

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”. Please fill out a separate agreement (per vehicle) for each van rental request. Reservations will be honored on a first-come, first-served basis.
- 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.
- Our office hours are 8:00 am to 5:00 pm. For morning reservations, the keys and mileage log should be picked up after 8:00 am or late afternoon of the previous day. If you plan to leave early in the morning, we suggest that you reserve the van(s) from the previous afternoon to ensure that a transfer of keys is arranged (should the vehicle be occupied earlier that day). For afternoon reservations, the keys and mileage log should be picked up after 12:00 pm.
- If a change of plans results in your not needing the van(s), please cancel your reservation in writing to sandra.berube@uconn.edu so that it is available to other individuals. Failure to do so at least one day prior to your reservation will result in your department being charged for the reservation period.
- **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.
- 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.
- Keys should be returned to WBY Room 211 along with the completed mileage log promptly upon your return so that they are available for other individuals who have reserved the van(s). If our office is closed when you return, simply place the key and mileage slip in an envelope and slide it through the door in WBY 212.
- As of September 1, 2006, the van rental fees are \$30.00/day, \$15.00/half-day and 35¢ per mile (per van). A Transfer Voucher, coded and signed by the Department Head, is required when 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.
- Each van is provided with a gas key for the motor pool and a Wright Express gas credit card. 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 out-of-pocket expenses. Reimbursement for gas expenses by personal payment will be the responsibility of the department.

- **Please return the van(s) with the tank at least ½ full** (leaving close to an empty tank is disconcerting for the next individual and you will be charged \$25). Please park the van(s) in the paved lot located to the southeast of the Horsebarn Hill Arena. Be sure the lights are off and the doors locked.
- 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 Motor Pool.

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