

PASSENGER VAN RENTAL PROCEDURES

In support of our college mission, Facilities Services maintains a small fleet of 12-passenger vans for short distance (short distance totals 125 miles one-way or 260 miles roundtrip or less) official State University of New York Travel. Twelve-passenger vans are dispatched on a first-come, first-served basis.

Twelve-passenger vans may be reserved by calling Facilities Services Work Control Center at x5662, Monday through Friday from 8:00 a.m. to 4:00 p.m. and completing a Vehicle Request Form and forwarding the form to the Work Control Center prior to the travel date.

Van Rental Rates:

- 12-Passenger van rates are \$30.00 per day plus a mileage rate of \$.50 per mile.
- The 12-passenger vans are equipped with E-Z passes that, if used during the reservation, will be charged back to the department based on electronic toll collections reconciled through the on-line account established with Facilities.
- Any fines incurred by violation of E-Z pass regulations will be charged to the department.

12-Passenger Van Rental Procedures:

- The operator must possess and show a valid NYS driver's license.
- The driver must have completed van safety training administered by the campus Environmental Health and Safety (EHS) office. Van certification needs to be renewed every 3 years. If your van certification is greater than three years old and you have not attended a refresher class, you will be unable to drive a 12-passenger van. For details contact the EHS Office, Monday-Friday between 8:00 a.m. and 4:00 p.m. at (585) 245-5663.
- ALL drivers are required to participate in the License Event Notification System (LENS) program administered by the Department of Motor Vehicles. Enrollment in the LENS program is available by contacting the Facilities Work Control Center Monday - Friday between 8:00 a.m. and 4:00 p.m. at (585) 245-5663.
- Students are not permitted to operate 12-passenger vans.

When making a reservation, you will need to provide the following information:

- Department account number
- Driver's name
- Destination
- Date and time of departure
- Date and time of return

Department or groups that frequently use 12-passenger vans are encouraged to file a monthly or quarterly memo requesting reservations to assure vehicle availability.

To cancel a reservation for a 12-passenger van, call the Work Control Center at x5662, Monday through Friday from 8:00 a.m. to 4:00 p.m. Early cancellation of a reservation will

permit reassignment of the vehicle. Failure to cancel will result in a departmental service charge as noted in the service details section.

Vehicle Pick-Up

Vehicle packets containing keys, gas credit card, and the registration may be picked up by the driver in the Work Control Center, Clark A119, during normal working hours (8:00 a.m.-4:00 p.m.) unless other special arrangements have been made with Work Control.

The driver must personally sign for the vehicle packet and credit card. Vehicles will be available in the T lot, southwest of the Clark Building. Please be certain to write the departure mileage in the appropriate space on the Fleet Vehicle Use Form, which you will receive with the vehicle packet.

The vehicle packet should remain in the vehicle at all times during the trip. Credit cards may be used only for gas, oil and emergency repairs that have been authorized by Facilities Services.

Vehicle Return:

It is important that drivers return the vans at the time indicated on the Vehicle Request Form. Should a driver not be able to return the van at the time indicated on the Vehicle Request Form, he/she should notify the Work Control Center at 245-5662, as soon as possible so that we may attempt to reschedule vans to minimize the inconveniences to other drivers. Failure to return a van as agreed will result in a departmental service charge as noted in the service details.

Vans must be returned to the appropriate parking space in the T lot. The vehicle packet containing the keys, gas credit card, the registration and all gas credit card receipts are to be returned to the Work Control Center (during normal working hours (8:00 a.m. – 4:00 p.m.) or if returned after hours use the key drop box located outside Clark service building entrance. Please be certain to write the return mileage in the appropriate space on the Fleet Vehicle Use Form. Drivers are also advised to note any new damage or safety or mechanical problems in order for Facilities Services to keep the fleet in good operating condition.

Re-fueling of the vehicle will be performed by Facilities Services staff.

All vans will be serviced and inspected for safety and cleanliness prior to returning to service.

Trouble on the Road:

Road trouble occasionally occurs. Instructions on what procedures to follow are on the Fleet Vehicle Use Form and in the vehicle packet. This information should be reviewed and understood in the event that it may be needed.

Service Details:

- Twelve-passenger vans are rented in clean condition and should be returned that way. If cleaning is required, a service charge will be added to the rental fee. The service charge will be based on the length of time it takes Garage personnel to clean the van.

- Smoking of any kind is prohibited in all State vehicles. There will be a \$500 charge added to the rental fee when any evidence of smoking (cigar/cigarette butts, odor, ashes, etc.) is found.
- Service animals are welcome. Non-service animals are not allowed.
- If a van is not returned on time, there will be a \$50 charge including a \$30/day rate for each day late. Vans must be returned to their designated parking spaces located in the T lot.
- Cancellations must be made 24 hours prior to the reservation or they will incur a \$50 charge.
- Cancellations for weekend reservations must be made by Friday at 3:00 p.m.
- Lost, stolen or broken 12-passenger van keys or gas cards must be reported immediately to Facilities Services during normal working hours or to University Police after working hours. The cost for replacing these items is \$50.
- The 12-passenger vans are equipped with GPS tracking devices which report location, travel route, and speed to insure safe operation of the vehicle. Drivers/departments will be notified of unauthorized travel or excessive speed.
- All paperwork must be filled out at the end of the trip. This includes vehicle inspections, mileage reporting and signing of the Fleet Vehicle Use Form. If the paperwork is not filled out, the department/group will be charged \$50.
- The 12-passenger vans are equipped with E-Z passes. Which are electronic toll collection systems used on most tolled roads, bridges, and tunnels in the Midwestern and Eastern United States. Lost, stolen, or damaged E-Z passes must be reported immediately to Facilities Services during normal working hours or to University Police after working hours.

I have read the above Van Rental Procedures and will adhere to the instructions as indicated.

Signature

Date

Revised 6/4/20