This form is for the College of Engineering’s 2014 Ford E350 12-passenger van (plate # LV67951). ONLY full-time faculty/staff or driver-certified student group members in the College of Engineering can reserve this van for academic/university use only. The purpose of this van is to allow cost-effective transportation for our teams, organizations and class activities. Drivers are responsible for fuel costs. Five business days are required to reserve the van.

The requirements for drivers are:

- You need to be 21 or older.
- Must possess a driver’s license valid in the Commonwealth of MA.
- Must have a clean driving record for the past 3 years (no moving violations and/or at fault accidents).
- Must provide upon request a copy of driving record from the Registry of Motor Vehicles
- Must not have any prior record of motor vehicle homicide
- **STUDENTS:** You are required to pass the NU driving exam & road test. Email COEVan@coe.neu.edu to schedule certification BEFORE proceeding with this form. Reservations are first come, first serve and this process can take up to 2 weeks to schedule.

Please refer to the following documents for helpful driving tips:

- The Positive Approach To Safe Driving
- Rules of the Road

**Key Pickup/Return:**

The COE van keys are kept at the Office of Public Safety located at 716 Columbus Ave. The certified driver for your specific trip must be present with their valid driver’s license to pick up the keys. The keys are available to be picked up right before van pickup and should be returned immediately after the van has been returned.

**Van Pickup/Return:**

The COE Van is located in the lower level of the Renaissance parking garage for both pickup and return. Please make sure that the number on the key corresponds with the van number. When you return a van please make sure that it is in good condition for the next group that uses it. Vans are to be returned with a full tank of fuel.

**Logbooks**

Always complete your entry on the Usage Tracking sheet in the log book, located at the front of the van beneath the cup holders, at the beginning and end of each trip. Inspection of the van (e.g. mirrors are intact, lights properly function, cabin or exterior damage) is necessary to ensure that all is in working order and there is no damage to the vehicle upon pick up and return.

**Fuel:**

Regular unleaded gasoline with a pump (R+M)/2 octane rating of 87 is recommended. Some stations offer fuels posted as “Regular” with an octane rating below 87, particularly in high altitude areas. Fuels with octane levels below 87 are not recommended. DO NOT use the university pumps located at the Gainsborough garage. The closest gas station to Northeastern University is the Shell/Ell-Bern Self-Serv Gas located at 584 Columbus Ave, Boston, MA.

**Drivers:**

The COE Van can only be operated by those who are on the approved list of van drivers. Only those individuals who are certified drivers are allowed to drive the vans. No exceptions. Note: The driver(s) must be present at the time of pickup in order to receive the van keys. To have a student certified, they must be at least 21 years of age, and have a clean driving record for three years. No exceptions. Driving tests are set up by contacting COEVan@coe.neu.edu.

**THE LAW:**

All State and Government laws must be observed when driving, AND only 12 people are allowed in a van, (11 passengers and the driver). The safety of our students, faculty and staff is our highest priority. Any person(s) found in violation of these rules will be subject to severe penalties.
SAFETY:

Trips that require more than 6 hours of driving are required that 2 certified drivers are in the van. It is recommended and expected from all, that each driver should not drive more than 6 total hours per day, and that drivers alternate driving the van every 3 hours.

Van Care

When returning the van, make sure that all trash, field guides, and personal items have been removed from the van. Leave our vehicles in the same condition as when you found them. If you find the vehicle in an unkempt state upon vehicle pickup, email COEVan@coe.neu.edu or call Michael Jocelyn at 617.373.3824.

Penalties for Van Misuse:

Programs will be assessed a penalty for misuse or failure to properly maintain a van. Penalties include, but are not limited to, the following:

- $50 cleaning charge, $30 plus the cost of a full tank of fuel if the van is not returned with a full fuel tank.
- Drivers will be responsible for the cost of a ticket for any moving/parking violations as well as any additional charges that may be incurred.

If a group/program is found to have abused its van privileges, that program will lose van privileges and will be charged for any transportation costs that are necessary to substitute van usage.

Vehicle Registration

The vehicle registration is taped to the driver-side sun visor.

EMERGENCY

In case of emergency, dial 911.

Breakdown/Maintenance Issues

In case of vehicle breakdown, adhere to the following safety steps:

- Pull the vehicle off the road.
- Activate hazard lights.
- Stay with the vehicle.
- Alert the instructor leading the field trip if he/she is in another vehicle.
- If information is available, contact local highway patrol.
- Contact Michael Jocelyn at 413.454.8482 or COEVan@coe.neu.edu to report an incident.

ACCIDENT

If you have an accident, stop immediately and take all necessary precautions.

- Alert the instructor leading the field trip if he/she is in another vehicle.
- Do not admit liability to anyone.
- Call NUPD (617.373.2121) or the local police immediately and file a police report. If filing an accident with the local police department, driver should immediately call NUPD to file a Northeastern report.
- Exchange vehicle information with the other driver - name, address, license number, plate number, year, make, model of car, name of Insurance Company.
- Take photographs
- Submit a Motor Vehicle Accident Report to the Department (in van log book) within 24 hours and within 12 hours if there is damage over $10,000 or injury to any party involved
- If anyone is injured, he/she should additionally submit an Injury Report Form to the Department (in van log book).
- Contact Michael Jocelyn at 413.454.8482 or COEVan@coe.neu.edu to report an incident.