



2009-10 SGA Van Passenger List

Van # _____

Date _____

Instructions

This form must be filled out at the beginning of each trip:

1. Failure to follow all the instructions contained in this form will result in a \$25 fine for the house or organization using the van.
2. If your group is taking out two vans, ensure there is a separate form for each van.

You have two options for turning in this paperwork:

1. If you are certain who the passengers are going to be when picking up the SGA van key at the SGA Office, Campus Center 206, fill out the form there and hand it in.
2. If you are going to a pre-arranged place on Campus to pick up passengers fill out the form after picking them up and **return the "SGA Passenger List"** to the white box drop-off on the loading dock ramp located behind Campus Center before leaving Campus.

If the passengers for the return trip have changed at the last minute, you must call the SGA Office at 413-585-4950 and let the Van Coordinator know of any changes (leave a message if no one answers).

Again, failure to adhere to these rules will result in a **\$25 fine** for your house or organization, no exceptions allowed.

For each passenger, list **name** and **house**.

1. Driver: _____ House: _____

2. Back-up Driver: _____ House: _____

3. Passenger: _____ House: _____

4. Passenger: _____ House: _____

5. Passenger: _____ House: _____

6. Passenger: _____ House: _____

7. Passenger: _____ House: _____