

Student Driver Agreement for Off-Campus Trips/Events

Name of Event: _____

Date(s) and Times of Event: _____

Destination(s): _____

Organization Sponsoring Event: _____

Org. Contact Person: _____ Phone: _____

Name of Driver: _____ Phone: _____

Agreed Upon Rate of Pay (generally \$10/hour): _____

For events that span over more than one day, other arrangements may be made, such as driver may be paid for hours driving, but is also given free admission to events in which the organization is participating. Hotel accommodations, etc. may also be included. Please stipulate any details of the agreement between the driver and the organization below:

Driver Signature	Club Representative Signature	Date
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By signing above, you also agree to the following policies regarding van usage:

1. The organization listed above is responsible for attaining approval from the Office of Student Life & Leadership Development for the event.
2. The organization is responsible for reserving the van at least two weeks in advance.
3. The organization responsible for completing all required paperwork.
4. The driver is responsible for picking up the van keys from the Office of Student Life during business hours, Monday through Friday.
5. Only the driver named above is permitted to operate the van.
6. Vans must be cleaned by the organization before the van is returned. Excessive rubbish and/or damage may lead to the organization's loss of van privileges and/or billing for any damages or special clean-up as needed.
7. Vans must be returned by the driver to the proper parking lot. Keys should be returned immediately, and may be done at the Hillwood Info Desk, between 9AM and midnight, 7 days a week.