

VEHICLE RENTAL AGREEMENT

Agreement between St. Mary's University, hereinafter referred to as the University, and the Registered Certified Driver (RCD) (STMU employee or student 25 years or older) named below for the use of a University-owned vehicle.

(OFFICE SCHEDULER)

Registered Certified Driver – RCD): <i>(must be on official list from University Police Dept)</i>	<u>Print Name:</u>
DEPARTMENT:	
EVENT/ACTIVITY:	
DESTINATION:	
PURPOSE OF UNIVERSITY BUSINESS:	
OFFICE EXTENSION/CELL PHONE:	Office Extension: _____ Cell Phone Number: _____
DATES REQUESTED:	From: _____ To: _____
ACCOUNT NUMBER: <i>(\$25.00 per day per vehicle fee)</i>	
VICE PRESIDENT SIGNATURE:	<i>Sign:</i>

CONFIRMATION NUMBER:	#
STARTING MILEAGE:	
SIGNATURE OF SCHEDULER:	

(VEHICLE CHECK-OUT)

TIME VEHICLE CHECKED OUT:	
DRIVER IS REQUIRED TO CHECK PRE-USE INSPECTION OF <i>Gas, lights, brakes, tires, windshield wipers, radiator, motor oil, clean interior, damaged interior, brake lights, and turn signals.</i>	
RCD SIGN OUT:	<i>Sign:</i>

(VEHICLE RETURN)

TIME VEHICLE RETURNED:	
DATE RETURNED:	
ENDING MILEAGE:	<i>Date:</i> _____
VEHICLE POST-USE INSPECTION: <i>Tank full, tires, windows, clean interior, any additional comments.</i>	
KEYS/CC RECEIPTS ACCEPTED BY:	
Physical Plant/University Police Personnel	<i>Signature</i> _____
Registered Certified Drive	<i>Signature</i> _____

1. The University may revoke this assignment at any time.
2. Specific University-owned vehicles in the pool may not be requested and keys must be picked up prior to 5:00 p.m. Monday through Friday.
3. The University-owned vehicle must be parked in Parking Lot L on its return and the Registration Envelope must be returned to the Physical Plant main office (Treadaway Hall – 2nd Floor) immediately after use and no later than 8:00 a.m. the following morning after a night or weekend use.
4. Please note that three late key returns will result in a suspension of driving privileges.
5. The University-owned vehicle must be returned with the interior in clean condition and fuel gauge full.