SFASU PARKING & TRAFFIC
VEHICLE RENTAL FORM

Use this form in conjunction with a vehicle reservation form to request a rental vehicle from Stephen F. Austin State University (SFASU) Parking and Traffic (P&T) for your SFASU department. It is recommended that that you contact P&T 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 SFASU vehicle
- Any information excluded will result in the person not being eligible to drive. The driver(s) must show a current SFASU driver certificate at the time of vehicle pick-up
- Print and email this form to sfaparking@sfasu.edu, or fax to (936) 468-7089 or deliver to Parking & Traffic, 1925 Wilson Drive, Nacogdoches, Texas 75962 (first floor of the Wilson Parking Garage)

Event/Activity Information
Name of the event
Event Date
Number of people attending

Contact Information
Contact Name
Phone #
Email

Department Name
FOAP #

Driver Information (list all drivers) All drivers must be on the approved driver list
Full Name (First, Middle, Last)  Driver’s License (DL) #  Issuing State  Date of Birth

Note: All drivers meet the SFASU guidelines for vehicle use. Guidelines can be found at http://www.sfasu.edu/policies/training_cert_uni_vehicle_oper.asp.
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 SFASU unit or department sponsored event, or 3) they are otherwise verified to meet the legitimate goals and objectives of your department. You may attach additional description, as necessary.

Rental Responsibility Acknowledgement

• I understand that my department will be responsible for any and all charges associated with this vehicle rental and I authorize P&T to transfer all needed funds from the SFASU department account to cover estimated rental costs. The cost of the rental is $0.565 per mile. A $20 fee will be charged if a reservation is cancelled with less than 48 hours’ notice.
• I attest that this rental supports the work of an SFASU department, will not be employed for personal use and I will not park the vehicle at my home.
• I understand that my department is responsible for all tickets, cleaning fees, cancellation costs and/or late fees that may be associated with this rental.
• My department will not allow anyone other than those drivers who meet the criteria as outlined in SFA Policy B30: Rental of University Vehicles.
• My department will follow all recognized procedures in the event of a breakdown or accident.
• My department agrees that no one will use alcohol or other drugs for the duration of this trip, or smoke in the vehicle.
• My department will ensure that all drivers will have adequate rest before driving.
• I will make sure that ALL drivers are aware of the guidelines involved with vehicle use at SFASU and all drivers will adhere by those guidelines for the duration of the rental.
• I verify that my department has sufficient funds to cover any and all charges associated with this rental.

____________________________________________________      _____________________________________
Authorized Signature         Date

Authorized Signer name (printed)

___________________________________________________      ______________________________________
Dean, department head, or faculty advisor’s signature                    Date

Dean, department head, or faculty advisor’s name (printed)
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 Texas and have a current SFASU driver certification card. 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 rental may be placed by faxing the requisition form to (936) 468-7089 or emailing the requisition form to sfaparking@sfasu.edu or via campus mail to SFA Box 6132. To confirm a reservation, call (936) 468-7275 and have the departure date and requisition number available.

VEHICLE PICKUP
Reserved vehicles are picked up at Parking & Traffic, 1925 Wilson Drive, located on the first floor of the Wilson Parking Garage. Office hours are 7:00 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 and returned on Monday between 7 am and 9 am.

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 Parking & Traffic. The vehicle should be parked in the reserved space next to the elevators on the first floor of the Wilson Parking Garage, Monday through Friday from 7:00 am and 5:00 pm.

LATE RETURN
If you need to extend the lease, please contact Parking & Traffic at (936) 468-7275 during office hours.

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 Parking & Traffic or the University Police Department. 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. The Leasing department is responsible for cleaning fees of rental vehicle.

SERVICE OR MALFUNCTIONS
In the event of a breakdown or malfunction in the University vehicle, please contact Parking & Traffic at (936) 468-7275, Monday through Friday from 7:00 am to 5:00 pm. After hours or weekends, please contact the University Police Department at (936) 468-2608. Pre-approval is required for all repairs done on University vehicles.