

# Department of Family and Consumer Sciences Van Reservation Guidelines

## Guidelines for Use of the Family & Consumer Sciences Van

1. Only a person employed by the University may be permitted to drive the Family and Consumer Sciences (FCS) Van as it is a University-owned vehicle. This person must have a valid operator's license, have a current MVR Release Form on file with UK Risk Management, have a minimum of five years driving experience, have no health problems that limit driver licensing, and have been involved in no more than two at-fault accidents in the past three years.
2. Drivers must operate the van in a manner that promotes safety and reduces risk.
3. First priority for use of the FCS Van shall be given to faculty, administration, and staff of the Family and Consumer Sciences Extension for the purposes of facilitating meetings, programs, special events and other official functions related to the Department, School or College.
4. Use of the FCS Van shall not be approved for personal or private use of individuals or groups.
5. Passengers are limited to employees of the University, others on University business, official guests of the University and individuals to whom the University wishes to extend a courtesy. Family members who are not employees of the University may not ride in University vehicles. Picking up hitchhikers and casual riders is not permitted.
6. The use of cell phones - University employees shall not engage in text messaging when driving any motor vehicle on behalf of the University of Kentucky. The University strongly recommends that employees follow the text messaging guidelines when using a cell phone while operating a motor vehicle on behalf of the University of Kentucky.
7. The number of passengers may not exceed seven, plus the driver, making eight total people being transported.
8. Students are not permitted to drive the FCS Van.
9. The FCS Van shall be reserved through the Office of the Assistant Director by submitting the online reservation form accessible at: [https://uky.az1.qualtrics.com/jfe/form/SV\\_56IBjRvlfQJdiDQ](https://uky.az1.qualtrics.com/jfe/form/SV_56IBjRvlfQJdiDQ). Questions can be addressed to 257-3897 (Nadxi Ramirez) or 257-3877 (Darlene Tipton).
10. Keys will be signed out only to the appropriate faculty and/or staff member.
11. When conditions listed in the first bullet are followed, a driver is acting as an agent of the University and will be covered by the University's Motor Vehicle Insurance Policy.
12. In case of an accident, notify the police immediately. If the accident occurs on campus, contact the University Police. If the accident occurs off campus, notify the city or state police or local authority. DO NOT ADMIT FAULT. Make no commitments and do not argue with anyone on the scene. Call Jennifer Hunter at 859-576-2593 or Sarah Hanks at 270-519-5019. Follow the guidelines posted at <https://www.uky.edu/administrativeservices/accidents>
13. The sponsoring group may be charged a fee for cleaning, repairing or replacing the damaged property.
14. An individual or group who knowingly or maliciously violates these guidelines may be denied future use of this van or other facilities in the Department of Family and Consumer Sciences.
15. If you need to cancel a van reservation or if your time changes, please notify Nadxi Ramirez or Darlene Tipton AS SOON AS POSSIBLE. This will allow the van to be available for others.

