

## **Great Lakes Center Vehicle Use Procedures**

The School of Natural and Social Science is the owner of a large capacity van to be used by the faculty and staff for official business. Beside the van other pickup trucks, older van and dump truck are also available. These vehicles are kept at the Great Lakes Center Aquatic Field Station on Porter Ave.

The Science Van is capable of carrying 11 people (including the driver).

The fee for usage is based on the miles traveled (Mileage x \$0.585 = cost) which will be reviewed yearly at the beginning of each year.

To tentatively look to see if the van is available on a particular time open the public folders in Outlook and explore (expand) Great Lakes Center. One of the calendars is labeled vehicles. Orange colored appointment are the science van, purple are the old van, white and blue are the pickup trucks, and green is the dump truck.

To reserve a vehicle click on "Great Lakes Center" in the Public Folder. Double Click on the "Vehicle Request" form (Note: this is an electronic form and may take a minute to download). Fill it out and either email or fax it to the Field Station Manager, Mark Clapsadl at [clapsamd@buffalostate.edu](mailto:clapsamd@buffalostate.edu) (878-5625). Mark will then enter it into the "GLC Vehicle Calendar" and will email you a meeting request confirming your usage.

The vehicle should be received with a full tank and clean. Any fuel, parking or toll charges incurred will be the responsibility of the user and or the department.

The vehicles should be returned in a cleaned state. A \$50 cleaning fee will be charged if not.

The van is property of the state of New York which is self insured. Any accidents or damage must be reported to Mark so the proper paperwork can be filled out.

All effort should be made to pickup vehicles during normal business hours at the GLC Field Station, but if that can not be arranged a temporary gate code can be given. The vehicle key can be retrieved (if prior arrangements have been made) from the combination lock box on the front door of the Field Station. Please park your vehicle away from the front door and place your keys in the box incase it needs to be moved.

A clipboard tracking mileage is to be filled out on all trips.

Any questions should be directed to Mark Clapsadl at 878-5625.