

University of Miami
Rosenstiel Undergraduate Program
Standard Operating Procedure

Van Use by Faculty Outside of Rosenstiel

*Please follow these instructions to ensure the reservation and appropriate use of Rosenstiel undergraduate vans. It's important that drivers are **approved by Risk Management** prior to reservation and that there are no conflicts in the van schedule. Page 2 has important instructions for appropriate usage and return of the vans. Thank you for complying to keep the vans safe and this process working smoothly for all! Please contact kmr251@miami.edu (Trina Rosing) if you have any questions.*

Reserving Van/s

- If you are requesting the use of a van for a business purpose outside of Rosenstiel, there will be a charge of \$50.00 per day. There will also be a charge for the use of SunPass (tolls), and the gas tank must be full upon return (as it was at the start of the reservation).

- Use the online calendar to submit a request or check for schedule conflicts. We use Calendly to streamline this process and collect relevant information about the reservation request. Please remember that submitting a request does not guarantee the reservation - you will be contacted with a confirmation after the request is approved (if conditions are met and there are no schedule conflicts). Use the links below to access these calendars, one link per van, so please use both calendars if both vans are being requested.
Select your request dates, answer the questions and submit, then wait for an email from our office to confirm the reservation (not just the automatic confirmation email from Calendly).
[Request Marine Science Van](#)

- If there is any issue using the Calendly platform or if you have questions, please e-mail Trina Rosing at kmr251@miami.edu to check availability.

Driver Approval

- A driver's license check needs to be run for a driver before the University will allow them to operate a UM vehicle. If you have not yet been approved as a UM driver by Risk Management, please fill out the attached Motor Vehicle Report (MVR) form found at: [Motor Vehicle Report \(MVR\) form](#)

- Submit the form and a copy of your license to Trina (kmr251@miami.edu) so it can be approved by Risk Management. Please note: this approval process may take several days and

requires a short online safety training, so complete this in a timely manner so it's approved before your request & reservation day.

- ☐ Only upon approval by Risk Management will Trina be able to confirm the reservation.

Van Usage

- ☐ Please forward Trina a syllabus or other documentation explaining the business purpose of the trip.
- ☐ **Please be sure to completely fill out the trip log before and after each trip.** It's provided to you with the van key. Note mileage and reason for the trip.
- ☐ **You must return the van with a full tank of gas.** It should be full when you pick it up. The day of your trip, you will be given a clipboard box with the van key, the registration, insurance information, parking zone map, and a trip log. If you will be leaving very early in the morning, you may pick up the clipboard box the day before.
If the van is being used for the RSMAS UNDERGRADUATE Program (only): you may use the Facilities Administration gas pumps located at 1535 Levante Avenue, Coral Gables, FL 33146-2416 (Please see attached map). **Please fill out the gas log after each trip.** **For nonUndergraduate use:** You need to go to a gas station after your trip is over and fill up the gas tank. Be sure save your receipt so you may be reimbursed from your department.
- ☐ Only approved drivers by Risk Management are allowed to drive the van. Please follow all safe driving practices and protocols while operating the vans.

Van Return & Parking

- ☐ Upon return of the van, please park in the purple zone preferably behind Cox (by the Arboretum). If you can't find any spots there, parking is usually available in the red zone behind the Knight Physics Building. On campus, the van must be parked in a proper parking space. It cannot cover white lines and should not be parked in a loading zone or a service vehicle spot.
- ☐ In the event of receiving a parking ticket, it must be paid for by the individual responsible for that ticket.
- ☐ PLEASE BE SURE TO RETURN VAN AT AGREED UPON DATE AND TIME.