

# UConn | COLLEGE OF AGRICULTURE, HEALTH AND NATURAL RESOURCES

## ACADEMIC PROGRAMS Vehicle Rental Agreement

<b>Please check</b> <input type="checkbox"/> One van <input type="checkbox"/> Two vans
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Authorized Driver's Name (please print)		Valid Driver's License No:	State
Department Name:	Department U-Box:	Exp. Date: Photo Copy	
Department Telephone Number:		Department Fax:	
Department Contact Person:		Contact Person Telephone:	
Purpose of Use:		Date(s) Needed:	
		<b>Pick Up Time:</b>	<b>Return Time:</b>
<b>Comments:</b>			

Date Signed Out	Start Mileage	End Mileage	Mileage Rate: @0.45/mile  *Daily Usage Fee: @\$ _____ (if applicable)
Date Returned	Total Daily Usage Fee: \$ _____	Total Mileage: _____	Total Amount Due: \$ _____

\* As of October 1, 2008, van rental fees are \$30.00/day, \$15.00/half-day and 45¢ per mile.

Department KFS Account No:	
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By my signature, I understand and agree that my use of vehicle tag number \_\_\_\_\_, shall be used exclusively for the fulfillment of University business that I am authorized to conduct. I understand that I am not to use the vehicle for any other reason than for the purpose stated above. I further understand that only the authorized driver may operate this vehicle. I have a valid, non-conditional driver's license and my license is not currently under suspension. I further agree to each of the bulleted points hereafter.

\_\_\_\_\_  
Authorized Driver's Signature & Cell Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Authorized Name (please print)

\_\_\_\_\_  
E-mail Address

(Department authorized signature verifies that the driver is authorized to operate the said vehicle and that they agree to pay any and all charges applied under this agreement)

<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	<input type="checkbox"/> Vehicle Inspected	Date: _____
_____ Authorized Signature		_____ Date	

## CAHNR Vehicle Use Agreement:

- The vehicle usage agreement should be signed and returned to the Office of Academic Programs, W.B. Young Building, Room 206 within 48 hours of the reservation hold.
- Vehicles should be picked up and dropped off during the Office of Academic Programs' business hours of 8:00 AM to 5:00 PM. We suggest that if you are planning to depart prior to 8:00 AM on a certain day to make arrangements with the Office of Academic Programs for obtaining keys, etc. on the day prior to reservation. In addition, we would appreciate individuals with afternoon reservations to pick up the keys and mileage log sheets no earlier than 12:00 p.m. the day of reservation. The vehicle must be returned to the appropriate location upon completion of the trip. **If you are unable to return the vehicle to the location where you found it, please note on the mileage sheet where the vehicle was parked.** If after 5:00 PM, the keys should be returned by 8:00 AM the following day.
- Borrower agrees to report to the Department of Transportation Services (860-486-6902) within 48 hours of any accidents, damage or moving violations incurred while driving said vehicle.
- Borrower agrees to operate the vehicle in a safe, prudent, and lawful manner at all times and to comply with applicable State motor vehicle laws and policies. Borrower agrees to be personally responsible for any and all traffic tickets, summonses, citations, or violations during use of said vehicle.
- Seat belts will be worn at all times and by all vehicle occupants when the vehicle is in operation. Borrower will not permit any other person(s) to operate the vehicle, unless such use is made part of this agreement.
- Borrower agrees to not transport or consume alcoholic beverages or drugs while operating the vehicle.
- Borrower agrees to not drive the vehicle out of the state of Connecticut without prior approval.
- Drivers of vehicles out-of-state must be at least 21 years of age.
- Use of hand-held cell phones is illegal in Connecticut. Borrower agrees to not use hand-held cell phones while driving the vehicle.
- The maximum occupancy of said vehicle is 7 people. Borrower agrees to not exceed the maximum occupancy of the vehicle at any time.
- The vehicles are not to be driven to or parked at a home residence without prior approval from the Associate Dean.
- Borrower will return the said vehicle in good condition, clean and free of all waste materials, and with at least half-a-tank of gasoline by the agreed upon date and time.
- A gas key for the motor pool and a Wright Express gas credit card are provided with each van. If you need gas, please fill up at the Motor Pool located in R-lot off North Eagleville Road whenever possible. If you need to use the gas credit card, we ask that you save and submit all receipts. Our office does not reimburse for out-of-pocket expenses. Reimbursement for gas expenses by personal payment will be the responsibility of your department. **The Public America gas station does not accept the Wright Express gas credit card.**
- The said department agrees to pay a mileage fee at the rate as noted in said document and daily usage fee if applicable.
- Individuals using the CAHNR vans must log their starting and ending mileage for the trip on the mileage log provided.
- Borrower agrees to notify the CAHNR Office of Academic Programs in writing by emailing [Vickie.Reiser@uconn.edu](mailto:Vickie.Reiser@uconn.edu) if there is a need to cancel the reservation or any changes in the use of the said vehicle. Failure to provide email notice prior to cancellation will result in your department being charged for the reservation period.
- I have read and agree to adhere to the University's *Driving and Motor Vehicle Policies and State of Connecticut Driving Policies and Procedures*.

**IF THE VEHICLE BECOMES DISABLED, PLEASE CONTACT THE MOTOR POOL AT (860) 486-3029.**

## Liability:

- If the vehicle becomes inoperable through no fault of the Department, the Borrower (Department) agrees to notify the Department of Transportation Services (860-486-6902) immediately and take reasonable steps to have the vehicle repaired unless the repair is covered under the vehicle warranty.
- Borrower agrees to preserve and protect said vehicle from loss or damage. Borrower agrees to be liable for all costs of repairs to the said vehicle that is not directly caused by the Department. Borrower shall not be responsible for maintenance or repair costs that were not caused directly by the Borrower.