



Clarion Students' Association

Clarion University of Pennsylvania
278 Gemmell Student Complex
840 Wood Street
Clarion, Pennsylvania 16214-1232
Phone: 814-393-2423
Fax: 814-393-1760
Text Telephone (TTY/TDD): 814-393-1601

Clarion Students' Association (CSA)

VAN USE PROCEDURE

1. Clarion Students' Association has three (3) vans available for rental for student organizations.
 - a. 2014 Blue Dodge Caravan at the Clarion Campus
 - b. 2012 Silver Ford 12 passenger Van at the Clarion Campus
 - c. 2014 White Dodge Caravan at the Venango Campus
2. Call Anna Mills, X 2138 Clarion Campus, or Cortney Huber X 1269 to reserve a van.
3. The driver must come to the CSA Office (278 Gemmell) or the Venango Office (117 Rhoades) to complete the Commercial Drivers Questionnaire. This form must be reviewed and approved by staff prior to issuing keys and driving instructions to the driver. Information needed to complete this form includes a valid driver's license and personal auto insurance information.
4. The driver will be issued a set of keys for the rented van, a Sheetz fuel card along with instructions and a Clarion Students' Association (CSA) Travel Waiver and Release form (yellow), along with instructions on properly completing paperwork. The CSA Travel and Release form must be completed by all passengers for that van trip.
5. The administrative staff will log the driver information including a local phone number to contact the driver in case of emergency.
6. The **Sheetz** fuel card is located in the vehicle 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. The insurance card and owner's card are located in the glove box. They are to remain in the compartment at all times.**
7. PRIOR TO YOUR TRIP, please record the beginning mileage, AND your name, organization and destination on the Van Mileage Log. When you have returned, please record your ending mileage.
8. The driver is responsible for all speeding and other operating violations including parking tickets and toll violations. CSA reserves the right to deny future use of the vehicle to any person or organization who violates the above regulations.
9. 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.
10. The rate for all organizations/persons using a CSA Van is:
 - a. Blue Dodge Caravan - \$.75 per mile
 - b. Silver Ford 12 passenger van - \$1.00 per mile
 - c. White Dodge Caravan - \$.75 per mile.
 - i. The charge to your account will be based on the total number of miles traveled X the per mileage fee. A daily rental of \$37.50 per day for the Dodge Caravans, will be charged if the mileage falls below the minimum fifty (50 miles). A daily rental

of \$50.00 per day for the Silver Ford 12 passenger van will be charged if the mileage falls below the minimum fifty (50) miles.

- ii. Organizations funded through CSA will receive a monthly statement indicating the usage and charges made to their Fee Support account. In the event there are not available funds, the organization agrees to allow the balance to be taken from their Self Support 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 also be billed.
11. Please return the van to its original location, 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 in need of cleaning.**
12. Return keys to our Clarion office (278 Gemmell Complex) or the Venango office (117 Rhoades) by the morning of the next business day. Failure to return keys by the next business day will result in a \$25.00 per day additional fee.
13. If you have any questions or problems. The CSA phone number is (814)393-2138. CSA office hours are 8:30 am to 4:30 pm Monday through Friday. Venango office hours are 8:00 a.m. to 5:00 p.m.
14. **Please make sure there is at least a half tank of gas upon return. Failure to do so may result in additional charges for van usage to your organization.**
15. **FAILURE TO CANCEL A VAN RESERVATION 24 HOURS IN ADVANCE OF SCHEDULED USE WILL RESULT IN A \$25.00 PER DAY CANCELLATION FEE BASED ON THE NUMBER OF DAYS THE VAN WAS RESERVED.**