**SGA Vans**

Recognized Student Organizations may use SGA Vans free of charge for RSO related activities. The Student Government Association owns three seven-passenger mini-vans and one five-passenger van for students to check out and use for RSO purposes. In order to drive the vans, students must attend a certification course provided by Public Safety. To sign up for a certification course or reserve a van, please visit the RSO Service Center.

1. The Student Government Association vehicles are solely for the use of Resident Assistant-sponsored programs and Recognized Student Organizations to execute official events or organizational needs ONLY. Under no circumstances are the vehicles to be used for individual or personal use. If a van is found to have been used for personal activities, van certification will be revoked and group van privileges may be suspended.

2. The driver of the reserved van must have completed the vehicle certification course provided by the College and assumes all responsibility for the vehicle during the reserved time period. Individuals not on the approved driver list will not be allowed to reserve vehicles.

3. Completed Reservation forms are due to Transportation Office.

4. The co-chair of an organization cannot both sign out an SGA vehicle AND be the one who drives it. In other words, if the co-chair is the driver, he/she cannot validate his/her own request. In this case, a signature is required by the other co-chair in order to authorize the use.

5. All van reservations require a clearly written or typed list of passengers including HC ID numbers.

6. Any trips out of state, overnight, or greater than 100 miles (round trip) will require special approval and signature from the Director of OSI.

7. Student Organizations may not reserve more than two vehicles for an overnight trip unless special permission is received.

8. No minors or non-Holy Cross community members may be transported without the expressed permission of the Director of OSI.

9. When the individual makes the reservation he/she will be given the yellow copy of the reservation form. This copy of the form must be presented to the Public Safety attendant in order to take out the van. **Drivers must return keys to Public Safety by the return time listed on the form.** All vehicles must be returned to their reserved parking spaces.

10. Please check the gas gauge before you begin your trip. If there is not enough gas to complete your trip, please come into the OSI Office to obtain a gas card. (If while on long distance trips you need to refill the gas tank, you will be reimbursed by providing an original gas receipt to OSI within one week of your return.) This applies only to SGA vehicles.

11. If you receive any vehicle citation(s) (speeding, parking, etc.) the driver is personally responsible for all expenses incurred. **Under no circumstances will the College be responsible for any payment of citations.** Receiving vehicle citations may result in student's or organization's loss of driving privileges.

12. In the event you are in an accident while driving the vehicle or the vehicle is damaged while parked, immediately report all accidents/damages to the local authorities, Public Safety, and the OSI Office. Information can be found in the glove compartment of each SGA van.
Travel

Providing a student organization has been authorized for off-campus travel, a traveler may be reimbursed for travel-related expenses upon return.

All travel expenses need to be pre-approved for reimbursement.

Travelers may be reimbursed for parking/tolls, mileage, and lodging by filling out a Travel Reimbursement Form upon return. Travelers are not eligible to be reimbursed for gas, but may be eligible for mileage reimbursement.

When traveling as representatives of a Holy Cross organization, a Travel Itinerary Form must be submitted in advance to OSI. Please note: the Travel Itinerary Form may also be found on SaderLink. It is important organizations follow this procedure for several reasons:

1. Representatives of the College
   Your organization is representing the college. In case of an emergency, the college must know how to reach you, and who is traveling with the organization. The Travel Itinerary Form must be submitted to OSI at least 1 day prior to departure.

2. Publicity
   On several occasions, people will contact the OSI Office for information on your activities (time of event, location, etc.) By submitting such information, you are helping the OSI Office publicize your event to spectators and prospective members.

When traveling to a destination beyond the greater Worcester area and on behalf of an RSO, the trip must be registered with the Office of OSI. Overnight trips require Holy Cross staff/faculty accompaniment unless expressly stated by the Director of OSI.

For all trips, the student organization must submit a Travel Itinerary Form, alphabetized list of attendees, and participant waivers (unless a clubs sport) for each attendee at least 24 hours before leaving campus. Failure to do so may result in cancellation of the trip.

If any accidents or emergencies take place on a trip, the trip organizers should first contact any necessary local authorities and then immediately contact Holy Cross Public Safety. By calling Holy Cross Public Safety, this will ensure the proper administrators will be notified so the College can effectively assist the student(s) in need.

RSO Storage

The Office of OSI has limited storage available to RSOs. Any group wishing to have space in the room must consult with an OSI staff member to discuss space availability. Any items kept in OSI storage must be neatly packaged and clearly labeled. Groups may access this space by coming to the OSI Office during normal operating hours (8:30 am to 6 pm, Monday through Friday).