



Transport Van Policy

2021-2022

1 Terms of Use

There are two vans available for the associations to use. The vans are offered as a service to ESSF members but are not a right of a member to use.

The vans offer seating for 9 people and may thus be driven by anyone having a normal driving license (type B).

Use of the vans for transporting items is not permitted, as they are only for the transport of people (association members). Small items, needed at your destination for the activity, can be taken in the back of the van, as long as the benches are not folded up and the van does not get dirty.

1.1 Trailer

The vans can tow a trailer, provided the driver has the appropriate driving license for a trailer. For driving a trailer with a load capacity of above 750 kg, a type E driving license is required in addition to the standard type B.

The vans contain a holder for the additional license plate for a trailer. The user must put this plate back after use.

1.2 Repairs / Maintenance

The Student Sports Centre Eindhoven (SSCE) has committed to performing standard maintenance and repairs to the vans. Therefore, we ask you to report any malfunctions as soon as possible. The user must carefully handle the vans and return them clean and tidy.

1.3 Pick Up

On the day of the reservation, the keys to the van and a binder can be picked up at the desk of the SSCE. For this, a campus card or sports card is requested as a deposit, which will be handed back to you when you return the keys and binder.

It is required to note down your details in the logbook in the binder. Instructions can be found on those forms. Completing your entry in the logbook in the binder is mandatory and in the event of failure, a fee of € 25 will be charged.

If the van is reserved, but not used, a fee of 25 euros will be charged. In case this happens more than two times, a time penalty will be enforced. The time penalty will give you the least priority on the vans for one month. This means that you can make a reservation, but if another association asks for the van, you have to give up your reservation.

When the reservation is cancelled before the timeslot, this is not applicable.

1.4 Return

The vans are always returned to the parking places within the gates of the SSCE and the keys and folder



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are handed in at the desk of the SSC. If the SSC is closed: leave the folder in the van and deposit the keys in the key mailbox. Vans must always be refuelled after use. If not refuelled, an amount will be charged for the fuel and for additional administration costs (€ 5).

2 Costs

2.1 Driving Charges

To use the vans, it is necessary to fill in the logbook in the supplied folder. The start and end mileage are especially important. The user is charged € 0,125 per kilometre driven by the SSCE to account for the maintenance.

These costs can be settled at the SSCE desk or at SSCE financial administrator (currently: Frank van Oudenhoven) at your own initiative. In addition, a request for payment will be sent every six months.

2.2 Damages

The vans are checked after each use (the next morning at the latest) and if any damage is found, the last user is held liable. Damage up to € 500,- will not be declared with the insurance and will be entirely at the expense of the user. Damage in excess of € 500,- will be reported to the insurance and the deductible of € 500,- will be charged to the user causing the damages. Damages involving a counterparty are always reported to the insurance. Here too a deductible of € 500 applies, which is borne by the user causing the damages.

2.3 Fines

Any fines must be paid by the user. You will be notified of them by the SSCE.

3 Reservations

Only the secretary of the ESSF member associations can make reservations for the vans through the DMS system. As a result, all reservations made by an association are known to the board and the board is therefore also responsible for use of the vans.

Since there are 2 vans available for 37 associations, it is possible that reservations overlap. Hence, the following arrangement is used for assigning priority to the reservations:

1. ESSF related events benefiting all members (Introduction Week, LSSW, GNSK etc.);
2. Use determined by the SSCE (referred to as: primary use);
3. (Inter)national events (e.g. NSKs or major tournaments);
4. Competitions (Competition / Tournaments);
5. Other activities and events.

The following timetable applies to reservations:

- Use for (inter)national sports events (e.g. NSKs or major tournaments) can be reported to the



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ESSF more than three months in advance and then entered into the system at their decision.

- You can reserve through DMS 12 weeks in advance.
- Until 3 weeks before the reservation in question, your reservation may be cancelled due to another member having priority. The ESSF decides on this. You can email us with a request to get priority use of the van.
- From three weeks before your reservation date, every reservation is final. First come, first served. The ESSF will not grant any priority use requests from any other members, even if they would get priority on the priority scale (see above).

By these rules, you will always be certain that you can use the vans **three weeks** in advance. However, we can **never** guarantee this before the three-week deadline. Remember that using vans is a service to, not a right of, ESSF members.