

**Texas Woman's University  
Mary Eleanor Brackenridge Student Union  
Operating Manual**

**Subject:** Operating Procedures

**Date:** December 21, 2008

**Re:** **Van Reservation Procedures**

There is one Student Union van which can be utilized for student groups and departments to reserve. The van can only be utilized for official TWU sponsored events. The van number that has been assigned to the Student Union van is #101. The Clubhouse has priority over other organizations/departments weekdays from 2:30 pm – 5:30 pm for the Clubhouse After-school program. If the van is unavailable due to a previous booking, the Clubhouse will request a van from Facilities Management.

Van forms must be received in writing and may be turned in or faxed in. Phone reservations for vans will not be accepted. The van is available on a first come, first serve basis. The driver who will be responsible for the van must be listed on the reservation form and they must have received their Van Authorization Card from the TWU Safety Office. Drivers must be registered with the Student Union Office prior to driving the van. New drivers must present their Driver Authorization card to be added to the Student Union's approved driver registry.

Organizations/Departments must pay a \$10 van usage fee and mileage at a rate of .55 per mile per trip. Payment may be received via an IDT, cash, check, or credit card. It is the responsibility of the driver to write down the mileage and destination on the mileage sheets located in the van console. The Student Union Office will send out billing statements on a monthly basis for van usage.