



## Rental of University Vehicles

### PROCEDURES

Official Use: University motor vehicles can only be used for the transaction of official university business.

Reference SFASU [Rental of University Vehicles \(16.23\) Policy](#)

#### A. Reservations

- i. Vehicles will be rented exclusively to university entities (employees, departments, or organizations) that have budgeted university funds.
- ii. All vehicles, except buses, are rented on a first-come, first-served basis.
- iii. Reservations can be made to the Physical Plant Grounds and Transportation Department, by emailing the [Vehicle Request Form](#) to [gnt@sfasu.edu](mailto:gnt@sfasu.edu). Reservations should be made as far in advance as possible.
- iv. All reservations must meet [minimum occupancy requirements](#). Request forms must have definite pick-up and return times, and an approved university FOAP number.
- v. Entities who rent university vehicles must be acting on behalf of their university department or organization in an official capacity.
- vi. The renting entity is responsible for compliance with minimum occupancy requirements and other university policy and procedural requirements.
- vii. All persons driving university vehicles must have a driving certification issued by the University Police Department. In addition, all persons driving vans or minibuses must also have a Van Certification from UPD.
- viii. Cancellations should be made as far in advance as possible. Cancellations made less than 48 hours in advance will incur the [one-day minimum charge](#).

#### B. Procedure for Checking Out Vehicles

- i. Vehicles, as well as vehicle driving packets, can be picked up at the Physical Plant Grounds and Transportation Department, located at Starr Avenue and University Drive, between 7:00 a.m. and 4:00 p.m. Monday through Friday.
- ii. When two or more users are renting the same vehicle over a weekend, the users may be required to turn in and pick up vehicles at the University Police Department.
- iii. Individuals picking up vehicles must present a Stephen F. Austin State University approved driver certificate and a valid driver's license, as well as a van certification if picking up a van or minibus.

- iv. Personnel in the Grounds and Transportation Department, will furnish approved drivers with:
  - a. Keys to vehicle.
  - b. Copy of vehicle charges and reservation form.
  - c. Fuel card(s).
    - i. Fuel is the only acceptable purchase on these cards. All other charges are prohibited.
  - d. Vehicle roadability report.
  - e. Insurance card.

C. Passengers

- i. Passengers in university vehicles will normally be university employees or students traveling on university business. University employees and students may have authorized guest(s), spouses or children, accompany them while the university employee or student is traveling on university business provided:
  - a. The guest does not interfere with the university business of the trip or cause any additional expense to the university.
  - b. The university entity that sponsors the trip that the guest(s) are attending must be advised in advance of the trip that non-university passengers will be traveling in university vehicles.
  - c. If the guest is a minor child, the parent is responsible for the child's actions and is responsible for ensuring the child follows all safety policies and regulations including seat belts and child restraints.
- ii. The university fleet is not equipped with child restraints, the road buses are not equipped with seatbelts, and safety of the child is the responsibility of the parent. The university fleet bus driver should report behavior difficulties to the parent and sponsoring university entity, and may impose future restrictions on passenger privileges for those who have had behavior problems.
- iii. Passengers should carry personal medical insurance coverage in case of accident or emergency. The university does not assume liability for any passenger, unless otherwise imposed under law.

D. Check-in

- i. If returned between the hours of 7:00 am and 4:00pm on weekdays, the vehicle should be returned to the Grounds and Transportation Building. The vehicle charges and reservation form, keys, credit card(s), and gasoline receipts should be given to Grounds and Transportation personnel.
- ii. If returned at some other time, the vehicle should be parked at the Grounds and Transportation Building, the doors should be locked, and all the items mentioned above should be dropped into the slot in the front door of the Grounds and Transportation Building at the corner of Starr Avenue and University Drive.
- iii. Individuals may lose the privilege of using university vehicles if the vehicle(s) has

been damaged during use, or if reports of vehicle use are incomplete. Furthermore, cost of repairing any damages to the vehicle(s) will be the responsibility of the renting entity.

- iv. Fuel is furnished as part of the rental price of the vehicle if purchased on fuel cards provided at the time of the rental. Fuel purchased not using fuel cards will be at the expense of the renting entity. Reimbursement should be claimed on the travel voucher of the individual being reimbursed.

#### E. Use of University Road Buses

- i. University road buses can carry up to 52 passengers and a professional driver will be provided by the Physical Plant Department.
- ii. Each Entity using road buses must be accompanied by authorized university personnel, who shall be responsible for all travel, schedules, and arrangements. The use of the bus is limited to those destinations that may be reached by paved roads.
- iii. A completed itinerary must be submitted to the transportation dispatcher at least 48 hours before departure. Failure to do so will result in cancellation of the reservation. Failure to notify the Grounds and Transportation office of cancellation, i.e. a no-show, will result in the minimum daily charge. An example of an appropriate itinerary and a fillable [template](#) are available on the physical plant website.
- iv. Follow reservation procedure above (A-iii) for reservation of road buses also.
- v. Athletic events take first priority in scheduling road buses, at all times. Please refer to Rental of University Vehicles: Policy [16.23](#) for more information.

#### F. Use of University Shuttle Buses

- i. University owned shuttle buses provide regular daily service on campus, and therefore may only be reserved after 5:30pm on weekdays, and on weekends on a very limited first-come, first-served basis.

