

Clark University Van Guidelines

- Vans can be driven by certified drivers only.
- Keys for Faculty vans (FAC1 or FAC2) should be picked up from and returned to University Police.
- Faculty vans are parked on the top level of the parking garage. Please return them to the same location.
- **Be very careful driving in the garage. The garage height varies and is lower than the van's height in places. Please stay in the main driving lanes. Do not try to park in lower levels.**
- Inspect the vehicle before driving, especially tire pressure. If tire pressure is low, be sure to inflate the tires at the start of your trip. Note any existing damage and report it to the Business Manager (see below) when you return.
- Please remember that 12 passenger vans handle much differently from regular automobiles or 7 passenger vans. Drive carefully.
- Absolutely no cellphone use (text or voice) by the driver.
- One passenger should be assigned the role of navigator.
- Speed limits must be obeyed.
- Return van with gas at the same level as when you started. Gas costs are the responsibility of the department.
- If the vehicle breaks down, call Merchants at 603-695-9261. They will need the unit number (on the key tag) or the license plate number when you call.
- Report any damage or accidents immediately to the Business Manager (pwykes@clarku.edu or 508-793-7385)