Van Policies

Emergency Procedures

In the event of an accident:

1. Call 911 about the accident and get medical assistance, if needed.

2. Once passenger injuries have been attended to, exchange information with the other driver(s), if needed. The information can be found on page 10 of this manual.

3. Call Campus Police at 413-585-2490 for assistance. Call even if you are involved in a single-vehicle accident. The dispatch officer who takes your call will help you determine how to proceed and will most likely contact the Van Coordinator for assistance.

For complete instructions on what to do in case of an accident, refer to page 10

Vehicle Safety

Smith College expects certified drivers to exercise caution and common sense while driving. Smith College holds drivers accountable for vehicle safety at all times. All drivers of Smith College vehicles are expected to abide by all Campus regulations, as well as all local, state, and federal laws.

Emergency Response 911

Other Contact Numbers:

SGA Office (413) 585-4950
Sharon Fagan’s Mobile # (413) 695-5772
Campus Police (413) 585-2490
Paragon Motor Club (SGA or CSO vans) 1-888-597-2863
Three Steps to Become Van Certified for Smith Six-Passenger Vans

➢ Register your driving credentials (driver’s license information) online
➢ Complete online van training presentation and quiz
➢ Complete the online defensive driving presentation and quiz

Requirements for Registering Driving Credentials:

➢ Drivers must have a valid U.S. driver’s license issued from the U.S. or U.S. territories
➢ Driver must be at least 18 years old
➢ Students must have at least one year’s driving experience, either in the U.S. or internationally
➢ Drivers must be a student at Smith College
➢ Drivers may not have had:
   - More than two accidents in past three years
   - Any Type A violations in past three years
   - Any combination of accidents and Type B violations more than two in past three years

1) Registering Driving Credentials:

➢ Click on [http://www.fivecolleges.edu/riskmgmt/policies/driver_credentialing](http://www.fivecolleges.edu/riskmgmt/policies/driver_credentialing)
➢ Read the Driver Minimum Requirements
➢ Read the Driver Agreement to Terms and Conditions, Rules and Regulations
➢ Go to the top of the page to Quick Links, click on “Start the credentialing process”
➢ Then, fill out the “Online Driver Credentialing Form” (driver’s license information)

2) Van Online Presentation:

➢ Click on [http://www.proprofs.com/training/course/?title=MTA1MDU=](http://www.proprofs.com/training/course/?title=MTA1MDU=) to take the van online presentation. There is a quiz at the end and the passing score is 85%. The SGA Office staff runs a report to show who has taken the quiz and the score received.

3) Online Driver Safety Presentation:

➢ Click on [www.smith.edu/sga/vans.php](http://www.smith.edu/sga/vans.php) for instructions and the link for the online Driver Safety presentation. There is a quiz at the end and the passing score is 80%. The SGA Office staff runs a report to show who has taken the quiz and the score received.
All students must be re-certified each academic school year. Each August, all names are deleted from the database.

The SGA presently has five vans, which are:
- Managed by the SGA Van Coordinator;
- Have automatic transmission;
- Are mini-vans for carrying six passengers plus a driver;

What are SGA Vans for?
- Vans are intended for use by Smith student organizations and Houses for programs or events.
- Vans are not meant to be used for personal use.
- They are not intended for hauling equipment or other property.

Who Can and Cannot Ride in Smith Vans
- Including a driver and back-up driver, SGA vans can carry up to seven Smith students.
- Van passengers should only be Smith students.
- Five-College students can be passengers if a member of a Smith organization, but they can NEVER drive a Smith van.
- Hitchhikers may not ride in a Smith vehicle.
- Smith vehicles may not be used to provide transportation for a fee, either for members of the Smith community or otherwise. Massachusetts Law prohibits commercial use of college vehicles.

Who Can Reserve and Use SGA Vans?
- Student Approved Organizations
- Houses
- Class Cabinets

When is SGA Vans Available?
Academic Year:
- Fall and Spring semester;
- Interterm
- Fall and Spring Breaks, for an event related to your org or house;
- No vans may be used over Winter or Summer Breaks;
- No vans may be used after 4:00 p.m. on the last day of classes;
- Special permission from Dean of the Students is required to use any Smith vehicles during the Reading Period prior to finals;
- No vans can be used during the week of finals.
Weekdays & Weekends:

- **Weekend** van use (Weekends: Friday, 6 a.m. – Sunday, 12 midnight) is when vans are in high demand. **Plan well in advance** and get your reservations in as soon as you can;
- **Weekday** van use is more flexible due to less demand. If your group will be reserving a van on a weekly basis during the semester, documentation is required;
- A van may be reserved for a maximum of three consecutive days including overnights;
- Plan in advance your departure and arrival times when leaving and returning to campus. Avoid being on the road between 1:30 a.m. and 5:00 a.m. because there is an elevated risk of drunk drivers and falling asleep at the wheel.

