

Reserving MCAD Vans for Class Trips

Instructions for Faculty

08.2024

1. Reach out to your department chair regarding your plans for a class trip.

Please email your chair with the name of the class, the date of the trip, and the destination. If students want to reserve the vans for class-related trips only (i.e., trips to purchase materials, gallery visits), the faculty member must initiate the request. Do not move to step 2 without first receiving approval from your chair.

2. [Complete a motor vehicle background check with HR.](#)

This process takes a day or two to complete, so plan ahead. HR responds to the individual with an email confirmation, approval, or denial. The email lists specific requirements such as how much fuel is expected to remain in the tank and to clean up after themselves. Note that drivers cannot volunteer to drive the vans; according to state law, drivers must be under contract with MCAD to drive the vans. Please contact HR if you have questions.

3. [Fill out a vehicle reservation form with Public Safety.](#)

One of the questions asks for the department/supervisor: you must list your department chair. The chair will then receive a notification as a calendar invite of who is making the reservation and what class it is for. Chairs/directors must approve this invite before the reservation is confirmed.

4. Pick up the keys from Public Safety.

Public Safety verifies the reservation on the calendar and signs out the key for the driver: a tin box with the key. This box has a form that needs to be completed listing the mileage on the odometer. Mileage is charged back to the department at \$0.70/mile. The key box with the completed mileage sheet should be returned to Public Safety when you return to MCAD.