

## Experiential Learning Van Guidelines & Procedures

### Van Use Guidelines:

- You must be a University certified Van Driver to operate this vehicle.
- You CANNOT use personal FastLanes transponders in the vans. If you do, Brandeis will be billed \$50 and you will be responsible for this charge.
- Carry a cell phone for EMERGENCY USE or confirm that someone in the van has one that is fully charged.
- The ratio of people must be equivalent to the number of seat belts in the van (12).
- Only transport Brandeis University faculty, staff and students in this van.
- If you encounter a problem with the van upon return please email [experiential@brandeis.edu](mailto:experiential@brandeis.edu)

### Van Procedures:

- Call or email Experiential Learning Director, [Daniel Langenthal](#) (781-736-2697) to make a reservation.
- Pick up the key from the Experiential Learning (EL) Office and complete the van log prior to departure.
- The van is parked in the Tower Lot.
- Return key at scheduled time to the EL Office.
- Van must be picked up and returned in the time frame indicated in the reservation and as described in the van log. Other groups are dependent upon your punctuality.
- Return the van with the same amount gas (regular unleaded) as when you left campus unless this is an otherwise approved use without refill.
- Verify that emergency brake is OFF before operating the van and back on whenever you park the vehicle.
- Verify that all doors are locked and interior and exterior lights are off before returning the van.
- Return the van as clean as (or cleaner) than you when you picked it up.
- Show up early to pick up your van if its following a snow storm as you may have to shovel and clean off the van prior to departure.

\*Use of the EL van is a privilege and you are representing Brandeis University at all times.

\*Please adhere to all polices and guidelines indicated here.

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### Non-Emergency Contacts, Monday-Friday 9am-5pm:

Daniel Langenthal	781-736-2697
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### In case of an EMERGENCY contact:

Brandeis Police	781-736-3333
Waltham Police, Fire, Emergency	911
Brandeis Police (non-emergency)	781-736-5000