

## **RENTAL VEHICLE USE POLICY**

Vehicles are to be used for GFU sponsored events only. Anyone outside of the university community wishing to use a vehicle for short-term use (one day) must request permission from Michael Goins in Financial Affairs. This is not encouraged, but sometimes exceptions are made, and outside groups are allowed to rent the vehicles.

Reserving vehicles requires a Faculty or Staff sponsor for GFU clubs or ASCGFU sponsored events.

All drivers must have a valid drivers license and be at least 21 years of age.

We do not provide trailers, and we certainly don't recommend using them on the vans.

Vehicles are not allowed to go into Mexico because of issues of stranded vehicles and lack of insurance coverage.

We strongly advise that a rental agency be used for trips over 800 round trip miles. Rental agencies are cheaper for trips over 800 miles, and there is less chance of stranding a vehicle.

The driver is personally responsible for all parking and traffic fines.

Vehicles are rented on a first come first served basis.

Each user must completely fill out the vehicle reservation form with date, odometer reading, vehicle number, Cost Center and Account numbers and department. Failure to do so may result in your department being charged for the difference between yours and the last vehicle usage. The driver must also print their name and sign this form.

Each user may also enter any maintenance needed for the vehicle, and a work request will be generated.

Each user must remove all personal belongings and clean interior of the vehicle for the next user.

Vehicles are not to be retained overnight or over the weekend unless so reserved.

Keys, credit cards, receipts for gas, and vehicle forms are to be returned to the Plant Services office within 24 hours. There is a drop box available in front of the office. Keys must not be returned through campus mail.

Vehicles must be returned to the University Hall parking lot.