

The University of Kansas

VEHICLE RENTAL

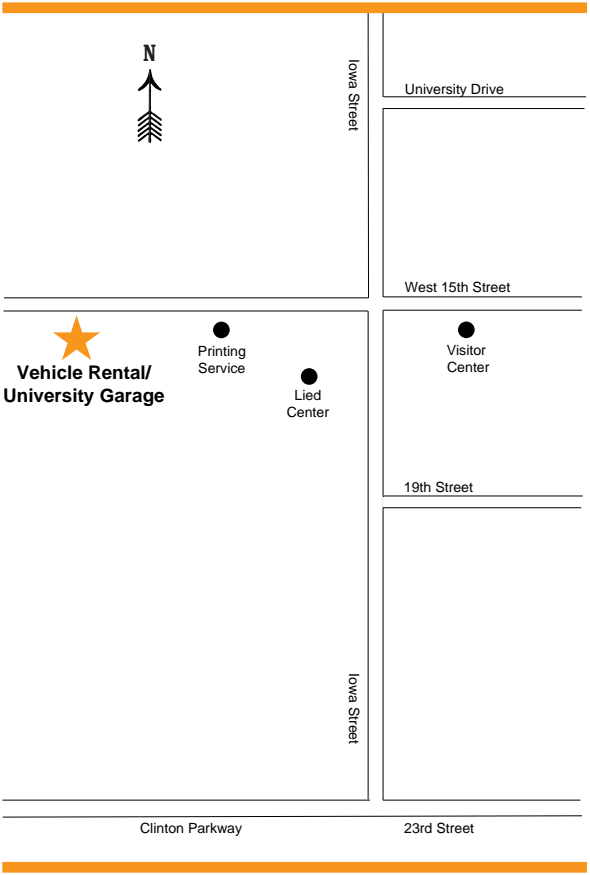
**Guidelines for Users
at the Lawrence Campus**



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KU VEHICLE RENTAL

3005 West 15th Street



Easy Access!

Vehicles are assigned on a first-come, first-served basis. But for your convenience, departments may request a vehicle up to one year in advance.

To reserve a vehicle for you, we require the following simple information:

- Driver's name.
- Destination.
- Purpose of travel (the "official state business").
- Department to be billed.
- Date and hour you wish to pick up and return the vehicle.

Vehicle Rental may verify this information. The employee whose name appears on the trip authorization form should pick up and return the vehicle. In special circumstances, arrangements can be made for another authorized person to drive the vehicle.

Purpose of Vehicle Rental

University of Kansas Vehicle Rental rents vehicles to state employees at the University of Kansas for use while they are engaged in "official state business."

Official state business is "the pursuit of a goal, obligation, function, or duty imposed upon or performed by a state employee as a condition of their employment with the state." Faculty, administrators, classified and unclassified staff members, and some student workers at the University of Kansas are state employees.

Authorized Drivers

Only state employees may drive state vehicles. Under limited circumstances, certain persons affiliated with the university who are not state employees may receive permission to drive a state vehicle if approval is granted by the state Department of Administration. Vehicle Rental will provide instructions and forms. Allow two to three weeks for a decision from Topeka.

Passengers

In compliance with state rules and regulations, “only state employees and persons reasonably engaged in ‘official state business’ are allowed to ride in a state vehicle.”

Family members and friends of employees may not ride in state vehicles. We’re sorry, but pets are *not* to be transported in state vehicles!

Student Drivers

If a student is a state employee, the student may drive a state vehicle to perform assigned “official state business” functions for which the renting department has hired the student.

Student Organizations

Student organizations are *not* eligible to rent from Vehicle Rental.

It is against state and university policy to knowingly misrepresent the purpose of proposed travel or any information concerning the driver or passengers of a state vehicle. If Vehicle Rental determines that a customer knowingly misrepresented information, the renting department is responsible for any damage claims arising from the misrepresentation or use of the vehicle.

