Updated: 09/02/14

Process for Renting University Vehicles

Due to the high costs of these vehicles, fuel and maintenance; the following guidelines and rental rates will apply for reserving and renting University Vans, Buses and Electric Carts. **All employees who reserve a university vehicle must be an approved driver.** Please contact EHS & Risk Management if you are unsure of your status.

The ASU Facilities Management department has a fleet of (1) electric 8-passenger cart, (4) four 12-passenger vans, (2) two Mid-buses and (1) Suburban.

Electric Carts:

1. When available, Facilities Management has an 8-passenger cart to rent.
2. Daily rental rates will be $25 per day and charged to the department's account for any cart used by a department.
3. Drivers must be 18 years of age and be on the university approved and insured drivers list.
4. All drivers must comply with the training required by the ASU Office of Environmental Health, Safety and Risk Management to operate an electric cart.
5. Departments will be responsible for damage and repairs to the cart due to misuse or negligence.
6. Electric carts can only be reserved by submitting a University Vehicle Request Form.
7. There will be a $10.00 penalty charged to the department for cart cancellation. Cancellations must be made in writing. Cancellations due to weather or other acts beyond human control will not be subject to the penalty. This request must be submitted to the Facilities Management Director in writing.

12-Passenger Vans:

1. Vans can only be reserved by submitting a University Vehicle Request Form.
2. The form must be complete and sent electronically before it will be processed by Facilities Management.
3. The form must have a pick up date/time and a return date/time.
4. The cost of renting a van will be a minimum of $100 per day regardless of the number of hours used or miles driven.
5. Vans that will be used on Saturdays or Sundays **must** be picked up at Facilities Management between 3 PM an 4:30 PM on the Friday afternoon before. The department will not be charged for Friday night as long as the vans use is only for Saturday or Sunday and parked in front of FM. Departments that forget to pickup a vehicle and require a Facilities Management employee to return to work are subject to a $25.00 fee.
6. There will be a $25.00 penalty charged to the department for each van cancellation. Cancellations must be made in writing. Cancellations due to weather or other acts beyond human control will not be subject to the penalty. This request must be submitted to the Facilities Management Director in writing.
7. The department is subject to a $25.00 fee for late returns based on the return date and time on the Vehicle Request form. Late fees will not be applicable for weather related delays or vehicle breakdowns.
8. Daily rental will include 300 miles per day average based on the number of days you have the van. Mileage over 300 will have a surcharge of .30 cents per mile.
9. Vans will be full of fuel when they are checked out and departments will be responsible for the costs of fuel consumed during the rental period in addition to the daily rental rate. The renter is responsible for filling up the van before it is returned. The department will be subject to a $25.00 charge plus fuel if the van is returned with the fuel gauge below the full mark.
10. Departments will be responsible for damage and repairs to the van due to misuse or negligence.
11. Additional charges will apply if the van is returned in a condition that requires cleaning beyond a normal wash and vacuum.
12. Vans returned after hours will be dropped off at the Facilities Management front door and the keys/gas card will be left in the key drop box by the door.
13. It is against University policy to have more than 12 occupants in these vans.
14. All drivers must comply with the training required by the ASU Office of Environmental Health, Safety and Risk Management.
15. Two of the vans have light trailer pulling equipment.
16. Departmental accounts will be IDT'd for rental charges, fuel charges based on the log information.

Mid-Bus (24 and 28 Passenger)

1. Busses can only be reserved by submitting a University Vehicle Request Form.
2. The form must have a pick up date/time and a return date/time.
3. The form must be completed and sent electronically before it will be processed by Facilities Management.
4. The renting department will pay the following for the use of the bus:
   a. .90 cents per mile or $150 per day which ever is greater.
   b. The $12.50 hourly rate for the DOT/ASU approved driver.
   c. Any per diem lodging and meals for the driver.
   d. Fuel charges for the trip.
5. The renting department will be responsible for scheduling a driver from the approved university driver list. Bus drivers must have the proper CDL license.
6. The renting department is responsible for coordinating the driving schedule and pay hours with the driver.
7. Departments will be responsible for damage and repairs to the bus due to misuse or negligence.
8. Additional charges will apply if the bus is returned in a condition that requires cleaning beyond a normal wash and vacuum.
9. There will be a $25.00 penalty charged to the department for each bus cancellation. Cancellations must be made in writing. Cancellations due to weather or other acts beyond human control will not be subject to the penalty. The reason for cancellation must be submitted to the Facilities Management Director in writing.
10. The renting department will be responsible for completing a signed Trip Charge Sheet – BUS Log to Facilities Management at the end of the trip. Facilities Management will complete a time sheet for driver pay. Departmental accounts will be IDT'd for rental charges, fuel charges and driver pay based on the bus log information.
11. Approved driver list can be obtained from the ASU Office of Environmental Health, Safety and Risk Management.
12. Bus drivers must comply with DOT rules concerning rest and driving times.
13. For long distance – multi day trips please contact Facilities Management before making the reservation.

