Biology Van use

Before you book

* Please ensure you have a [Driver Agreement & Info Form](https://www.trentu.ca/riskmanagement/sites/trentu.ca.riskmanagement/files/documents/DriverAgreementandInformationForm_1.pdf) registered with Risk Management
* Allow at least 3 days prior to driving for it to be validated.

Note that you must have at least a G2 license to drive a Trent-owned vehicle. There is no minimum age restriction.

Contacts

* Academic year (late August – late May): Kelly Boadway, [kellyboadway@trentu.ca](mailto:kellyboadway@trentu.ca?subject=Biology%20van%20booking), X6631
* Summer (late May – late August): Susan Chow, [schow@trentu.ca](mailto:schow@trentu.ca?subject=Biology%20van%20booking), x7763

To book

* Send an email or call with the dates **and times** you require the van to check its’ availability
* Kelly or Susan will let you know if it is available and book it for you.

If you need it frequently, please speak to Kelly or Susan about seeing a van calendar.

Rates (updated May 2021)

$27/day (no partial day charges)

plus

$0.59/km

**Gas is included in these prices**; there is a Visa card in the van you can use to fill it up if it runs low. We ask that you return the van with no less than ¼ of a tank.

The supervisor’s lab will be billed in late March or early April each year based on the logbook use.

Note that at these rates, if you are travelling more than ~55km, it is less expensive to rent from Enterprise

Keys

Collecting

* Keys are in Biology Stores (LHS D114).

If you plan an early start to your day, you should collect the key the afternoon before you need it. During the academic year, Kelly is usually close by to Stores. However, if nobody is in Stores, please see one of the other Demonstrators who can help you.

Returning

* Please return the key to one of the Biology Demonstrators
* If none of the Demonstrators are available when you return, please slide the key under the Stores door on your return.

Logbook

The logbook is in the vehicle at all times. It is a yellow field notebook. Please fill it out **FULLY and LEGIBLY**, including the **name of your lab** (typically your supervisor’s last name) **or the Department you are associated with** if it’s for Departmental use (including teaching). If it is for a course that is NOT a Biology course, please include your course code.

Gas & safety supplies

In the van, you will find a large Rubbermaid between the front seats. In that is a small, dark green zippered pouch with a credit card in it; this is to be used for purchasing gas. Please place the receipt inside the pouch.

Other safety supplies are also in this Rubbermaid. If you use them, please return them as you found them.

After use

Please:

* Leave the gas tank at least ¼ full on return
* Leave the van CLEAN (including removing your garbage)
* Ensure the windows are up
* Unplug any devices
* Lock the vehicle
* Hand in the keys as soon as possible (slide under BioStores door if nobody is available)

Updated May 2021