Xavier University Dorothy Day Center for Faith & Justice  
Service Shuttle Usage Agreement

ORGANIZATION:
Name: ________________________________ Budget #: ________________________________
Event/Outing Name: __________________________________________________________________________________________
Contact Person: ______________________________ Email: ______________________________ Phone: _____________________

PROJECT:
Destination: ________________________________ Est. Roundtrip Mileage_________________ (Max. 70 miles roundtrip)
Date(s) ________________________________ Departure Time ________________________________ Return Time ________________________________

DRIVER:
Name: ________________________________ Banner ID# ________________________________
Cell Phone: ________________________________ Email: ______________________________

ADVISOR:
Name: ________________________________ Email: ______________________________ Phone: _____________________

POLICY: (please read and initial)
 o Vehicle is to be used solely for the project stated above, on the listed day(s) and time(s), and returned to campus no later than 10:00pm.
 o No more than 10 persons, including the driver, may occupy the vehicle. List all passenger names and ID#’s on Check-in/Check-out Form.
 o Club/Organization will be charged $30 for each trip of 25 or less miles roundtrip and $50 for trips between 26 and 70 miles roundtrip. Vehicle may not be used for trips exceeding 70 miles roundtrip.
 o Only driver(s) who have been authorized and trained by Xavier University’s office of Risk Management may drive the vehicle. Note: Visit http://www.xavier.edu/insurance/ to submit for authorization on-line and to determine the next van driving training.
 o Gas tank must be filled to full before van is returned to campus.

PROCEDURE
 o Check availability and place reservation for use of the shuttle by contacting Katie Minning, minning@xavier.edu, x3567.
 o One day prior to use, contact Katie to pick up the service shuttle keys during normal business hours (M-F 9AM-5PM) in GSC 310.
 o Show your identification to get the keys. Your status as an authorized driver will be checked (class and on-road training completed).
 o Upon checking in, you will receive a “Service Shuttle Check-in/Check-Out” form to take with you to the shuttle.
 o Inspect the shuttle prior to departure and record all information needed, including beginning mileage, on the “Check-in/Check-Out” form.
 o Please note that you must fill out all the names of the passengers and their banner ID #’s.
 o Upon returning the van, fill out the rest of the form, including ending mileage. Park the shuttle in the same location of the lower lot behind GSC (back into space as close to Shuttle sign as possible). Return the form and keys to the CFJ office promptly.

EMERGENCY CANCELLATION
 o In the event that CFJ Staff considers weather conditions hazardous, i.e., rain, snow, high winds, limited visibility, etc, the University will not allow use of the service shuttle. Should hazardous weather develop while the shuttle is in use, the driver should contact their advisor or XU Campus Police to determine the best course of action for the safety of all passengers.
 o In case of any other emergency, call Xavier University’s Campus Police (513) 745-1000.

LIABILITY
Signers accept FULL RESPONSIBILITY AND LIABILITY, including all expenses, for the use of the shuttle. Signers also state that the driver has been approved by Xavier University’s Risk Management office and is covered by the University’s vehicle insurance policy.

SIGNERS AGREE TO ALL OF THE ABOVE CONDITIONS OF THIS AGREEMENT.

( Club/Organization Advisor- Please Print) (Signature) (Date)

(Driver- Please Print) (Signature) (Date)