

# UVM SGA Vehicle Rental Policy

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The Student Government Association (SGA) will make its vehicles available to SGA organizations and UVM departments as long as they adhere to the following vehicle policies. Vans can only be used for UVM functions.

## IN ORDER TO DRIVE AN SGA VEHICLE, DRIVERS MUST:

- BE UVM AFFILIATES
- BE 19 YEARS OF AGE OR OLDER WITH A VALID DRIVER'S LICENSE
- HOLD A VALID [RISK MANAGEMENT DRIVER CERTIFICATION](#)
- ADHERE TO UVM, SGA AND [RISK MANAGEMENT POLICIES & PROCEDURES](#)
- NOTE: TRIPS OVER 50 MILES REQUIRE 2 CERTIFIED DRIVERS PER VEHICLE.

**RESERVATIONS:** Reservation requests can be made no sooner than 5 weeks before the rental date for SGA organizations and no sooner than 14 days for University departments. Please note: Departments outside of DOSA can only rent SGA vehicles during the summer months, not during the academic year.

**PAPERWORK:** An authorized clubsigner or individual who made the reservation for a department must complete the paperwork within one week of the rental date. If the paperwork has not been completed within one week and SGA has not been contacted by the organization or department, the van will be made available to other organizations and departments.

**PICK UP:** The vehicle keys must be picked up within 24 hours of your departure time. For weekend rentals, keys must be picked up by 3:30 PM on Friday. Vehicles may only be used during the specified dates and time of the rental reservation. Please note, no alterations (interior or exterior) may be made to the vehicle. This includes but is not limited to: removing seats, seatbelts, wipers, etc.

**DROP OFF:** Vehicles must be returned CLEAN with a full tank of gas to the SGA reserved spots in the Gutterson Garage. Vehicle keys must be returned to the SGA Office within 24 hours of returning vehicles (excluding weekends).

**CANCELLATION:** In all cases, failure to cancel reservations at least 48 hours in advance (Once again, this does not include Saturday and Sunday, as the SGA is closed on weekends) will result in a "failure to cancel" charge to be determined by the SGA, and possible loss of rental privileges.

**ADDITIONAL CHARGES:** If the vehicle is not returned on the specified date, a \$100 late fee will be assessed in addition to the daily rental fee for each additional day. If it is returned in a state of disorder (i.e. excessive dirt or garbage, damage to the interior, seats not in place, etc.) then a \$50.00 cleaning charge will be added to the rental fee. Any department or organization returning a vehicle without a full tank of gas will be assessed \$10.00 plus \$5.00/gallon for the gas needed to bring the tank to full capacity.

**REPORTING OF ACCIDENTS/THEFT/VANDALISM:** The driver must immediately report any accident, theft, or vandalism involving the rental vehicle to local police, Risk Management (802-656-3242) and to SGA (802-656-2053) and must complete all appropriate reports in a timely fashion. In the event of an accident, the driver must obtain the name and insurance information of the other driver and names of witnesses. Copies of all reports should be provided to Risk Management. Registration and insurance cards are in the vehicles and are not to be removed for any reason. **IF AN ACCIDENT OCCURS, DO NOT ADMIT LIABILITY!**

**INSURANCE:** Departments and organizations are covered by the UVM's insurance when using UVM vehicles.

There is a \$1,000 deductible and it is to be paid by the department or organization who caused the damage.

*Traffic violations are not considered normal operation costs. All violations, including parking tickets and speeding tickets will be the responsibility of the driver, not the organization or department. Absolutely NO SMOKING in vehicles. DRINKING, POSSESSION OF INTOXICATING LIQUOR, OR ILLEGAL DRUGS IN VEHICLES OR DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS IS STRICTLY PROHIBITED.*