



RISD FACILITIES STAFF VAN USAGE PROCEDURE

STEP 1 You must be a RISD authorized driver to use the RISD van. To become an authorized driver, individuals must be approved based on the criteria outlined in the RISD Vehicle Fleet Safety Policy which can be found on the Risk Management site at info.risd.edu

STEP 2 Choose **Facilities Van** in your Google calendar to view availability*.

STEP 3 Submit a work order request at workorders.risd.edu
Choose WHAT-CHEER GARAGE (as building) and select VAN RESERVATION (as area). In request box include date, departure and return time, department, and authorizing person. Include name of driver and contact telephone number.

STEP 4 At the Facilities office, the **Van Usage Form** must be completed and authorized with a stamp or signature from Facilities personnel. **Office hours are M-F, 8:30AM-4:30PM.** Keys may be obtained at that time or from Public Safety (after normal business hours), though no more than 30 minutes prior to the scheduled departure time.

STEP 5 Upon completion of the trip the driver must fill the tank with gas and complete the bottom portion of the white copy of the Van Usage Form (conditions, mileage, etc.) This form along with the van keys should be delivered immediately to the Facilities Office or Public Safety if after hours.

** If a van is not available, a work order can be submitted to request assistance from Facilities Movers. Please call the Facilities Office for other possible options.*

FACILITIES 454-6484

PUBLIC SAFETY 454-6376