You're on Your Way: Vehicle Check-out

To check out a Vehicle Rental car, go directly to the Vehicle Rental office during regular office hours. If you need to pick up a vehicle before or after hours, please contact the Vehicle Rental manager as far in advance as possible. We'll try to make your vehicle available at the time most convenient to you.

Drivers of rental vehicles may leave their private vehicles in the Vehicle Rental parking lot. All private vehicles must be parked in the red/yellow zone at the eastern edge of the lot (the uppermost lot).

Courtesy parking permits are available upon request, but they are only valid in the Vehicle Rental lot.

If a reserved vehicle is not picked up at the scheduled time, the reservation may be voided after two hours. The minimum mileage charge will be assessed and the vehicle will be released for reassignment.

Vehicle Rental occasionally must provide emergency transportation. That could mean canceling a reservation to reassign a vehicle for the emergency. We'll make every effort to resolve emergencies short of such action. But if it becomes necessary to cancel a previously scheduled vehicle, we'll notify the renting department as quickly as possible.

Welcome Home: Vehicle Return

Return your vehicle to the Vehicle Rental parking lot as soon as your state business is completed. Please remember that Vehicle Rental vehicles may not be used for personal business.

Make sure the trip authorization form has been filled out completely. This requires:

- Driver's signature.
- Ending odometer reading.
- Driver's license number of the driver.

Put the keys, credit card receipts, and signed authorization into the vehicle packet. Include your comments about the vehicle's performance, cleanliness, or defects on the back side of the vehicle packet. During regular business hours, return the packet to Vehicle Rental. If you return your vehicle after hours, please put the packet in the Vehicle Rental drop box on the outside office door.

Reminder: It is not necessary to refuel before returning a vehicle rental vehicle. In fact, we'd prefer you return it empty and leave the fueling to us.

What We Ask of You

The driver of a state vehicle is responsible for the proper use, servicing, and protection of the vehicle while it is in the driver's possession. The driver also is responsible for reporting accidents involving the vehicle, and damage to the vehicle or theft of the vehicle.

The driver is required to possess a valid driver's license and have the license along when operating a state vehicle.

Operate state vehicles safely and observe all traffic and parking laws. If the driver violates any law, the driver or driver's department is responsible for paying fines or towing expenses or for any illegal parking. Damage to the state vehicle from towing will be the responsibility of the driver's department.

Park state vehicles on state property when available. KU parking permits are provided on all Vehicle Rental cars. *Please avoid restricted, loading, and handicapped zones and parking meters.* The renting department will be responsible for tickets issued at an expired meter.

On official travel, park the state vehicle in a hotel or motel parking lot if one is available. Vehicle Rental cars may be parked in an airport long-term parking lot. Parking fees are the department's responsibility. The department is liable for any damage to the vehicle while it is parked.

The renting department is responsible for paying the 100-mile-per-day minimum mileage charge while the vehicle is checked out.

We ask that you follow these guidelines:

- Lock your state vehicle whenever you leave it unattended, and never leave the state credit card in the vehicle when it's parked.
- If you lose a license plate or credit card, report the loss immediately to Vehicle Rental.
- If your state vehicle or anything in it is stolen, report the theft immediately to local law enforcement officials and to Vehicle Rental.
- If you're in an accident, report it immediately to local enforcement officials and to Vehicle Rental. Do this even if the accident is minor or another driver was at fault.
- Drive defensively. It's Kansas law to use seat belts; drivers are responsible for encouraging all passengers to use their seat belts. Use the parking brake when leaving a vehicle unattended. Use rear and side mirrors before moving. Use turn signals when turning or changing lanes. Use emergency flashers if the car is disabled or you stop on the side of a roadway.
- Consumption or possession of alcohol or illegal drugs is absolutely prohibited of drivers or passengers of a Vehicle Rental vehicle.
- Be aware that Kansas citizens don't hesitate to report perceived misuse of a state vehicle. *Follow the rules!*

State vehicles may be used for travel between an employee's residence and official work station in these cases:

- If parking the vehicle at the official work station subjects it to high risk of vandalism.
- If the vehicle is used by an employee who is regularly called to duty after normal working hours.
- When the traveler's departure or return time is before or later than Vehicle Rental pickup hours and the traveler's residence is less than 10 miles from the official work station.

