

Rental Vehicle Request Form

This form must be submitted to the Sport Clubs Office at least TWO weeks prior to departure in order to reserve a Rec Sports or Fleet Services vehicle. In addition, clubs must receive approval for both their drivers and their travel and roster requests before departing.

Driver requirements are as follows:

- All drivers must have successfully completed the Drivers Training Course offered at Fleet Services. A copy of this certification must be on file in Sport Clubs Office.
- All drivers must be at least 19 years of age and possess a valid United States or Canadian driver's license.
- All drivers must submit a current readable photocopy of their driver's license to the Sport Club Office no later than TWO weeks prior to departure.
- All drivers will have a driving record check to ensure eligibility. **All drivers must have a clear record for a minimum of 1 year.** Additional failing criteria are the following:
 - Any alcohol/drug-related offense, any reckless driving charge, two or more speeding tickets, and/or a consistent pattern of accidents, traffic offenses, suspended license charges, etc which we feel make you a risk to others. These will be treated on a case by case basis.
- Any additional driving offenses must be reported to the Sport Clubs Staff.
- Your club must have at least 3 eligible drivers per van to switch periodically on long trips.

Club Information	
Club Name	Club Contact
Contact Telephone	Contact Email
Today's Date	

Rental Information	
Rental Dates	Destination (City, State)
Key Pick-Up Date and Time	Key Return Date and Time (Monday – Friday, 9am-4pm)

Vehicle Request			
<p>Rec. Sports Vans are available for a one time reduced rate of \$0.40. Notify the program coordinator if the club wants to use this rate for this trip. Rec Sport Van key pick up needs to be arranged with program coordinator two days prior to departure. Rec Sport Van keys are due in the Sport Clubs Office by 12 Noon on Monday, or as pre-arranged with Sport Clubs Office. Check all that apply to this trip and add any additional information as requested.</p>			
	<u>Rec Sports 15-Passenger Van</u> @ \$0.47/mile Number of Vehicles:		<u>Fleet Services 15-Passenger Van</u> Number of Vehicles:
	<u>Fleet Services - Other Type of Vehicle:</u> Type of Vehicle: Number of Vehicles:		<u>Outside Rental Agency Vehicle</u> Name of Company: Type of Vehicle:
	<u>Hitch</u> 2 inch or 1 7/8 inch Hitch? Number of Hitches:		<u>Other:</u>

OFFICE USE ONLY						
42282	42283	52284	62290	62291	62292	Fleet Referral:
Hitch	Drivers	Waivers	Travel/Roster	Rate \$0.47	Rate \$0.40	Off Campus Referral For: