

Campus Vehicle Usage Requirements

Ventura College has seven (7) 12-passenger vans, all of which are used frequently. It is imperative that everyone who uses the vans completes the Van Pool Checklist when returning the van keys and credit card. The individual requesting the van is the program's representative and the responsible party of record.

We have found it necessary to itemize requirements for use of the vans as well as institute the following consequences should those requirements not be met:

1. Cancellation/No Show - we request 48-hours' notice if you will not be using the reserved vehicle.
 - a. Two (2) no shows or late cancellations may result in the program's loss of van privileges.
 - b. Program will incur the rental fees if another program needed to secure outside transportation.
2. Gas Tank Full – everyone is required to return the vans after use with a FULL tank of gas regardless of miles driven. Return the keys, gas receipt and credit card immediately after use.
 - a. Missing gas receipts – no further program use of the vans until the receipts are submitted.
 - b. Vans returned to the campus with less-than-full tanks may result in a fine to the program of \$50.*
3. Messes and Trash – defined as food wrappers and/or food items, trash left in the van, sunflower seeds, drinks, spills, etc.
 - a. First offense reported - \$25 charge to the program*
 - b. Second offense reported - \$50 charge to the program*

* Fines collected will be deposited into an account for the maintenance of the campus vans.