

University of Miami  
RSMAS Undergraduate Program  
Standard Operating Procedure  
RSMAS Undergraduate Program Van Use within RSMAS

In order to use one of the Program's vans, please e-mail Ruth Goodin at [ruthgoodin@miami.edu](mailto:ruthgoodin@miami.edu) to check availability. (If you are requesting the use of a van for a business purpose other than RSMAS **Undergraduate** Program use, there will be a charge for the use of SunPass).

A driver's license check needs to be run for a driver before the University will allow them to drive a UM van. If you have not yet been approved as a UM driver by Risk Management, please fill out the attached Motor Vehicle Report (MVR) form found at:

<https://business-services.miami.edu/departments/risk-management/forms/mvr-vehicle-request-form-updated-sept-2018.pdf>.

**For non-Undergraduate use:** After you have been approved by Risk Management as an authorized driver, please forward the approval to [ruthgoodin@miami.edu](mailto:ruthgoodin@miami.edu). Only then will Ruth be able to make reservations.

**For Undergraduate use only,** you will need the following information:

Department: RSMAS Undergraduate Program  
Account Number: PG003689  
UM Contact Name: Ruth Goodin  
Department Phone: 8-8372  
Driving Status (Select One): Permanent Driver  
Permission Granted by: Leave blank

After you completely fill out the form, sign it, attach a copy of your driver license, and email it to [ruthgoodin@miami.edu](mailto:ruthgoodin@miami.edu).

**Van Usage:**

Please forward Ruth a syllabus or other documentation explaining the business purpose of the trip.

**Please be sure to completely fill out the trip log before and after each trip.**

**You must return the van with a full tank of gas.** It should be full when you pick it up. The day of your trip, you will be given a clipboard box with the van key, the registration, insurance information, parking zone map, and a trip log. If you will be leaving very early in the morning, you may pick up the clipboard box the day before.

**If the van is being used for the RSMAS UNDERGRADUATE Program (only),** you may use the Facilities Administration gas pumps located at 1535 Levante Avenue, Coral Gables, FL 33146-2416 (Please see attached map). **Please fill out the gas log after each trip.**

**For non-Undergraduate use:** You need to go to a gas station after your trip is over and fill up the gas tank. Be sure save your receipt so you may be reimbursed from your department.

**Parking:**

In the event of receiving a parking ticket, it must be paid for by the individual responsible for that ticket.

The van must be parked in an actual spot and in a proper space. It cannot cover white lines, and please do not park in a loading zone. Please try to park in the purple zone (preferably by the Arboretum) or in a Service Vehicle spot by the Ungar Building or behind the Cox Science Building. If you can't find any spots there, parking is usually available in the red zone behind the Knight Physics Building.

PLEASE BE SURE TO RETURN VAN AT AGREED UPON DATE AND TIME.