

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) Parking and Transportation Services (PTS) Fleet Services for your student organization. It is recommended that that you contact PTS –Fleet Services to confirm vehicle availability before submitting a request.

Form Instructions:

- **Complete** each section of the form
- Under Driver Information, all requested information must be included in order to operate a U-M vehicle. Any information excluded will result in the person not being eligible to drive.
- Print and fax this form to (734) 763-1470 or deliver to 1213 Kipke Drive
- Student organizations can fax from the SORC (M. Union 4th floor) or SAL (M. Union 2nd floor)

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 will obtain a motor vehicle record for all drivers prior to vehicle rental to ensure that all drivers meet the U-M guidelines for vehicle use. Guidelines can be found at http://pts.umich.edu/um_vehicles_services/fleet.php

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 are aware of the guidelines involved with vehicle use at U-M and all drivers 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

**The University of Michigan
TRANSPORTATION SERVICES REQUISITION
VEHICLE RESERVATION**

Reference Number

5 digit #

Date _____ Department _____ Short code _____

Requestor's Name _____ Phone # _____

Driver's Name _____ Destination _____

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

Purpose of trip _____

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 •

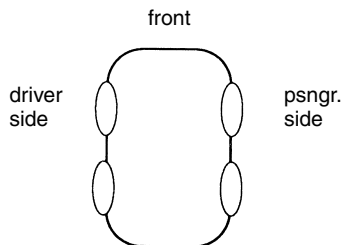
VEHICLE DAMAGE INSPECTION

Circle area of damage and/or describe below:

OUTGOING INSPECTION

signature _____ date _____

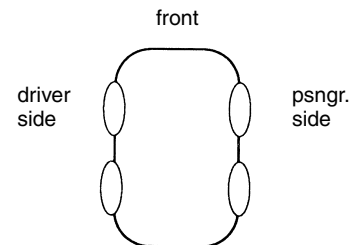
(_____)
trans. init.



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. All University vehicles are restricted to University business purposes only. Drivers of University vehicles must be University faculty, staff or students, at least 18 years of age, and properly licensed in accordance with the laws of the State of Michigan. **Drivers with seven or more points appearing on their driver's license are not permitted to drive University vehicles.** When the vehicle is not in use, it must be locked and parked on University property and may not be taken home.

RESERVATIONS

Request for vehicle rentals may be placed by faxing the requisition form to (734) 763-1470 or mailing the requisition form to Transportation Services at 1213 Kipke Drive campus zip 2002. To confirm a reservation, call Fleet Services at (734) 764-2485 and have the departure date and requisition number available.

VEHICLE PICKUP

Reserved vehicles are picked up at Transportation Services, 1213 Kipke Drive, located behind Crisler Arena. Office hours are 6:30 am until 5:00 pm, Monday through Friday. Vehicles will not be released to a driver without a valid driver's license. 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 is responsible for all violations issued to the vehicle during the period of the rental. All fines or fees are at the driver's expense and will not be reimbursed by the University.

VEHICLE RETURN

Rental vehicles should be returned to Transportation Services. The vehicle should be parked in the Transportation lot or yellow parking lot adjacent to our building. Keys should be deposited in the key drop box just inside the north door of Transportation.

LATE RETURN

Vehicles that are not returned by the return time stated on the requisition form will be subject to late fees. The fee will be equal to one and a half times the daily rate of the vehicle that is rented. If you need to extend the lease, please contact 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 or any police department. Completed forms should be returned to Fleet Services. In the absence of an Accident Report, the full cost of the vehicle damage will be charged to the leasing department. Blank forms are in the glove compartment of the vehicle.

SERVICE OR MALFUNCTIONS

In the event of a breakdown or malfunction in the University vehicle, please contact Garage Services at (734) 764-2490. Service hours are 7:00 am until 12:30 am, Monday through Friday. After hours or weekends, please contact Public Safety at (734) 763-1131. Pre-approval by Garage Services staff is required for all repairs done on University vehicles.