Guidelines:

- **Must reserve vans a minimum of seven calendar days in advance of the reservation;**
- **Plan ahead!** The Van Coordinator/Office Staff reserves vans on a first come, first served basis;
- The requestor should **alert the SGA Office to cancellations** as soon as possible. Please contact by e-mail (sgavans@smith.edu) or phone (413) 585-4950.

How Many SGA Vans May I Reserve at One Time?

- You may reserve a **maximum of two vans** for any one event provided you have two certified drivers and two certified back-up drivers listed on the Reservation form.

Where Can I Go with SGA Vans?

- SGA vans may travel **no more than a 250-mile radius in any direction from Smith Campus** and can be kept overnight.
- SGA vans may not be driven on unpaved roads (“off road”) under any circumstances.
- New York and Connecticut state law does not allow vans with logos as they are considered commercial vehicles on the various parkways and if stopped the driver will be fined. Check with the SGA Office for further details.

Some cities that fall within the 250-mile range are:

- Syracuse, NY
- New York City, NY
- Trenton, NJ
- New Haven, CT
- Stamford, CT
- Boston, MA
- Portland, MA
- Brunswick, ME

If you’re unsure of whether your destination falls within the 250-mile radius, use Google Maps to check the mileage.

How Can I Reserve an SGA Van?

➢ Officers or individuals within an organization or house (who are able to register events through the Smith Social Network) can reserve vans.
Van reservation forms must be submitted a minimum of seven calendar days prior to your event to be processed. Requests received fewer than seven days prior will be denied. Van use is for travel to events scheduled in advance, not for last-minute opportunities.

The van requester must list all certified driver’s names and their cell phone numbers on the van reservation request.

To change the assigned drivers after you filled out the van reservation request, send e-mail to sgavans@smith.edu or call the SGA Office (413) 585-4950 with the changes.

Instructions on requesting vans through the "events" section of the Social Network

- Go under your shortcuts to your org/house page and go to events.
- Create a new event.
- Fill in the requested information (if there are questions that are required but not necessarily applicable, for example, for the “expected attendees” just put the number of students.)
- The second page will have a list of types of events to choose from, choose “Van Request.”
- Next, you'll see the van request form. Fill it out and submit as part of the campus event, at least seven days prior to your event.

Picking Up and Returning SGA Vans

Key pick-up: The SGA van-certified designated driver or back-up identified on the van reservation form should pick up the van key at the SGA Office, 206 Campus Center before 4:30 p.m. prior to your departure even if it is for a weekend request. Remember, key pick-up is only available Monday – Friday from 9:30 a.m. to 4:30 p.m., so plan accordingly.

1. If you group has reserved two vans, the designated driver or back-up driver for each van must pick up the key and paperwork. One driver cannot come in and pickup keys/paperwork for both vans.
2. The driver must show the SGA Office Staff a valid driver's license.
3. Van are located across from Campus Police in the Facilities Management parking lot, which is located behind the ITT building.
4. There can be one certified driver when picking up or dropping off the van. These are the only times it is okay not to have two certified drivers in the van.
5. One of the certified drivers must inspect the van for any existing damage or equipment malfunctions. Use the SGA Van Passenger List/Liability Form to show existing damage.
6. If you find an issue that prevents safely driving the van, report it immediately to the SGA Van Coordinator who will supply you with another van if one is available. Do not drive off!
7. If the van will not start due to a dead battery, contact Campus Police and they can jump start it if not on a call. Only Paragon Motors or Campus Police can jump start a van.
8. Before leaving the Facilities parking lot, record the van’s mileage on the Mileage Log in the spot labeled “Beginning Odometer Reading.”

9. Load up your passengers and make sure everyone is using their seatbelts before you drive off. Massachusetts Law requires that all passengers and drivers wear seatbelts while the vehicle is moving. Most neighboring states also require seatbelts.