#### G. Breakdowns and Accidents

- i. In the event of emergency minor repairs:
  - a. Contact Transportation Manager at 936-468-4411 for instructions.
  - b. If unable to reach him, you may either:
    - 1. request a bill from the service provider to give to the transportation dispatcher when you return your vehicle packet
    - OR
    - 2. pay with personal credit card (labor cannot be purchased on University P-cards)
  - c. If paying by credit card, write license plate number on receipt, sign it, and keep it in your car packet. Upon return to campus, request a copy of the receipt and present it to the travel office for reimbursement.
- ii. All accidents involving a university vehicle must be reported immediately to the

appropriate law enforcement agency (UPD if on campus, local police AND UPD if off campus) and the Physical Plant Transportation Department.

- iii. Instructions for proper reporting and handling of accidents and breakdowns will be provided at the time of vehicle pick up.
- iv. One of the following people should be contacted:
  - a. During working hours (7:00 a.m. to 4:00 p.m.) transportation manager - 936/468-4411
  - b. After working hours: university police - 936/468-2608 and the cell number on the front of the driving packet
- v. Drivers involved in an accident will be required to submit to a drug and alcohol screening in accordance with Stephen F. Austin State University Policy 11.6, [Drug and Alcohol Testing](#).
- vi. Upon arrival to campus, contact the Environmental Health, Safety, and Risk Management Office at 936-468-4514
- vii. Renting entities using fleet vehicles will be charged for damages as the result of accidents or from abusive use.

#### H. Charges

- i. Refer to the list of [current prices](#).
- ii. When a driver is provided, all expenses, including meals and lodging for the professional driver(s) provided are the responsibility of the renting entity, unless the trip does not involve an overnight stay.
- iii. All road toll charges accrued during rental of a university vehicle, excluding road buses, will be the responsibility of the renting entity, and will be charged to the entity upon receipt of an invoice from the toll agency.
- iv. All vehicles have a [Daily Minimum](#) charge that will replace the mileage charge, if the mileage is less than the daily minimum. The minimum charges are as follows: \$20.00 minimum for cars and 8 passenger vans, \$50.00 minimum for minibuses, and \$100.00 minimum for all buses. Also all expenses (meals and lodging, excluding meals on non-overnight trips) for the driver(s) are the responsibility of the renting entity.

#### I. Special Provisions

- i. All drivers of road buses and shuttles must have a Class B-CDL license with a 'passengers' endorsement and submit to Texas Department of Transportation physicals and drug baseline and random testing.
- ii. All drivers must have a valid driver certificate issued by the University Police Department, and also a van certification if driving a van or minibus.
- iii. All vehicles must adhere to the [minimum and maximum occupancy requirements](#) .
- iv. Drivers may be requested from the Physical Plant Department and, if available, will be furnished at an hourly rate established annually by the Physical Plant Department. Drivers are normally paid on a portal-to-portal basis. Special arrangements should be

made for extended trips. There is a minimum charge of two hours for any called driver, except for road bus rentals which incur a \$100.00 daily minimum charge instead.

- v. No alcoholic beverages will be allowed in state vehicles.
- vi. In accordance with university policy 13.21, [Smoking, Vaping, and the Use of Tobacco Products](#), the use of all tobacco products (including, but not limited to, vaping, smoking, chewing tobacco, etc.) are prohibited in vehicles owned or leased by the university. No smoking will be allowed in any state vehicles.
- vii. Individuals may lose privilege of using university vehicles if the vehicle(s) has been damaged during use or has been used in an unsafe or unauthorized manner.

#### J. 15 and 12 Passenger Vans

- i. All drivers of 15 and 12 passenger-type vans must be certified drivers with a van endorsement and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department. Drivers in a 15 and 12 passenger-type van shall not drive over a maximum of 65 miles per hour speed limit and all passengers must wear a seat belt as recommended by the State Office of Risk Management.
- ii. 15 and 12 passenger-type vans with a short wheel base (140”) and higher center of gravity (Ford, Chevy, Dodge) are limited to nine passengers including the driver with a maximum of 50 lbs. of cargo or equipment or eight passengers including the driver with a maximum of 250 lbs. cargo/luggage. 12 passenger-type vans with a longer wheel base (170”) and a lower center of gravity (Freightliner Sprinters, etc.) may carry passengers and cargo loads in accordance with the manufacturer’s specifications.
- iii. All passenger-type vans rented from a non-university fleet (Hertz, Enterprise, etc.) must follow the limitations specified in this policy.
- iv. Cargo and/or luggage inside the van must be stacked no higher than the top of the van seats and should be placed forward of the rear axle. All cargo is prohibited on the roof. Cargo is defined as, but not limited to, boxes, bags, packs, equipment, etc.
- v. No trailer hitches may be installed on the vehicle. No towing of any kind is authorized.

#### K. Electronic Device Usage

- i. Every effort should be made to restrict the use of electronic devices while operating vehicles owned or leased by the university. If necessary to use these devices while driving, every attempt to adhere to the following guidelines should be made:
  - a. The device is being used to make an emergency call to emergency personnel.
  - b. The calling device can be used in a hands-free mode, such as speakerphone, Bluetooth, or wireless headset device. However, the headset should only be placed in one ear, and cannot block both ears of the driver.
  - c. Necessary GPS usage by drivers is permitted, provided the GPS can be used in accordance with the hands-free guidelines listed above.
- ii. Texting, Facebook, Email, and other functions of electronic devices are strictly prohibited while operating any vehicle owned or leased by the university.

- iii. No device may be used in a way that restricts adequate audio/visual information to the driver, including loud music and headphones used in both ears.