Suburban: Physics will have 1st choice of renting suburban

1. Suburban can only be reserved by submitting a University Vehicle Request Form.
2. The form must be complete and sent electronically before it will be processed by Facilities Management.
3. The form must have a pick up date/time and a return date/time.
4. The cost of renting the Suburban will be a minimum of $50 per day regardless of the number of hours used or miles driven.
5. The Suburban that will be used on Saturdays or Sundays **must** be picked up at Facilities Management between 3 PM an 4:30 PM on the Friday afternoon before. The department will not be charged for Friday night as long as the suburban use is only for Saturday or Sunday and parked in front of FM. Departments that forget to pick up a vehicle and require a Facilities Management employee to return to work are subject to a $25.00 fee.
6. There will be a $25.00 penalty charged to the department for each suburban cancellation. Cancellations must be made in writing. Cancellations due to weather or other acts beyond human control will not be subject to the penalty. This request must be submitted to the Facilities Management Director in writing.
7. The department is subject to a $25.00 fee for late returns based on the return date and time on the Vehicle Request form. Late fees will not be applicable for weather related delays or vehicle breakdowns.
8. Daily rental will include 300 miles per day average based on the number of days you have the suburban. Mileage over 300 will have a surcharge of .30 cents per mile.
9. The suburban will be full of fuel when they are checked out and departments will be responsible for the costs of fuel consumed during the rental period in addition to the daily rental rate. The renter is responsible for filling up the suburban before it is returned. The department will be subject to a $25.00 charge plus fuel if the suburban is returned with the fuel gauge below the full mark.
10. Departments will be responsible for damage and repairs to the suburban due to misuse or negligence.
11. Additional charges will apply if the suburban is returned in a condition that requires cleaning beyond a normal wash and vacuum.
12. Suburban returned after hours will be dropped off at the Facilities Management front door and the keys/gas card will be left in the key drop box by the door.
13. It is against University policy to have more than 7 occupants in these vans.
14. All drivers must comply with the training required by the ASU Office of Environmental Health, Safety and Risk Management.
15. The suburban has light trailer pulling equipment.
16. Departmental accounts will be IDT'd for rental charges, fuel charges based on the log information.

See Miscellaneous Information about vehicle rentals on next page:

Miscellaneous Vehicle Rental Information:

Cancellations – all rentals: All departments will pay cancellation charges listed above. There is no time limit prior to the scheduled trip date that allows a department to cancel a reservation and avoid a cancellation fee.

Exception: Cancellations due to weather or other acts beyond human control will not be subject to the penalty. The reason for cancellation must be submitted to the Facilities Management Director in writing.

Drivers picking up vehicles must be listed on the Vehicle Request Form **(VRF) and have already been approved on the ASU insurance through the Office of Environmental Health, Safety and Risk Management. Via the** University Driver Approval Request Form. **Verifying and approving insurability can take up to 14 working days.**

Because of some past vandalism issues, we highly suggest you do not leave your personal vehicles in the Facilities Management parking lot over night. All vehicles parked in the Facilities Management parking lot are subject to parking fines if the proper parking decal is not displayed.

Drivers of the Mid-Buses that will be gone on late night or overnight trips may leave their personal vehicles inside the fenced area of the Facilities Management yard. These vehicles must be parked in the northwest corner of the lot just to the left of main gate as you enter the maintenance yard. It's highly recommended that you not leave a personal vehicle overnight while driving the bus. Leaving your personal vehicle inside the fenced area exposes it to damage because of the daily heavy traffic by ASU workers, delivery trucks etc… The Facilities Management department will not be responsible for theft, damage or vandalism to your personal vehicle. Individuals renting vans may NOT leave their vehicles inside the maintenance yard.

Departments that do not check out the vehicles during normal business hours (Monday through Friday 8-5) are subject to a 2 hour minimum overtime pay for a FM employee to check out the vehicle after hours, on weekends and holidays.