

Department of Earth and Environmental Sciences
Rules for Using Departmental Vans 210 and 211
Updated September 8, 2022

All drivers must have a valid U.S. driver's license and have completed the Syracuse University driver safety training course administered by [Fire and Life Safety](#) via Brian O'Hara (baohara@syr.edu).

If you notice any problems during your van trip – e.g., low oil/maintenance light, steering problems, brake issues, strange noises or anything out of the ordinary, please note it in the van logbook and send an email to the Department Administration (earadmin@syr.edu) noting the issues immediately after you return from your trip.

Before leaving SU in the van:

1. Make sure you have [reserved the van](#) using the Department [Answers](#) request forms page.
2. Obtain the correct van logbook from the Department Office (HGL 204, opened by CA key outside of regular business hours). Logbooks are located near the sink area; van keys are in the front pocket of the logbooks.
3. Vans are parked in Irving Parking Garage (unless indicated otherwise by the Department) on the lower level. Either in the alcove on the southern side, or on the lower ramp.
4. For field trips – be sure to have each van-traveling student fill out a [Travel Waiver Form](#) in advance of the trip. Scan a digital copy (one PDF) of the waivers to earadmin@syr.edu prior to leaving for your trip. Take the hard copies on the trip with you and discard them upon your return.
5. Fill out the van checkout sheet (located inside the van logbook), including date, name of the person using the van as well as faculty responsible (if appropriate), and the purpose of the trip (e.g., field trip for EAR 104 to Green Lakes).
6. Check fuel level and record mileage before leaving. Treat the van like a rental car. Check for any dings, scratches or dents. Check van for cleanliness.
7. Drive VERY carefully out of the garage, being sure to NOT hit any yellow poles. Seek help from another person when exiting the garage if you are uncomfortable/unsure of van clearance.

On the trip:

1. Drive carefully, defensively, and within the speed limit (the driver is responsible for speeding tickets). Be aware of the size of the van and drive accordingly.
2. Safety equipment: vans have first aid kits and strobe lights/reflective triangles. If first aid supplies are used or missing, make a note in the logbook and email earadmin@syr.edu to notify the Department Administration. Never take the first aid kits from the vans for other uses.

Fueling:

1. Fuel the van if the gauge is at or below 1/2. There is no need to top it off on every small trip but please be courteous to the next person with a van reservation.
2. Fuel can be obtained from the SU Auto Garage during weekday hours (see separate instructions and maps in the van logbooks). You may also fill up using an SU business credit card (issued to most faculty) or pay for the gas yourself and seek reimbursement from the Department. Always get receipts and provide them with your [Travel Reimbursement Form](#).

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On return:

1. Get fuel, if needed. Clean van and remove trash. If the inside or outside of the vans are excessively dirty and *interfere with operation of the van*, please make note of it in the logbook and email earadmin@syr.edu to request van cleaning from the SU Auto Garage.
2. Park the van in Irving Parking Garage (unless indicated otherwise by the Department): lower level, either in the bay to the right (south) or on the lower ramp (avoiding any yellow poles).
3. Write the ending mileage in the logbook, calculate mileage.
4. Lock the van.
5. Return van logbook (including keys) to the Department Office (HGL 204, opened by CA key outside of regular business hours). Report any issues that you noted in the logbook to the Department Administration (earadmin@syr.edu) immediately after you return from your trip.

Van maintenance:

If you notice any problems during your van trip – e.g., low oil/maintenance light, steering problems, brake issues, strange noises or anything out of the ordinary, please note it in the van logbook and send an email to the Department Administration (earadmin@syr.edu) noting the issues immediately after you return from your trip.