



VEHICLE RESERVATION POLICY

VEHICLE RESERVATION

Currently the University owns two Mini-Buses. All other vehicles will be rentals. To schedule a vehicle, University owned or Rental, email Susan Stong at sstong@huntington.edu or call extension **x4053** with the date, time of departure/return, cost center, destination and number of passengers. We will continue to use HU vehicles first and lease as needed.

Renting a vehicle in the name of Huntington University may be done by authorized personnel only. They are:

Susan Stong	x 4053
Jerry Gressley	x 4052
Pam Rudy	x 4003

Should you choose to rent a vehicle without authorization, you must make the arrangements in your own name and pay the rental charges. You may then proceed to seek reimbursement.

VEHICLES and SPECIFICATIONS

Mini-Bus

- drivers must be at least 25 years of age with driving record approved by insurance
- drivers must complete driving test prior to driving vehicle
- CDL license is **not** required
- students will not be allowed to drive mini-bus
- seatbelts must be worn when the vehicle is in motion
- a trailer may be towed behind mini-bus
- when possible the university mini-bus will be used in lieu of renting 15-passenger vans even if less than 10 passengers (not less than 8 passengers)
- \$90 - daily rental charge
- \$45 - ½ day rental charge
- \$20 - 2 hour rental charge

Passenger Vans - Rental

- all drivers must complete the 15 passenger video training through www.safechurch.com
- ***contact Susan Stong or Julie Hendryx for instructions
- drivers must be 25 years or older with driving record approved by insurance
- students will not be allowed to drive passenger vans

- gas tank should be kept full to lower the van's center of gravity
- passengers should be loaded from front to back, leaving empty seats at the back of the van
- seatbelts must be worn when the vehicle is in motion
- a trailer may not be towed
- \$90 per day rental charge

Mini-Vans - Rental

- drivers must be at least 21 years of age with driving record approved by insurance
- passengers not exceeding 7
- seatbelts must be worn when the vehicle is in motion
- Charged as invoiced

Car - Rental

- drivers must be at least 21 years of age with driving record approved by insurance underwriter
- seatbelts must be worn when the vehicle is in motion
- Charged as invoiced

INDIVIDUAL RESPONSIBILITY

Upon receipt of the keys (and gasoline credit card(s) where applicable) you are personally responsible for the vehicle, the keys, the credit card(s), and all use made of them until they are returned by you. This responsibility cannot be transferred to anyone else.

AUTHORIZED DRIVERS

All drivers (**Faculty/Staff & Students**) are required to provide a copy of their current driver's license to the Maintenance Department 2 weeks prior to departure date for insurance approval.

PICKING UP VEHICLE

The vehicle assigned to you may be picked up from the parking lot directly across the street from the Maintenance Building. The exception to this is the HU mini buses. These will be in the Maintenance lot. Whether you are picking up a bus or a rental vehicle please park your vehicle in the lot across the street from Maintenance. The keys may be picked up in the Maintenance Building (Susan's Office). **Please do not pick up the vehicle until the time for which it is assigned to you.** Prior to that time it may be assigned to someone else or needed for maintenance, or refueling. Keys may be picked up earlier if necessary. You will be issued an envelope with the key, gas cards, insurance card, witness card and rental agreement (if necessary).

INSURANCE

The insurance card provided in the key envelope will provide all the information necessary in the event of an accident. The witness card, also provided in the envelope, helps secure information regarding the accident that will help the insurance company.

GASOLINE CREDIT CARDS

If you are issued and use a gasoline credit card(s), please return the cards and receipts with the keys. Gas Cards are for Gas or necessary items for the vehicle that you are using. Personal items must be purchased with your own money.

PROBLEMS WITH THE VEHICLE

Any problem occurring during the vehicle's use should be noted on the key envelope provided. Only emergency repairs or accessory purchases should be made while away from campus. All other issues should be deferred until the vehicle is back on campus. Maintenance will then address any additional matters.

In the event of an accident please complete an accident report form located in the vehicle. If the accident or breakdown renders the vehicle inoperable, call the maintenance emergency number, **224-0933**. In the event that the vehicle needs to be towed, have it towed to the maintenance building if you are within 50 miles of the University. Be sure to get the name and phone number of the towing service and advise the maintenance department as soon as possible. An insurance card is provided in the key envelope with all the information necessary in the event of an accident. The witness card helps secure information regarding the accident that will help the insurance company. Please make sure to have the witness cards completed.

RETURNING VEHICLE

The vehicle (HU or rented) is to be returned to the parking lot across from the Maintenance Building **immediately** upon return. Keys, credit card(s), and gasoline receipts should be put in the key envelope. When returning a vehicle before or after regular office hours, deposit the key envelope in the mail slot on the front door leading into the maintenance building.

Regardless of when or how late at night you return with a vehicle, it must be returned to the maintenance building and NOT taken home with you. THIS IS VERY IMPORTANT! The vehicle may be assigned to another individual or group for departure early the next morning. Even if not assigned for early departure, the vehicle needs to be there for the next morning refueling, check-up, and/or maintenance. If it is not returned on time, and it is an Enterprise vehicle, you will be charged another days rental!!!!

Return all vehicles (HU or rented) with a full tank of gas. Remember, if a Rented vehicle is not returned with a full tank of gas, there will be an additional charge on the invoice. This additional charge will be charged to your account. Please help in being good stewards of University resources.

The vehicles are to be returned free of litter and in a clean condition.