Scheduling / Use of Vans

The coordinator of campus scheduling is responsible for the scheduling of all vans used for College sponsored activities. The administrative assistant for residence life will provide back-up support for the coordinator of scheduling as required to avoid disruption of the process. The coordinator of campus scheduling will contact the administrative assistant for residence life when assistance is needed. In the event of a planned absence, the coordinator will notify the administrative assistant at least one week in advance whenever possible.

The administrative assistant for the Wolfington Center will serve as the contact for all faculty requiring vans for service learning. After consulting the van calendar for availability, the administrative assistant for the Wolfington Center will advise the Coordinator of Campus Scheduling of the reservation request.

All requests to schedule vans *must* be made a minimum of 5 days before van use is needed and made through the online scheduling system or by sending a completed van reservation form to the coordinator of campus scheduling. When requests do not conform to the van management policy, the request will be directed by the coordinator to the director of administrative services for approval. If necessary, the director of administrative services will seek approval from the vice president of finance and administration for any non-conforming request. Public Safety will be responsible for downloading a daily reservation list. The Coordinator of Campus Scheduling will advise Public Safety of any last minute changes to the reservation list.

Scheduling

Van requests will be processed on a **first-come, first-served basis**. In the event of conflicting requests, reservations will be processed and confirmed according to the following priorities:

- *Priority One* – **Academic Service Learning:**
  Service-learning experiences
- *Priority Two*- **Other Academic Uses:**
  Trips of off-campus programs related to a living-learning community (LLC), Saturday seminar, etc.
- *Priority Three* – **Student Activities**:
  Student activities scheduled through the Center for Student Engagement & Leadership, Wolfington Center, Campus Ministry, Athletics (for requests requiring more than two vans as described below) or Intramurals & Recreation.
- *Priority Four* – **Clubs & Organizations**:
  Activities scheduled by individual academic and co-curricular student groups, clubs, and organizations.
- *Priority Five* - **Faculty/Administration Use**:
  Trips for large groups of faculty or administration for work-related activities.
- *Priority Six* – **All other campus activities and events**

Requests may be submitted at any time, but will not be confirmed earlier than two weeks before the start of the fall semester in which use is requested. Priority three, four, five and six requests will not be confirmed prior to the start of the fall semester in which use is requested.

Van Distribution

Athletics will be given priority one status on a maximum of two vans as required to meet transportation needs for scheduled athletic contests. Athletics must provide the scheduling coordinator with a schedule of specific dates and times van usage is required as soon as the athletic schedule is determined. Once their schedule has been accommodated, the vans will be returned to the fleet inventory.

Vans will be assigned by the scheduling coordinator based on the number of occupants and fleet availability. ***Requestors may not request specific vans for purposes other than accessibility for mobility-impaired passengers.***

Scheduling Procedures

1. Individuals/groups are to submit a completed Van Request Form located at www.cabrini.edu/PublicSafety or reserve through the online scheduling system located at http://ems.cabrini.edu at least ***5 days in advance***.
    - The administrative assistant for Residence Life will have access to the van scheduling system and will be listed on the scheduling coordinator's voice mail as an alternate contact.
2. Vans must be reserved and confirmed ***before*** the event is in the final planning stages (i.e. printing materials, advertising the event, etc.) to ensure availability.
3. All requests for vans will be acknowledged within 3 working days
    - If there is a compelling need for immediate confirmation of a request, the requestor should contact the scheduling coordinator via telephone ***after*** submitting a completed van request form.
4. Groups requesting a van must have at least one approved driver per van requested (more than one may be necessary for longer trips). Public safety is responsible for testing and maintaining records on approved drivers. An application for driving permits may be obtained at www.cabrini.edu/PublicSafety .
5. All requests submitted by students/student groups must have the approval of Student Engagement and Leadership and submit a copy of an Event Registration Form to the scheduling coordinator.
6. The administrative assistant for the Wolfington Center will facilitate all faculty requests for service learning.
7. Vans may only be reserved for regularly scheduled (weekly, monthly, etc.) use on a semester-by-semester basis.
8. Please plan ahead! Due to anticipated high demand, vans may not be available for last minute requests.
9. Individuals/groups using College vans must abide by the Van Usage Policy, available online at www.cabrini.edu/PublicSafety .
10. Cabrini College reserves the right to revoke van scheduling privileges from any individual or group that does not follow the van scheduling or safety policies.
11. The coordinator of campus scheduling reserves the right to cancel or re-assign vans based on institutional issues or emerging needs after consulting with the Director of Administrative Services and, if necessary, the Vice President for Finance and Administration.