

STUDENT ORGANIZATION VEHICLE RENTAL FORM

Use this form in **conjunction** with a vehicle reservation form to request a rental vehicle from University of Michigan (U-M) Logistics, Transportation & Parking (LT&P) Fleet Services for your student organization. It is recommended that that you contact LT&P –Fleet Services to confirm vehicle availability before submitting a request.

Form Instructions:

- Complete** each section of the form
- Driver Information must include any person who will be driving and each driver must be an approved driver of U-M vehicles. Driver approval can be requested at <http://pts.umich.edu/internal/mvr/>
- Form must be signed by the Center for Campus Involvement (CCI) in the Michigan Union, Room 2205. CCI will submit the vehicle request to Fleet Services.

Event/Activity Information

Name of the event _____

Date _____ Number of people attending _____

Contact Information

Contact Name _____

Phone # _____ Email _____

Organization Name _____ Account # _____

Driver Information - list all drivers

Full Name (First, Middle, Last)	Drivers License (DL) #	Issuing State	Date of Birth	DL Expiration Date

Note: PTS – Fleet Services requires all drivers to submit their license information into our motor vehicle record (MVR) database to ensure that they meet the U-M guidelines prior to vehicle use. Access the MVR database at <http://pts.umich.edu/internal/mvr>

Brief Description of the Event/Activity

Purpose for Attending Event/Activity

All Activities must be authorized, meaning 1) they relate directly the academic, educational, or cultural mission of the organization, 2) they are part of a U-M unit or department sponsored event, or 3) they are otherwise verified to meet the legitimate goals and objectives of your student organization. You may attach additional description, as necessary.

Rental Responsibility Acknowledgement

- ✓ I understand that my student organization will be responsible for any and all charges associated with this vehicle rental and I authorize PTS –Fleet Services to transfer all needed funds from Student Organization Account Services (SOAS) to cover estimated rental costs.
- ✓ I attest that this rental supports the work of my student organization, will not be employed for personal use and I will not park the vehicle at my home.
- ✓ I understand that my student organization is responsible for all tickets, fuel, damage, cleaning fees, cancellation costs and/or late fees that may be associated with this rental.
- ✓ My student organization will not allow anyone other than those drivers approved by PTS- Fleet Services to drive the vehicle.
- ✓ My student organization will follow all recognized procedures in the event of a breakdown or accident.
- ✓ My student organization agrees that no one will use alcohol or other drugs for the duration of this trip, or smoke in the vehicle.
- ✓ My student organization will ensure that all drivers will have adequate rest before driving.
- ✓ I will make sure the vehicle is returned on time.
- ✓ I will make sure that **ALL** drivers and vehicle occupants are aware of the guidelines involved with vehicle use at U-M and will adhere by those guidelines for the duration of the rental.
- ✓ I verify that my student organization has sufficient funds to cover any and all charges associated with this rental.

Authorized signer signature

Date

Dean, department head, or faculty advisor's signature

Date

Dean, department head, or faculty advisor's name (printed)

DO NOT WRITE IN
SHADED AREAS

For Information Call 764-2485

FAX # (76)3-1470

Reference Number

5 digit #

VEHICLE RESERVATION

Date _____ Department _____ Short code _____

Requestor's Name _____ E-mail _____

Driver's Name _____ Phone # _____

Type of Vehicle (check one): sedan hybrid sedan minivan other (please specify) _____

Purpose of trip _____ Destination _____

Departure _____ DATE _____ HOUR _____ Return _____ DATE _____ HOUR _____

Authorized Signature for shortcode _____

Print Authorized Signer _____

Vehicle No. _____
License OK _____

• Note: Rental of University vehicles is restricted to University business purposes only •

VEHICLE DAMAGE INSPECTION

Circle area of damage and/or describe below:

