



## Usage guidelines:

1. The attached form must be filled out in its entirety in order for the request to be approved. Incomplete forms will be returned to the requesting department.
2. Only the University certified driver named on the request form is allowed to operate the vehicle. Please contact Campus Safety at x-3115 should there be any change in drivers.
3. All requests must be received by the Campus Safety Department via inter office mail no later than five (5) business days before the date of departure. Any request not received at least five (5) business days prior may not be approved.
4. Fee's for using a University vehicle are as follows:
  - a. \$0.85 per mile in a University Van, and \$0.65 cents per mile in a University Car  
This fee is to cover maintenance, fueling costs, normal cleaning and upkeep of the vehicles.
  - b. \$15.00 per hour, 4 hour minimum, per University provided professional driver. While professional drivers are an option, the University is unable to guarantee that we can actually secure them for the dates and times of any given trip that they might be needed for. We also only have 2 that work for us on a "as needed" basis if they can in fact do a transportation trip.
  - c. A cleaning fee of \$50.00 will be assessed if the vehicle is not returned in the same condition.
  - d. Should a vehicle need to be refueled while in use, it is the using departments responsibility to pay for that refueling and then expense it back to the University.
5. All vehicles and keys must be returned on time to Campus Safety (x9500). Failure to return on time will result in a same day late fee of \$25 and a \$50 a day after late fee for each day after the expected return date. For example, if the vehicle is scheduled to be returned at 8pm on Sunday and the keys are not turned into Campus Safety until 7 am on Monday, the late fee would be \$75.
6. Vehicles must be returned to the same spot that they were picked up from (Designated parking spots in the 17<sup>th</sup> & Quebec Parking lot, next to the Alumni House.) Failure to return the vehicle to the correct location will result in a \$25 location fee.
7. The designated driver will be responsible for picking up and returning the keys to Campus Safety as well as for going over the vehicle check list and recording vehicle mileage with Campus Safety in order to ensure accuracy.
8. Any and all accidents and or tickets received while using the vehicle MUST be reported. Failure to do so will result in the loss of certification, and other possible repercussions.