10. Fill out and return the “SGA Van Passenger List/Liability Form” to the white mailbox located in the Campus Police Lobby. Be sure to use the time clock to show time and date of submitting the list. Not doing so will result in a $25 fine to your house or organization each time the passenger list is not handed in.

11. When you get into the van, it should have a full tank. If your van’s tank is not full, fill it at the closest commercial gas station and save your receipt. You should also fill the tank at the end of your trip. Submit both receipts to SGA within 10 days to be reimbursed for your initial gas expense at the start of your trip. Check out the detailed explanation found in the Van Binder of each van.

Returning to Campus

1. Fill the gas tank before you return to Campus. Remember, SGA will not reimburse you for gas but your organization or house can. However, the SGA will fine the sponsoring organization or house for the cost of gas plus a $50 fine if the van is returned without a full tank of gas.

2. Drop off passengers and one of the certified drivers. The other certified driver can drive the van to the Facilities parking lot. Again, this is the only time that it is okay to have only one certified driver.

3. Park the van across from Campus Police in the Facilities Management parking lot, which is located behind the ITT building.

4. If you park elsewhere on Campus and receive a ticket, you will personally be responsible for paying for it.

5. Clean the van. Please clean up after yourself and be considerate of others. If you leave a mess for the next group, the SGA will fine your sponsoring organization or house $25 (or more, if professional cleaning or products are required).

6. Turn off lights, including dome lights on the inside of the van. Not doing so can drain the battery causing the next group delays while waiting for the battery to be jumped.

7. Close all windows and lock all doors.

8. Return the key and Mileage Log to the Campus Police Lobby. Drop the key into the key drop box. Make sure the key slides down the opening.

9. Remember to time stamp the Mileage Log before putting it in the white mailbox in the lobby.

10. Be Safe! If you get back to Campus late at night or the weather is awful, use the phone in the Campus Police Lobby to call Dispatch. Explain your situation and ask for a ride back to your house.

SGA Cancellation Policy

➢ The Van Coordinator or Campus Police reserves the right to deny use of vans in extreme weather conditions, a vehicle in need of maintenance or has been in a recent accident. This is for the protection of drivers and passengers as well as for the vans.

➢ Students must either call the SGA office at x4950 or email sgavans@smith.edu in the event that they are not going to be using a van they had reserved.
➢ Reservations are **NOT** transferrable. (i.e. your group has a van reserved for a certain event on a given day and you decide not to use it for that event, but want to attend another event during the same time, you must cancel the reservation you have and submit a new request.

**What to Do in Bad Weather**

➢ If you have picked up the key, but have not left Campus and the weather conditions to be driving, do not leave Campus.

➢ Return the keys to the key box drop off at the Campus Police Lobby.

➢ Also, do not drive if you’ve been told not to.

➢ If severe weather occurs after you have left Campus, use extra caution when driving. In the case of severe weather, do not drive back to Campus.

➢ If you are unsure whether conditions are safe, check the local weather or call your Van Coordinator for advice.

➢ The vans are not equipped with 4-wheel drive. When in doubt, don’t drive!

**What to Do if the Van Breaks Down**

1. **Help prevent breakdown!** Do not drive the van if you detect any problems after starting it up. If you find the van not functioning or damaged, contact your Van Coordinator.

2. **Use common sense when a van breakdown occurs on the road:**
   - Put passenger safety first;
   - Park the van as far off the road as possible or onto a breakdown lane. Do not park on a curve or the crest of a hill;
   - Place the transmission lever in park and apply the parking break;
   - Turn on emergency flashers and shut off the engine;
   - Consider your safety first. If there is any chance of being hit by traffic when setting up road-safety triangles, don’t use them. If you are not in danger, place one in front of the van and two behind it at some distance from the van so other drivers are alerted that something has happened. The triangles are located in an orange bag in the trunk/luggage area.
   - Have passengers exit the van on the side away from the road and stand well off the road.

**The Paragon Motor Club is the SGA roadside assistance program.** The membership card for each van should be in the glove compartment. If it is missing check the van binder before calling your Van Coordinator to get the information. **Paragon will handle flat tires, dead batteries, lock-outs, low fuel and towing if the situation warrants but not if the van is damaged in accident.** Anything that is considered mechanical is not handled under this plan. **Drivers are not authorized to have repairs made without consulting your Van Coordinator,** and will not be reimbursed for unauthorized repairs.
1. If Paragon Motor Club feels that the problem is mechanical, you must notify your Van Coordinator. The Van Coordinator who will determine what action should be taken (such as towing or repair) based on the location of the van, the time of day, and the circumstances of the breakdown.

