

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Department Vehicle Rentals From Third Party Vendors Policy

TIU POLICY #: P-704

STATUS: Approved, November 2011
Updated, July 2015

I. PURPOSE:

To specify the policy for vehicle rentals made by Trinity International University (University) departments from third party vendors.

II. SCOPE:

This policy applies to all University department-sponsored vehicle rentals from third party vendors.

III. POLICY:

A. Driver Requirements

1. Safe Driving Practices:
 - a. All drivers are expected to:
 - i. Exercise an abundance of caution;
 - ii. Adhere to all applicable laws.
 - b. Usage of handheld communications devices while driving is prohibited.
2. For all vehicles (excluding 15-passenger vans) the driver must:
 - a. Be a staff, faculty, or student of the University;
 - b. Be over the age of 21;
 - c. Pass the Motor Vehicle Record check.
3. For all 15-passenger vans the driver must:
 - a. Be a staff, faculty, or student of the University;
 - b. Be over the age of 25;
 - c. Pass the Motor Vehicle Record check.
4. 15-passenger van restrictions:
 - a. University insurance prohibits more than 11 passengers in a 15-passenger van;
 - b. Any applicable third party vendor restrictions.
5. A list of approved drivers will be maintained by Facility Services.

B. Reservations

1. Reservations will be made through Facility Services by completing the form located on the Facility Services web page.
2. Once the form is received and approved, Facility Services will make the reservation arrangements with the third party vendor.
3. A confirmation email will be sent to the requester.
4. Allow 3-4 business days for reservations to be confirmed. Last minute requests are not guaranteed.

C. Cancelations

1. Cancelations should take place at least 2 business days prior to the departure day of the reservation to avoid fees from the third party vendor.
2. Any cancelation made within 48 hours of the departure date may incur a fee.

D. Billing

1. Facility Services will pay the third party vendor.
2. Any and all fees and charges will be billed to the department renting the vehicle.
3. Facility Services will submit to the Business Office a monthly report of all charges.
4. A receipt of charges can be provided to the department upon request.

E. Insurance

1. The University carries insurance coverage for rented vehicles.
2. Proof of insurance must be kept in the vehicle for the duration of the reservation.
3. Insurance cards are provided to the driver by Facility Services at the time the vehicle is picked up.

F. Accidents, Damage, & Violations

1. If there is an accident or damage to the rented vehicle, the driver must notify both Facility Services and the third party vendor.
2. Information for contacting the third party vendor is provided by Facility Services at the time the vehicle is picked up.
3. All traffic and/or parking violations and associated fines are the responsibility of the driver.
4. All vehicular damage not covered by the University's insurance is the responsibility of the department renting the vehicle.