

University of Miami
RSMAS Undergraduate Program
Standard Operating Procedure
Van Use by Faculty Outside of RSMAS

In order to use one of the Program's vans, please e-mail Ruth Goodin at ruthgoodin@miami.edu to check availability. (If you are requesting the use of a van for a business purpose outside of RSMAS, there will be a charge of \$50.00 per day).

A driver's license check needs to be run for a driver before the University will allow them to drive a UM van. If you have not yet been approved as a UM driver by Risk Management, please fill out the attached Motor Vehicle Report (MVR) form found at:

<https://business-services.miami.edu/departments/risk-management/forms/mvr-vehicle-request-form-updated-sept-2018.pdf>.

After you have been approved by Risk Management as an authorized driver, please forward the approval to ruthgoodin@miami.edu. Only then will Ruth be able to make reservations.

Van Usage:

Please forward Ruth a syllabus or other documentation explaining the business purpose of the trip.

Please be sure to completely fill out the trip log before and after each trip.

You must return the van with a full tank of gas. It should be full when you pick it up. The day of your trip, you will be given a clipboard box with the van key, the registration, insurance information, parking zone map, and a trip log. If you will be leaving very early in the morning, you may pick up the clipboard box the day before.

Parking:

In the event of receiving a parking ticket, it must be paid for by the individual responsible for that ticket.

The van must be parked in an actual spot and in a proper space. It cannot cover white lines, and please do not park in a loading zone. Please try to park in the purple zone (preferably by the Arboretum) or in a Service Vehicle spot by the Ungar Building or behind the Cox Science Building. If you can't find any spots there, parking is usually available in the red zone behind the Knight Physics Building.

PLEASE BE SURE TO RETURN VAN AT AGREED UPON DATE AND TIME.