

## FLEET RENTAL PROCEDURES

Facilities Services maintains a small fleet of passenger vehicles and vans for short distance official travel. Vehicles are dispatched on a first-come, first-served basis. Facilities Services handles the maintenance, reservations and recharge of College fleet vehicles.

The College also has a contract with Enterprise Rent-A-Car to provide vehicles for longer distance official travel. It is generally more cost effective to use a rental vehicle if the mileage to be traveled exceeds an average of 125 miles per day (see attached rental rates). Contact the College Travel Office at 245-5623 for further information.

### Fleet Rental Rates:

The fleet rental rates were increased in 2009 to recover the purchase, maintenance and increased fuel costs of fleet operations. The rental rates include the cost of fuel and tolls. Beginning October 1, 2009 fleet rental rates are \$15.00 per day plus mileage at the rental rates listed below.

Vehicle Type	Rental Rate/Mile	Restrictions
Sedan	.25	None
7 Passenger Van	.45	None
12 Passenger Van	.50	Approved van safety drivers only*

\*See attached campus van policy

### Fleet Rental Procedures:

In order to use a College fleet vehicle, the operator must possess and show a valid NYS driver's license. **ALL** drivers are subject to license background check and must fill out a LENS (License Event Notification Service) form, available in the Work Control Center.

**Student drivers are only permitted by NYS law to operate State vehicles when accompanied by a State employee and are subject to a driver's license background check before renting a fleet vehicle. \*\*NOTE: Student government association-obtained liability insurance will not cover state vehicles. Primary liability coverage will rely on personal automobile insurance policies.**

College fleet vehicles can be reserved by calling Facilities Services Work Control Center, ext. 5662, Monday through Friday from 8:00 a.m. to 4:00 p.m., or by forwarding a Vehicle Request Form to the Work Control Center. Vehicle Request Forms are provided to department secretaries upon request. *Reservations must be received in Facilities Services 3 business days in advance of the travel date to allow for a driver's license background check.*

When making a reservation, please be prepared to provide the following information:

- Type of vehicle (sedan, minivan, or 12 passenger van)
- Department account number
- Driver's name
- Destination
- Date and time of departure
- Date and time of return

Departments or groups that frequently use fleet vehicles are encouraged to file a monthly or quarterly memo requesting reservations for vehicle use.

To cancel a reservation for a fleet vehicle, call the Work Control Center, ext. 5662, within 24 hours prior to the reservation request. Early cancellation of a reservation will permit reassignment of the vehicle. Failure to cancel prior to the reservation request will result in a departmental service charge as noted below.

### **Vehicle Pick-Up**

Vehicle packets containing keys, gas credit cards and the registration may be picked up by the driver in the Work Control Center, Clark A119, from 6:00 a.m. to 4:00 p.m. and at other times in the University Police Office, Schrader 19. **The vehicle packet containing gas cards and registration must remain in the vehicle at all times during the trip.**

The driver must present a valid NYS driver's license before keys will be issued. The driver must personally sign for the vehicle packet and credit cards. Vehicles will be available in the T lot, southwest of the Clark Building. Please be certain to write the departure mileage in the appropriate space on the Fleet Vehicle Use Form which you will receive with the vehicle packet.

All fleet vehicles are in good condition and have gasoline cards (Mobil and Sunoco) in them when assigned. The user has the responsibility of returning the vehicle to the campus in good condition and with a full tank of gas. When possible, refuel fleet vehicles from the gas pumps located in the K lot; this will help control the cost of fleet operations. Credit cards may be used only for gas. Oil and emergency repairs must be authorized by Facilities Services. The vehicle is to be locked at all times when not in use.

### **Vehicle Return:**

So that we may make the most effective use of our vehicles as possible, it is imperative that drivers return the vehicles at the time indicated on the Vehicle Request Form. Should a driver not be able to return the vehicle at the time indicated on the Vehicle Request Form, he/she should notify the Work Control Center at 245-5662 or University Police at 245-5651 as soon as possible. We may then attempt to reschedule vehicle assignments to minimize the inconvenience to other drivers. Failure to return a vehicle as agreed will result in a departmental service charge as noted under "Service Charges."

Vehicles must be returned to the T parking lot. The vehicle packet containing the keys, gas credit cards, the registration and all gas credit card receipts are to be returned to the Work Control Center (during normal working hours, 6:00 a.m. to 4:00 p.m., Monday thru

Friday) or University Police (at all other times). Please be certain to write the return mileage in the appropriate space on the Fleet Vehicle Use Form. Drivers are also expected to note any new damage, safety or mechanical problems in order for Facilities Services to keep the fleet in good operating condition.

Please be certain to check the vehicle and remove any personal articles and trash. Please close all windows and lock all doors.

### **Trouble on the Road:**

Although we do not anticipate that drivers will have trouble on the road, there is always a possibility that it could happen. Instructions on what procedures to follow are on the Fleet Vehicle Use Form and in the vehicle packet. This information should be reviewed and understood in the event that it may be needed.

### **Prohibited in State Vehicles:**

Smoking of any kind is prohibited in all Fleet vehicles. Any evidence of smoking (cigar/cigarette butts, odor, ashes, etc.) found in a fleet vehicle will result in a service charge.

Pets are not allowed inside any Fleet vehicle. If evidence of animal activity is found inside a vehicle, there will be an additional charge added to the rental fee.

No cell phone usage or texting while driving.

### **Service Charges:**

Fleet vehicles are rented in a clean condition and should be returned clean. Vehicles returned in a dirty condition will have a service charge for cleaning added to the rental fee. Examples include: trash left behind, carpeting that is soiled to the point that shampooing is required; food and drinks spilled on floors, upholstery and matting that require shampooing to remove stains and odors. The service charge will be based on the length of time it takes Garage personnel to clean the vehicle, or the contract cleaning cost.

If a vehicle is not returned on time there will be a service charge added. When vehicles are not returned on time and have been scheduled for use by another department or group, the department or group responsible for the return will be charged for the full cost of renting a replacement vehicle or a late return fee, whichever is more.

When a department or group reserves a fleet vehicle and does not subsequently use it, cancellations must be made 24 hours prior to the reservation or they will incur a service charge. Cancellations for weekend reservations must be made by Friday at 3:00 p.m. to avoid cancellation charges. If a group vehicle is cancelled when the fleet office is closed, the department/group will be charged a service fee.

Lost or broken fleet vehicle keys must be reported immediately to Facilities Services during normal working hours or to University Police after working hours. There is a service charge for replacement of lost or broken keys.

Lost, stolen or damaged gas cards must be reported immediately to Facilities Services during normal working hours or to University Police after working hours. There is a fee for replacement of gas cards.

Vehicles must be returned to the T lot. Departments/groups that do not properly return a vehicle will assess a service charge.

All paperwork must be filled out at the end of the trip. This includes vehicle inspection, mileage reporting and signing of the Fleet Vehicle Use Form. If the paperwork is not completed, the department/group will be charged a fee.

<b>Description of Violation</b>	<b>Service Charge</b>
Extensive cleaning of vehicle	TBD
Smoking in vehicle	\$30.00
Pets in vehicle	\$50.00
Vehicle not returned on time	\$30.00
Late cancellations	\$30.00
Replacing lost or broken fleet keys	\$60.00
Replacing gas cards	\$30.00
Return of vehicle to incorrect lot	\$20.00
Lack of paperwork	\$20.00

**The College reserves the right to deny a person the privilege to operate a State owned/leased vehicle whenever a determination has been made that such denial is in the best interests of the College.**