2. Do not attempt to make it back to Campus if the van is not functioning due to mechanical issues or an accident.

3. Paragon will not tow a van that has been involved in an accident.

4. Do not leave a broken down van off Campus without authorization. You are responsible for getting the vehicle back to Campus, even if you have to return later than you expected. Unless authorized to do so by a Campus Police Officer or the Van Coordinator, do not return to Campus without the van.

Also, when bad weather occurs, use extreme caution when driving. In the case of a severe weather, do not drive back to Campus. If you are unsure whether conditions are safe, check the local weather or call your Van Coordinator for advice. The vans are not equipped with 4-wheel drive. When in doubt, don’t drive!

COMPENSATING FOR VAN CHARACTERISTICS

Driving a van may not be a daily experience for most drivers, so be especially careful. Driving a van requires extra caution at all times. Vans are larger and heavier than cars, and must be handled differently. You can compensate for these characteristics and operate them smoothly and safely. Here are some tips to keep in mind when driving a van.

Making Turns:
When making a right-hand turn, you must make a wider swing with a van than you would with a car. Consequently, on a right turn, it is necessary to watch the right outside mirrors for motorcycles, bicycles, pedestrians and parked vehicles. Use turn signals well in advance. Make turns more slowly than you would with a car. Whenever possible, avoid making U-turns. Due to the van’s wider turning radius, a U-turn may require you to make at least one backward movement. Avoid backward movement whenever possible.

Following Distance:
A loaded van is more difficult to stop than an automobile traveling at the same speed. Therefore, you should use a four-second following rule for a van, as opposed to a two-second following rule for a car. The four-second rule works as follows: after the rear of the vehicle you are following passes a fixed object, count 1001 - 1002 - 1003 - 1004. If the front of your vehicle passes the same fixed object before you count to 1004, you are following too closely. In poor weather conditions or when fully loaded, slow down and increase distance to five seconds or more.

Blind Spots:
The van has blind spots on each side. Adjust your mirrors to reduce these as much as possible. The greatest blind spot is to the rear when backing up. Your best defense is to back up only when necessary. Avoid backing into traffic. If you must back up, get out and check the area behind you before doing so. Turn on your emergency flashers and back slowly. Have your passenger(s) assist you, but make sure they understand what you expect from them. Watch out for your own passengers walking across the front of the van or behind it as they board or leave. When in a line of stop-and-go
traffic, never get so close to the vehicle in front of you that you lose sight of its brake lights and directional signals.

**Parking and Loading/Unloading:**
Watch for normal hazards, such as low branches and wires, fences, walls and hydrants, and choose a spot that will be easy to pull in and out of. Be aware of the terrain into which your passengers will disembark. It is your responsibility as the driver to be aware of potential hazards.

**EMERGENCY PROCEDURES**

**Stop safely at the scene.** Park the van as far off the road as possible or onto a breakdown lane. Try not to park on a curve or the crest of a hill.

1. **Call 911.**

2. **Turn your emergency flashers on and shut off the engine.**

3. **Attend to your safety and the passengers’ safety.** If no one needs medical attention, have passengers get out of the vehicle and away from the road. **Exit on the side away from traffic and stand well off the road.**

4. Consider your safety first. If there is any chance of being hit by traffic when setting up road-safety triangles, don’t use them. If you are not in danger, place one in front of the van and two behind it at some distance from the van so other drivers are alerted that something has happened. The triangles are located in an orange bag in the trunk/luggage area.

5. **Notify Campus Police and your Van Coordinator of the accident** as soon as possible.

6. **Do not discuss the accident with anyone other than police and college officials** except to obtain driver, vehicle, insurance carrier, and witness information. Be courteous and avoid confrontational language when addressing police, college officials, and other drivers. **Acknowledge only facts to the other driver(s). Never tell the other driver(s) that you are at fault for the accident.**

7. **Exchange the following information with any other driver(s) involved:**
   - Name and address of owner and operator of the vehicle;
   - Car license plate and state;
   - Vehicle model, make and color;
   - Time, date, and location of the accident;
   - Our Insurance Company and Policy Number Information
     - **Church Mutual Insurance Company**
     - 3000 Schuster Lane, PO Box 35
     - Merrill, WI 54452
     - Phone: (800) 554-2642
   - Policy #: 0302389-09-813655
   - Registration materials and a packet of accident information are located in the glove compartment.
8. **Record witness information** if someone witnesses the accident (from inside or outside of the van), please ask for his/her name, address, and telephone number so that we may contact them if needed.

