

OFFICE OF ACADEMIC PROGRAMS
College of Agriculture and Natural Resources
Ratcliffe Hicks School of Agriculture

CANR/RHSA VAN RENTAL GUIDELINES

Mini-vans are available for use by CANR/RHSA faculty and students for academic/educational purposes. The following information is intended to facilitate reservations and provide guidelines for mini-van use.

- The CANR Van schedule is accessible for “view only” on Microsoft Outlook Calendar”. The van(s) may be reserved by calling the Office of Academic Programs at (860) 486-2919 and signing the Van Rental Agreement located on the share drive under “CANR Van”. Reservations will be honored on a first-come, first-served basis.
- As of October 1, 2008, van rental fees are \$30.00/day, \$15.00/half-day and 45¢ per mile. An FRS# and subcode needs to be provided and signed by the Department Head/Approved Signatory prior to picking up the key(s) for the van(s). If paying by other means, arrangements need to be made with the Office of Academic Programs in advance.
- To facilitate scheduling, please make reservations at least one day in advance of the trip.
- The maximum length of time that a van may be reserved for is two-weeks during the academic semester. **Any requests for van use in excess of two weeks will need to be made in advance with the Associate Dean’s approval.** The minimum length of time the van(s) may be reserved for is one-half day.
- **STUDENTS MAY NOT RESERVE VAN(S). The driver must be a state employee.** Students can drive the van(s) only with the permission of a faculty member, and only if the student is a state employee.
- If a change of plans results in your not needing the van(s), please cancel your reservation in writing to Kathleen.Wells@uconn.edu so that it is available to other individuals. Failure to do so will result in your department being charged for the reservation period.
- Operating hours for the Office of Academic Programs’ are Monday – Friday, 8:00 am to 5:00 pm. Van keys and mileage log sheets can be obtained between these hours only. We suggest that if you are planning to depart prior to 8:00 am on a certain day to make arrangements with the Office of Academic Programs for obtaining keys, etc. on the day prior to reservation. In addition, we would appreciate individuals with afternoon reservations to pick up the keys and mileage log sheets no earlier than 12:00 pm the day of reservation.
- Individuals using the van(s) must log their starting and ending mileage for the trip on the mileage log sheet provided at pick-up. Failure to do so will result in our office estimating the mileage charge *plus* an additional \$25 service fee.
- A gas key for the motor pool and a Wright Express gas credit card is provided with each van. If you need gas, please fill up at the Motor Pool located in R-lot off North Eagleville Road whenever possible. If you need to use the gas credit card, we ask that you save and submit all receipts. Our office *does not* reimburse for out-of-pocket expenses. Reimbursement for gas expenses by personal payment will be the responsibility of your department.
- Van keys should be returned to WBY Room 211 along with the completed mileage log sheet promptly upon your return so that they are available for other colleagues. If the Office of Academic Programs (WBY Room 211) is closed when you return, simply slide the key and mileage slip through the brass mail slot on the door of WBY Room 212.

- **Vans must be returned with at least ½ tank of gas** (leaving less than this amount is disconcerting for the next individual, and you will be charged an additional \$25 fee). Please park the van(s) in the paved lot (Lot #2) located in the rear of the WB Young Building. Be sure the lights are off, windows are closed, and the doors locked.
- The CANR vans should be picked up at the Young Building and returned to the Young Building immediately after a trip. The vans are not to be driven to or parked at a home residence.
- When returning vehicles, please ensure that they are clean, both inside and out, and that there are no empty soda cans, candy wrappers or other waste materials left behind. Vehicles returned in unsatisfactory condition will result in a charge of \$25/vehicle to the Department.
- The Office of Academic Programs will be responsible for routine repairs of the vehicle through the UConn Motor Pool.

SHOULD THE VEHICLE BREAK DOWN, PLEASE CALL THE MOTOR POOL AT (860) 486-5304.