional information.
5. Any damage to the van must be reported to CSA immediately. Any cost for repairs not covered by CSA insurance may be taken from the organization responsible for the damage if negligence is determined.
6. The rate for all organizations/persons using the CSA van is $.50 cents per mile. The charge to your account will be based on the total number of miles traveled X the per mileage fee. A daily rental of $35.00 per day is incurred if the mileage falls below the $25.00 minimum (50 miles). Organizations funded through CSA will receive a monthly statement indicating the usage and charges made to the account. In the event there are not available funds, the organization agrees to allow the balance to be taken from self supporting funds. If there are no available self support funds, the organization will be billed. Organizations or individuals not funded through CSA will be asked to pay in advance based on the mileage indicated on Google maps. Any additional amount due will be billed.
7. Please return the van to its original locations, free of trash and in the condition in which you received it. CSA is not responsible for lost articles. **A cleaning fee of $25.00 may be assessed if the vehicle is returned to us in need of cleaning.**
8. Return keys to our Clarion office (278 Gemmell Complex) if you received your keys from the Clarion or Emily Aubele 114 Rhoades if you received your keys from Venango College by the next business day. Failure to return keys by the next business day will result in a $25.00 per day fee.
9. If you have any questions or problems. The CSA phone number is (814)393-2423. Our office hours are 8:30 am to 4:30 pm Monday through Friday. Shelly Wilson, Executive Director of CSA’s cell phone # is (724)-234-7000 if there is an emergency or after business hours.
10. Please make sure there is at least a half tank of gas upon return.
11. FAILURE TO CANCEL A VAN RESERVATION WILL RESULT IN A $25.00 PER DAY CANCELLATION FEE BASED ON THE NUMBER OF DAYS THE VAN WAS RESERVED.