

Everything you wanted to know about Eastern Vans & Licensing but were afraid to ask:

About Eastern Vans and Cars

Eastern University owns and operates a number of Vans and Cars available for Faculty, Staff, and Student use. Many are occasional use vehicles and some are designated use vehicles. Vehicles designated for specific business purposes, such as the mail room delivery van, are not available for general purpose use. Sorry.

Requesting Occasional Use Vans

Requests for Vans must be made to Student Development through the E-Net's [Van Request Form](#).

1. Go To www.Eastern.edu
2. Go To [E-Net](#)
3. Go To [Service Forms](#)
4. Go To [Van Scheduling and Use](#)

Van Requests are not processed until ALL the necessary information is submitted. If a van or car is not available, then you may need to rent one externally, so don't procrastinate.

Appropriate Use of Eastern Vans

Drivers must abide by [Eastern's Vehicle Use Policies](#) (available online), must not use cell phones or other electronic communications medium while driving, and must inform the Student Development Vehicle Coordinator of traffic violations, fines and physical damage to the vehicle either upon return of the vehicle, or during the next business day after the event (whichever happens first).

Driving Record Requirements

In order to protect the safety and security of our Students, Faculty and Staff, Eastern University will review the State Driving History of all of our drivers. **Eastern University driving privileges may not be granted/renewed if:**

- 1) auto body repairs are required due to driver negligence,
- 2) traffic violations/fines are incurred during use of an Eastern vehicle, or if
- 3) the DMV driving history reflects any of the following three criteria:
 - a) More than 2 moving violations and/or accidents in the most recent year.
 - b) More than 3 moving violations and/or accidents in the most recent 3 years.
 - c) Driver has major convictions in the last 5 years.

(Includes: Driving while intoxicated or "under the influence;" Leaving the scene of an accident; Careless or reckless driving; Homicide or assault through use of a motor vehicle; Drivers who currently have a suspended or revoked licenses; and/or Eluding a police officer).

All Students must verify their driving record when they obtain their two-year Van License. Bring It.

Faculty and Staff drivers must complete a [Driver History Authorization Form](#) (available online) and submit the form to EU Finance and Operations, Ott Hall. This form will be used each year driving privileges are utilized in order to ensure that the EU Driver maintains an acceptable Driving History.

What to bring when you get your license!!!

Van Licenses are issued through Security and are valid for two years. To obtain/renew your license, you must have:

- **A Valid State Driver License & a Photocopy of it.**
- **Your Driving Record** – Driver Histories can be obtained from your State DMV (such as <http://www.dmv.state.pa.us>) or by completing a **Driver History Authorization Form** and bringing it to Finance and Operations, Ott Hall. *(Faculty/Staff must complete the Driver History Authorization.)*
- **A Van Application** – talk to your sponsoring department &/or go online to EU's E-Net/Service Forms.

FIRST TIME VAN DRIVERS must schedule a Van Driving Test with Security.