

Office of Community Involvement (OCI)  
VAN CONTRACT

Before being allowed to drive the OCI Van, you must agree to abide by all of the following guidelines. Failure to do so will result in loss of privileges and possibly further disciplinary action.

1. You must fill out the Driver Authorization Online Form **before** driving any Lynchburg College vehicle.
2. **No one** besides an individual approved to drive LC vehicles is allowed to drive the van.
3. The van should only be driven to approved destinations and then directly back to Lynchburg College.
4. **ALL PASSENGERS IN THE VAN MUST WEAR A SEATBELT WHILE THE VEHICLE IS IN MOTION.**
5. If you experience any mechanical problems, contact the Office of Community Involvement at 434-544-8470 **immediately**. If no one is in the office, contact security at 434-544-8100.
6. If you are involved in an accident of any kind or if you receive a traffic violation, please inform the Office of Community Involvement when you return to campus.
7. If the van has  $\frac{1}{4}$  of a tank of gas or less when you return, **please alert a student worker in the OCI** so that we can refuel it.
8. No food or drink allowed, unless you are transporting it for some purpose.
9. **Absolutely NO SMOKING or DRINKING ALOCHOLIC BEVERAGES in van.**
10. Clean up after yourself. If you dirty the van, clean it up. Remove all trash.
11. Lock the van whenever it is parked and not in use.
12. Sign up in advance (preferably one week) on the calendar in the OCI for the dates you plan to use the van. Include the name, volunteer site, and a contact phone number when you sign up. Make sure it is available for use before scheduling a volunteer activity.
13. To obtain the van keys, go to the security desk and ask the receptionist for the keys. Sign out the van and note where the van is parked. When you return from your volunteer experience, please record where you parked the van.

I, \_\_\_\_\_, have read the above and agree to abide by the guidelines set forth in this contract and any regulations for use of Lynchburg College vehicles. I understand that failing to do so may result in my loss of privilege and possibly other disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Volunteer Site: \_\_\_\_\_

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\* \* \* FOR OFFICE USE ONLY \* \* \*

Approved by Director of Community Involvement: \_\_\_\_\_ Date: \_\_\_\_\_