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Policy and Procedure of Car for Afro-American Social and Cultural Activities

Denison University

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DENISON UNIVERSITY

Policy and Procedure Subject:
Car for Afro-American/Social and Cultural Activities

Policy & Procedure No. 102
Effective Date April 22, 1969

POLICY:

I. Use of car shall be assigned and supervised, with advice from the Afro-American Lounge Steering Committee, by the Advisor to Black Students.

II. Reservation priorities shall be determined by the Advisor to Black Students with consultation from Afro-American Lounge Steering Committee.

III. Leasing and operation charges for car are a University expense. Charges for operation are captured under Student Services Series Other Category of Educational and General Operating Budget. Controller assigns appropriate account number.

IV. For such offenses as falsifying the information given in reserving the car (i.e. name of person for which car is being reserved, misstatements as to destination and omission of passenger names, etc.), operating a vehicle recklessly, or generally abusing the use privileges results in denial of driving and use privileges and/or in additional disciplinary action.

V. The University may deny privileges to students who have been cited for moving violations.

VI. Financial penalties may be assessed against individuals who are late in returning a car.

VII. Car is not used for trucking purposes; luggage racks are prohibited.

VIII. Number of persons in car not to exceed manufacturer's normal rated capacity for car.

IX. Student is liable for first $100.00 of damage in any accident.

X. Operation of the car must be in compliance with State motor vehicle laws, general road courtesy, and the approved use of the car.

XI. Continuation of this program depends upon year-to-year renewal of the motor vehicle personal liability and property damage insurance of the University.
PROCEDURE:

I. Assignment of Car

ADVISOR TO BLACK STUDENTS

A. Assign to Denison student possessing a valid operators license from any state in the United States.

B. Secure name of person making reservation, name of driver, and names of passengers riding in car, and other pertinent data on Motor Vehicle Use Authorization Form.

C. Approve or disapprove any overnight use of car.

II. Car Pick-Up Procedure

ADVISOR TO BLACK STUDENTS

TELEPHONE SWITCHBOARD

STUDENT DRIVER

A. Issue keys to driver on weekdays (Monday thru Friday) between 8:30 A.M. and 4:30 P.M.

B. Issue packet with keys to driver on weekends (Saturday and Sunday). Motor Vehicle Use Authorization Form must have been approved by Advisor to Black Students in advance.

C. Record time of departure and speedometer mileage on form before departing. Note any unusual damages of car on form.

D. Remove from Swasey Chapel Parking Lot.

E. Check gasoline for adequacy. If gasoline or oil is needed during trip, be sure to get cash receipts for turn-in to Advisor to Black Students.

III. Car Turn-In Procedure

STUDENT DRIVER

A. Record time of return and speedometer mileage on Motor Vehicle Use Authorization Form.

B. Park car in Swasey Chapel Parking Lot and lock doors.
III. Car Turn-In Procedure (Continued)

C. Note any mechanical defects or other comments on Motor Vehicle Use Authorization Form and turn in with packet.

D. Turn in packet with keys, credit card, gasoline and oil receipts, etc. to Advisor to Black Students on weekdays (Monday thru Friday) between 8:30 A.M. and 4:30 P.M. On weekends (Saturday and Sunday) return to Telephone Switchboard.

E. Send packet to Advisor to Black Students when turn-in is at Telephone Switchboard on weekends.

F. Approve any gasoline or oil purchases and code. Forward to Purchasing Office.

G. Send copy of Motor Vehicle Use Authorization Form to Purchasing.

IV. Accidents

A. In case of accident notify the police immediately.

B. Do not leave the accident scene until excused by proper authorities.

C. Do not make any statement regarding the accident except to police or a representative of the Hartford Insurance Company.

D. In case of injuries or extensive damage, notify the Chief of Security, Denison University (582-9181) by telephone at once.

E. Make a detailed report to the Chief of Security upon return to the University.
V. Servicing

PURCHASING OFFICE

A. Have Security Department make weekly checks of vehicle to determine any servicing needs.

B. Review copy of Motor Vehicle Use Authorization Form to determine when mileage or comments dictate service requirements.

DISTRIBUTION

Advisor to Black Students
Dean of Men
Dean of Women
Afro-American Steering Committee

Assistant Dean of College
Security
Purchasing
Controller

MEMORANDUM TO: David Tull, Ohio Wesleyan U.

FOR INTERNAL USE:

The vehicle assigned for the above use is a station wagon, leased at a cost of $1,600 per year. To date, the vehicle has been driven approximately 10-11,000 miles. Actual cost of the operation depends on whether depreciation allowance is taken into consideration in computing miles driven. The vehicle has been in use since mid-May, 1969. The purposes for its use have never been put in writing, although it has been expressed that Denison is supporting this venture because of the deficiency in opportunities for social and black culture exposure in the Granville area.

There have been some minor changes in the policy, such as II B and III E are not in effect. The Black Student Advisor and the Steering Committee assume the responsibility for the issuing of keys, etc. Neither is the car parked in the Swasey lot, II D and III B. However, these will not affect your considerations to any great degree.

February 26, 1970