9. **If the Police Officer does not write up an accident report** because the damages are under $1,000 and there were no injuries, ask the Officer to note in his call records that the accident was reported, so we can contact their dispatch center for this information. This is needed for insurance purposes.

10. **Upon return to Campus, complete a Smith accident form through Campus Police or your Van Coordinator.** Accident reports can be found in the glove compartment or the Van Binder. These reports are essential to communicate with the Smith mechanic and our insurance company.

### What Are the Ramifications of an At-Fault Accident?

If your actions are found to be the cause, meaning **you are at fault**, you will lose van privileges and your organization/house/department will be charged for the total cost of the repair or for the $500 insurance deductible.

If the cost of repair is under $500, the amount owed. If the cost of repair is more than $500, only the deductible of $500 needs to be paid.

If damage to the van is not reported, the liability for the damage will be split between the last two groups to use the van preceding the discovery of the damage. It is imperative that all accidents are reported promptly.

Please be aware that there are driver penalties for at-fault accidents:

- If the accident consists of hitting a stationary object (e.g. telephone pole, guard rail, gas pump guards, etc.), privileges are suspended for six months.

- If the accident involves another car, a building, etc., driving privileges are suspended for one year.

- If the van driver is ticketed for reckless driving, running a red light/stop sign or DUI, driving privileges are suspended for two years.

- If the accident includes injuring a person(s) or totaling the van, driving privileges are suspended permanently while attending Smith College.

### Appeal Process for At-fault Accidents:

- Students who drive as a condition of their student employment (work study) may request an exception to the at-fault penalties based on the circumstances of the accident from the Dean of Students.
• The student driver involved in the accident will be temporarily suspended from driving any Smith vehicle until the appeals process is complete.

Penalties and Fines

The following rules are more specific than the online van presentation. If a student driving an SGA Van is found to have abused these rules then appropriate disciplinary action will be taken.

A non-certified driver driving any Smith vehicles:
If circumstances result in a non-certified driver having to drive, the driver of record will lose driver privileges to drive any Smith vehicles during their years at Smith. The non-certified student will lose the right to ever be credentialed.

Talking on cell phones while driving:
Drivers may not talk on cell phones or use hand-free devices while driving Smith vehicles.

Transportation and/or consumption of alcohol:
Students, regardless of age, may not transport or consume alcohol in a Smith vehicle or have bottles or cans of alcohol stashed under the van seats.

Causing an accident:
All accidents are reviewed and investigated by the 5-Colleges Risk Manager and Van Coordinator to determine the cause and if it was preventable or not. If the driver of the van was found to be at-fault, the findings will be documented and disciplinary actions initiated.

Failure to file an accident report:
With the Police where the accident occurred, failure to fill out an accident report upon returning to Smith or failure to notify the Van Coordinator or Smith College Campus Police.

Reckless Behavior:
Reported incidents of near misses, reckless driving, and failure to wear seatbelts will be investigated for appropriate disciplinary action.

Receiving a moving violation:
The Van Coordinator can revoke driving privileges for those drivers who have been given moving violations while driving Smith vehicles. Students who face criminal charges, including driving recklessly, driving to endanger, or driving under the influence of drugs or alcohol will be investigated for appropriate disciplinary action.

Using SGA or Smith vans for personal use:
No one may use Smith vans for personal use - driver loses van privileges for one semester.

Failure to return a SGA van with a full tank of gas:
If a driver fails to return a van with a full tank, the SGA Van Coordinator will bill the sponsoring organization or house for the cost of the gas plus a $50 fine.
A non-certified driver driving an SGA Van:
If circumstances result in a non-certified driver having to drive the van, the driver of record will lose driver privileges to drive any Smith vehicles until they graduate from Smith.

Failure to complete the required “Van Passenger List:”
If a driver fails to complete this paperwork and doesn’t hand it in before leaving Campus, the sponsoring organization/house will receive a $25 fine per incident.

Leaving the van dirty:
Please clean up after yourself and be considerate of others. If you leave a mess for the next group, SGA will fine the sponsoring organization/house $25 (or more, if professional cleaning or products are required).

