

**Vehicle Rental Terms and Conditions**

* Borrower agrees to notify the CAHNR Office of Academic Programs if there is a need to cancel the vehicle reservation by emailing [CAHNRAcademics@uconn.edu](mailto:CAHNRAcademics@uconn.edu). Failure to provide notice prior to cancellation will result in your department being charged for the reservation period.
* Vehicles should be picked up and dropped off during the Office of Academic Programs’ business hours of 8:00 AM to 5:00 PM. Departures before 8:00 AM may make arrangements with the Office of Academic Programs to obtain keys the day prior to reservation. Individuals with afternoon reservations may pick up keys no earlier than 12:00 p.m. the day of reservation. **If unable to return the vehicle to the location where you found it, please note on the mileage sheet where the vehicle is parked.** If returning after 5:00 PM, keys may be deposited in Drop Box outside Young 206,or returned by 8:00 AM the following day.
* Borrower must log starting and ending mileage for the trip on the mileage log provided.
* The Borrower’s department agrees to pay a mileage fee at the rate of $30.00/day, $15.00/half-day and 45¢ per mile.
* Borrower will return vehicle in good condition, clean and free of all waste materials, and with at least half-a-tank of gasoline. **Borrower’s department will be charged an additional $25 fee if vehicle is returned with less than half-a-tank.**
* 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 the gas credit card is used, save and submit all receipts. Our office does not reimburse for out-of-pocket gas purchases. Reimbursement will be the responsibility of Borrower’s department.
* 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.

• Borrower agrees to not use hand-held cell phones while driving the vehicle.

• Borrower agrees to not exceed the maximum vehicle occupancy of 7 people at any time.

* Vehicles are not to be driven to or parked at a home residence without prior approval from the Associate Dean.

• 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.