Department of Campus Activities

Policy 29: Vehicle Reservation and Usage

Guidelines

To support the Department of Campus Activities’ mission to provide a supportive and encouraging atmosphere conducive to student learning, leadership opportunities, and personal development, DCA makes available vehicles (two 12 passenger vans) to the WCU community. These may be reserved by a current registered WCU student, a Recognized Student Organization, or a WCU department. Reservation requests should be submitted a minimum of 10 business days in advance of the actual departure date to the Assistant Director for Resource Management. In order to reserve a van you will need to submit a copy of your valid driver’s license and a university budget code (cash and checks will not be accepted). If the total length of the trip is more than more than 250 miles, a University Fuel Card should be requested in addition to the van. DCA will need five (5) business days to process new requests for a fuel card.

Vehicle rate and charges:

1. Groups or individuals reserving a vehicle will be billed according to total miles driven.
   a. Current rate is $0.65 per mile.
   b. Minimum 30 miles per day billed.
2. A cleaning fee of $20.00 will be charged if the vehicle is returned with trash, excessive mud and/or sand, or other garbage still inside.
3. Any damages to the vehicle will directly result in additional charges billed to the individual or group making the reservation to cover the total cost of repair.
4. There will be a standard $50.00 charge for vehicles not returned on the due date in addition to the 30 mile charge billed per day. Vehicles must be returned on time to accommodate other reservations.
5. Prices are subject to change; please visit our website for current charges or call the Assistant Director for Resource Management at 828-227-7206.

Additionally, please note the following regarding use of DCA’s Vans:

1. By law, WCU owned vehicles may only be driven by current WCU faculty, staff, or currently registered WCU students.
2. Seat configuration within the van may not be altered. Seats must not be removed.
3. Vehicles will undergo a pre-trip and post-trip inspection with a DCA staff member to identify any damage or problems with the van.
4. Vehicles may only be picked up or returned between the hours of 8:00AM and 7:00PM, Monday through Friday. Vehicles are not available for pickup or return on official state holidays (if your trip is returning to campus on a holiday or weekend then you will need to make arrangements to return the van back to our office on the next business day). Standard daily rates will still apply for extra reservation days.

The driver must also fill out and submit a transportation log at the end of each trip. This is essential for the purpose of providing accurate mileage and information on issues that may have come up with the vehicle.