Breaking van windshield wipers:
By using the wipers to clear off snow or ice on the windshield it can result in the wipers not functioning correctly. SGA will impose a $50 fine to the organization or house responsible.

Loss of an SGA van key:
There is a $50 charge for replacing a metal keys and $200 for the key fob for SGA Vans 3, 8, 9. The sponsoring organization or House will be responsible for paying the replacement cost.

Paying Traffic Violation fines:
Smith College does not allow any type of school funds to be used to pay parking, toll or traffic violations. The individual who was driving is personally responsible for paying any of those violations promptly. No organization or house account can be charged. If the fines are not paid or reported, the driver responsible for the traffic violation can lose driving privileges. The Commonwealth of Massachusetts can cancel the van registration making it illegal to drive the vas as a result of unpaid violations and resulting fines.

What Are My Responsibilities as a Certified Van Driver?
By attending van certification and defensive driving sessions, student drivers are agreeing that they will, at all times, obey all rules and abide by any sanctions, whether listed below or otherwise imposed:
1. **Carry a valid driver’s license.** This must be in your possession while driving.

2. **Do not permit any unauthorized person to drive the van while you have it checked out.** Unauthorized drivers may be personally liable for any accident or loss. Use by unauthorized drivers will result in the loss of your driving privileges for any Smith vehicles.

3. **Comply with all applicable traffic laws, ordinances and regulations.** Plan plenty of time for travel and drive responsibly. Use safe driving principles, practices, and techniques at all times.

4. **Make sure your passengers do not distract you from driving.** Do not allow passengers to play music, throw things, or otherwise distract you. You have the right to head back to Campus or call your Van Coordinator or Campus Police for assistance if your passengers do not cooperate.

5. **Pay all tolls, speeding tickets, parking tickets, and traffic violations.** Smith College has a policy which states that no school funds may be used to reimburse anyone for traffic violations. Should the Van Coordinators become aware of any outstanding fines, you will be informed of the fines and are required to show proof of payment, and you will lose your driver certification. In the case of a speeding ticket, you will automatically lose your driver certification for six months or more, depending on the circumstances.

6. **Do not drive under the influence of alcohol or drugs.** Also, do not drive if using a prescription medication that has any warning of impairment while driving a vehicle.

7. **Do not use a cell phone while driving.** This includes headsets. Pull safely over to the side of the road or have a passenger use the cell phone instead for any necessary communications.

8. **Do not drive with anything on top of the vehicle, or protruding from a window or door.**

9. **Ensure that all of your passengers are seat-belted before you drive!** Seatbelt use is mandatory in Massachusetts, as well as in most neighboring states. Failure to enforce passenger seatbelt use may result in the loss of organization/house/individual driving privileges.

10. **No smoking in Smith vans.**

11. **Absolutely no alcohol may be consumed, transported or hidden under the van seats.**

12. **In the event of an accident or breakdown, take responsibility for your passengers’ safety when possible.**

13. **Clear the van of all snow, ice or other debris with the van’s snow brush before driving. Don’t forget to clear off the roof (Now a State Law).** **DO NOT** use the windshield wipers to clear snow and ice from the windshield. This may damage the wipers which in turn puts the van out of commission. If wipers are damaged, your organization or house will be fined $50.

**Two Important Massachusetts State Laws**

- Headlights must be on when using windshield wipers if stopped will be ticketed.
• Be sure to clean off the roof of the van if there’s snow. If snow were to fall onto the driver of the car behind you and that resulted in an accident, you would be ticketed. You would also lose your van certification for one year.

Using Zip Cars instead of SGA Vans:

• If an organization or house is denied a van due to no van availability during the time requested, then the organization qualifies to rent a Zip Car.

• A copy of the denial posting on the Social Network must be included with the reimbursement form for the Zip Car.

• The Zip Car must be driven by a certified student driver if it’s being used for an approved organization or house event.

• If the van request is denied because the request was not seven days prior to the event, the Zip Car is not reimbursable.

Emergency Supplies Located in each Van:

Can be found in the back of the van

• Orange Bag with the road-safety triangles
• Scraper/Brush
• Scraper/Brush on Extension Pole
• Shovel

Found in the driver/passenger area

• Van Manual Binder
• Flashlight
Questions

Contact the SGA Van Coordinator
SGA Office, Campus Center 206
Monday - Friday from 9 a.m. to 5 p.m.
413-585-4950
sgavans@smith.edu

For Emergencies or After Hours Questions
Contact Campus Police
413-585-2490