

**Department of Earth and Environmental Sciences**  
**Departmental Van Use Policy\***  
*Reissued September 8, 2022*

***The priority for use of the Department vans is as follows:***

1. Department of Earth and Environmental Sciences (EES) courses - those courses beginning with EAR, taught by EES faculty, instructors, or teaching assistants
2. Travel to department-sanctioned scientific meetings or events, by department faculty and students, including use by GeoGO or the Geology Club
3. Research by department faculty and students
4. Use in other university classes (non-EAR) taught by EES faculty, instructors, or teaching assistants

***Vans are not permitted to be used for:***

- Personal use
- By non-departmental personnel for non-EES affiliated business or trips

***Financial responsibility:***

- The cost of the vans (gas, maintenance, replacement) comes from lab fees as designated for lower-division (EAR 100 and 200 level courses) and EAR majors courses (EAR 300 level courses), and from EES operating budget (for graduate level courses)
- Van used for research: local trips around Syracuse or to the pole barn/computer clusters – costs are paid for by the Department operating budget
- Van used for research: EES-affiliated user pays rental equivalent to rental company, plus gas.
- Van used in other University courses but taught by EES faculty. Other department pays rental equivalent to rental company, plus gas.
- Costs to be established by comparison with rental companies at the beginning of each fiscal year. Costs to be recovered using appropriate university procedures.

*\*Van use policy approved by faculty vote on November 19, 2012.*