

# Reserve a CSJ Van

*The Center for Social Justice manages a fleet of vans that are available to be reserved at low costs and great ease for your University unit's needs.*



## How to request a van

1. Go to [csj.georgetown.edu/vans](http://csj.georgetown.edu/vans).
2. Login to HoyaLink with your NetID and password.
3. Fill out form and click submit.  
*Note: To complete the form, you will need your unit's GMS Work tags.*
4. Print the authorization form and have it signed by your staff or faculty advisor who has cost center authorization. Scan and email the authorization form to [csjvans@georgetown.edu](mailto:csjvans@georgetown.edu) or drop it off at CSJ (130 Poulton Hall).
5. You will receive a confirmation of your request in 3 business days.



## Get off the Hilltop!

CSJ uses its 19 vans to get Georgetown students, faculty and staff to community-based partners around the DC-MD-VA area every day. Vans can also be requested by any department, program or unit that has access to benefits. CSJ vans are ideal for a class trip, student organization service project, or residence hall outing.

- We recommend that you submit a request at least two weeks prior to your requested date.
- Morning and weekend van requests are more likely to be approved as most of CSJ's van needs are weekday afternoons and evenings.
- During peak hours, no more than five vans will be assigned to a group.
- Vans cost \$15/hour plus a \$15 reservation fee per van. Go to <http://csj.georgetown.edu/vans> for details about fees.
- There are additional fines for not adhering to van policies.
- All drivers must be van authorized by the Office of Risk Management ([riskmanagement.georgetown.edu](http://riskmanagement.georgetown.edu)), a process which can take 1-6 weeks depending on the driver's licensing state.

## Questions? Need more information?

Please contact CSJ's Van Coordinator, Lucia Cappelloni, at [csjvans@georgetown.edu](mailto:csjvans@georgetown.edu) or (202) 687-8958.