

Xavier University Peace & Justice Programs 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.

PROCEDURE

- o Check availability and place reservation for use of the shuttle by contacting Susan Scarpaci, scarpaci@xavier.edu, x3046.
- o One day prior to use, contact Susan to schedule time to pick up the service shuttle keys.
- o Pick up the shuttle keys from P&J staff at Dorothy Day House during normal business hours (M-F 9AM-5PM).
- 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 next to DDH (back into space as close to Shuttle sign as possible). Return the form and keys to the DDH Main Office promptly.

EMERGENCY CANCELLATION

- o In the event that P&J 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)