

The **WSSU Student Centers Vehicle Usage Policies and Procedures** outline the requirements, procedures, and guidelines for using university vehicles for service-learning, community-based projects, and student leadership activities. Here's a summary of the key points:

#### Vehicle Eligibility and Reservation Process:

- Only **paid Student Affairs staff** who are **trained** by WSSU Parking & Transportation or other authorized safety trainers may drive the vehicles.
- A **valid driver's license** and agreement to undergo a **driver's license check** by WSSU PD is required.
- **Reservations** must be made through the [25Live Scheduling System](#) at least **5 days** in advance. For new drivers requiring training, reservations need to be made **2 weeks in advance**.

To proceed with securing Student Centers Vehicle (van or pick-up truck), please follow these steps:

1. **Submit a Reservation Request through [25Live Resources](#) (Student Centers):**
  - Log in to 25Live and select **Vehicle: Student Center (Van or pick-up truck)**.
  - Select **Reservation Date** on the calendar and click on the **Create an Event** icon.
  - Complete the event form with all relevant details and hit **Submit** to process the request.
2. **Add the Event to the Outlook Calendar:**
  - In addition to submitting through 25Live, please ensure that the event is also added to the **Outlook Calendar**. This will ensure that the reservation is properly coordinated with other Student Center activities.
3. **Required Documents:**
  - Once the reservation request is approved, please send a copy of the driver's license and a list of students being transported to the event. These documents are necessary for final approval and coordination.

After your request is submitted and approved, you will receive confirmation, and I will reach out if further information is required.

- **15-passenger vans** and **pickup trucks** are available, located in the **Student Centers Vehicle parking** spaces behind the Thompson Center.
- In case of unauthorized vehicles in parking spots, drivers should contact **Dana Walker** and park elsewhere.

#### Vehicle Use Guidelines:

- **College vehicles** must be used for **official college business** only.
- Drivers should maintain **safe driving practices** and report any vehicle issues.
- Vehicles must be returned to a clean state, with all trash removed and no excess dirt or sand.
- **Fuel:** Drivers should inquire about gas cards if traveling outside Winston-Salem and refuel, when necessary, with a **university credit card**.

### Driver Qualifications:

- **Minimum driving experience** of 1 year.
- A **valid driver's license** is required, and the individual must have a satisfactory **motor vehicle record** with no more than 8 negative points for moving violations in the last 3 years.
- **Driver registration** with Risk Management is necessary for all drivers, and records will be checked annually.

### Restrictions and Safety:

- Drivers with a history of **serious violations** (e.g., DUI, speeding above 80 mph, hit and run, etc.) will lose driving privileges.
- **Seat belts** must be worn by all passengers, in accordance with state law.

### Fees and Charges:

- **Rental Rates** (effective Fall 2025):
  - 15-passenger van: \$50/day (in-state), \$100/day (out-of-state)
  - Pickup Truck: \$25/day (in-state), \$75/day (out-of-state)
  - **Cancellation Fee**: \$50 (if not cancelled 48 hours before reservation)
  - **Cleaning Fee**: \$50-\$100 depending on severity
  - **Replacement Fee**: \$250 for lost key fob
  - **Excessive toll usage** may incur extra charges.

### Additional Policies:

- **Passenger Roster** must be emailed to Dana Walker before your trip; failure to do so results in **cancellation** of the reservation.
- **Keys** are to be picked up during business hours (8:30am-5pm, M-F) from the **Student Centers** and returned within **12 hours**. A **\$25 late fee** is charged for late key returns.
- **Accidents** must be reported immediately to the Student Centers Director and an **Accident Report Form** must be completed.

### FAQ:

- **Gas**: Covered for local travel; for trips outside Winston-Salem, drivers are given a gas card.
- **Vehicle Location**: In the parking spaces behind the Thompson Center.
- **Keys Pickup**: From the Student Centers office during business hours.

This policy ensures that vehicles are used safely, properly maintained, and only for authorized purposes, while also providing a clear process for reservations and usage.