Willamette University  
Campus Recreation  
Sport Clubs

TRANSPORTATION

To Reserve Vans
- Email Bryan Schmidt <bschmidt> at least 7 days BEFORE trip with the following info:
  - Day/time picking up, day/time dropping off, number of people going, where you are going

Things to Keep in Mind
- Willamette exclusively uses Enterprise for all van rentals. All rentals are 7 passenger vans.
- Enterprise Hours: Friday until 6pm & Saturday/Sunday 9am-12pm
  - Shuttles from Chicken Fountain leave every Saturday morning at 8:45am
  - Vans can be picked up only in those hours but can be dropped off at ANY time

Example Scenarios
- **Scenario 1:** Club A is leaving for a competition at 10am and will be returning at 7pm. They only need to rent a van for one day since they can pick it up from Enterprise after 9am and will return it before Enterprise opens the next morning.
- **Scenario 2:** Club B is leaving for a competition at 7am on Saturday morning. They will not be returning until 8pm that same night. They will need to rent a van for TWO days. They will pick up the van on Friday evening and then will drop it off before Enterprise opens the following morning.

IMPORTANT INFO
- You need one Certified Safe Driver per van
- A Trip/Passenger Form must be submitted 48 hours before the trip leaves
- At least one Safety Officer must be present on ALL trips
- You will need to pick up a gas packet in Campus Rec Office (Montag) before 3pm on Friday. Only one packet is needed per trip. These gas packets are to be returned to Montag on the next business day.
  - Collect all gas receipts!
- If a club picks up a van on Friday evening, the van must be parked in Sparks Parking Lot.
  - You are NOT allowed to leave the van at an off-campus residence or to use the van outside of club travel.
- For trips over 3 hours away (one way), two drivers per van are needed.
  - Students cannot drive longer than 3 hours at a time without a one-hour break in between.
- Any club planning an overnight trip must submit an itinerary to AND meet with the Campus Rec Coordinator in order for the trip to be approved.

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<thead>
<tr>
<th>ASWU Travel Precedents</th>
<th>Emergency Protocols</th>
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<tbody>
<tr>
<td>$54.26 for rental van fee</td>
<td>In case of a car accident:</td>
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<tr>
<td>$0.20/mile for up to 100 miles</td>
<td>1. Call 911 (if emergency assistance is required)</td>
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<tr>
<td>$0.10/mile beyond 100 miles</td>
<td>2. Call Campus Safety (always) 503-370-6911</td>
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<td>Clubs will need to pay for difference (dues, non-ASWU account, etc.)</td>
<td>3. Call Campus Rec Coord. 530-908-0658 (always)</td>
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Updated 12/21/16