OUTGOING INSPECTION

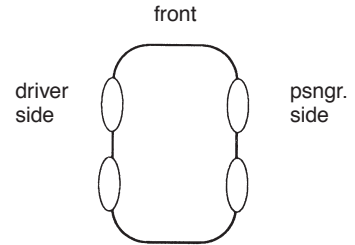
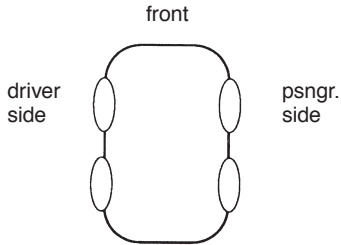
signature _____ date _____

(_____)
trans. init.

INCOMING INSPECTION

signature _____ date _____

(_____)
trans. init.



Description of interior damage (if any) and other comments:

For Use by Transportation Only

Mileage In _____ Days Used _____

Mileage Out _____ Days Late _____

		AMOUNT		DATE

Rules and Regulations for Vehicle Rentals

INSPECTION AND AUTHORIZED USE

The assigned rental vehicle should be inspected prior to use and any damage or malfunctions noted on the face of this form.

When the vehicle is not in use, it must be locked and parked on University property and may not be taken home.

All University vehicles are restricted to University business purposes only.

All drivers must be **preapproved** by PTS Fleet Services to drive U-M vehicles. To be approved, you must complete the motor vehicle record check on our website at <http://pts.umich.edu/internal/mvr> and be approved **prior** to vehicle pick up. Vehicles **will not be released** to any faculty, staff or students who have not completed this process and been approved.

RESERVATIONS

Request for vehicle rentals may be placed by faxing the requisition form to (734) 763-1470 or mailing the requisition form to PTS Fleet Services at 1213 Kipke Drive ~~campus zip~~ 2002. You will receive an e-mail notification of receipt and status of your request.

VEHICLE PICKUP

Reserved vehicles are picked up at PTS- Fleet Services, 1213 Kipke Drive. Office hours are Monday – Friday 6:30 am until 5:00 pm. Vehicles should be picked up within 2 hours of the reserved time or the vehicle may be cancelled and reassigned. A cancellation charge may be assessed if less than 24 hours' notice of cancellation is given. **WEEKEND RENTALS** - Vehicles reserved for Saturday or Sunday trips must be picked up on Friday afternoons between 3:00 pm and 5:00 pm.

PARKING AND/OR MOVING VIOLATIONS

The driver at the time of the incident is responsible for all violations issued to the vehicle. If PTS Fleet Services is notified of a violation in default for non payment, the person who inspected and signed for the rental will be responsible to ensure payment. All fines or fees are at the driver's expense and will not be reimbursed by the University.

VEHICLE RETURN

Rental vehicles are returned to PTS Fleet Services. The vehicle should be parked in the PTS Fleet Services lot or yellow parking lot adjacent to our building. Keys should be deposited in a key drop box, located in either the vestibule at the north end, or by the fence on the west side of 1213 Kipke Drive.

LATE RETURN

Vehicles that are not returned by the return time stated on the reservation form will be subject to late fees. The fee will be equal to two (2) times the daily rate of the vehicle that is rented. If you need to extend the lease, please contact PTS Fleet Services at (734) 764-2485 during office hours to avoid late fees.

IN CASE OF ACCIDENT

In the case of an accident or alleged accident, completion of a Driver's Report of Vehicle Damage or Public Incident (accident report) is required. This is in addition to any reports filed by the Department of Public Safety and Security or any police department.

Completed accident report and any incident related documentation should be returned to Fleet Services within twenty-four (24) hours.

In the absence of an accident report, the full cost of the vehicle damage will be charged to the leasing department. A blank accident report form is in the glove compartment of the vehicle or available on our website at <http://pts.umich.edu> under Forms.

SERVICE OR MALFUNCTIONS

In the event of a breakdown or malfunction in the University vehicle, please contact PTS Garage Services at (734) 764-2490.