We discourage early pickup when the vehicle will be parked overnight at an employee's residence, because the use of the vehicle between home and Vehicle Rental is considered "personal use."

Avoiding Personal Use

- Pick up the keys early, but not the vehicle.
- Pick up the vehicle early and park it overnight in your office parking area.
- Remember that the university garage opens at 6:00 a.m. We can arrange for you to get your vehicle from the fuel attendant if you can't wait until 7:00 a.m.

Fuel, Repairs, and Service

Vehicle Rental is responsible for maintaining vehicle rental cars. The driver is responsible for proper driving and for reporting vehicle malfunctions to Vehicle Rental staff. We can't repair it if we don't know it's broken.

Vehicle Rental issues a credit card to be used for purchasing fuel, oil, lubricants, small repairs, and parts. Do not use it for personal items or any items not related to the vehicle's operation. The credit card applies *only to the vehicle indicated on the card*.

The driver must obtain a receipt for purchases made with the credit card. Please make sure that the *quantity* of items is specified on every receipt. Before accepting and signing the ticket, please verify the following:

- Name and address of service station.
- Correct prices and totals of purchases.
- State vehicle tag number.

After these items have been confirmed, record the odometer reading on the ticket and sign it. Turn in all receipts when you return the vehicle to Vehicle Rental.

Drivers also are responsible for obtaining the proper information on all repair invoices. When using the credit card, make sure all invoices are made out to:

The University of Kansas
Department of Facilities Operations/
Vehicle Rental
1503 Sunflower Road
Lawrence, Kansas 66045

In some cases, it may be necessary for the driver to pay for fuel or repairs in cash or with a personal credit card. The driver should obtain from the vendor a detailed receipt marked “paid.” The *Vehicle Rental license plate number* and the *number of gallons* must appear on the receipt. Without the quantity, Vehicle Rental won’t be able to credit the amounts from the departmental invoice.

To obtain reimbursement, submit the invoices or a copy of the invoices to Vehicle Rental. The amounts will be credited to the invoice of the driver’s department. Original receipts will be returned to the driver, who will be reimbursed through the driver’s department. Please note that Vehicle Rental does *not* reimburse for Kansas Turnpike Authority receipts.

Any damage to a Vehicle Rental car that results from driver negligence will be billed to the driver’s department.

The renting department is responsible for any repairs resulting from abuse of a Vehicle Rental car. Any unusual wear and tear from driving on unpaved or off-road surfaces will be billed to the renting department.

If repairs or purchases costing more than \$100 are needed, Vehicle Rental approval is required *in advance*. If the vehicle breaks down, contact Vehicle Rental for assistance. Emergency telephone numbers are listed on the back cover of this booklet.

Decals, Luggage Racks, and Trailers

Sorry, but we have to keep it simple. No signs, decals, or stickers may be displayed on state vehicles. Only the KU decal is to be displayed. No baggage racks, trailers, bicycles, boats, or other equipment may be placed on or pulled by Vehicle Rental cars.

Accident Procedures and Reporting

Any driver involved in an accident should immediately report the accident to the appropriate law enforcement agency. The agency's staff can render assistance and inspect the scene. In addition to a police report, the driver will need to complete an insurance report form at Vehicle Rental. In case of an accident, follow these procedures:

- Stop immediately.
- Take steps to prevent another accident at the scene.
- Call a doctor or ambulance if necessary.
- Notify the law enforcement officials.
- Make statements about the accident only to police officers, representatives of the state's insurance company, or Vehicle Rental and agency officials. *Do not make any statement about who was at fault.*
- Obtain information about other parties involved, including:
 - ✓ Name and address of parties involved.
 - ✓ Insurance company name, address, and policy number.
 - ✓ Vehicle description, including license number.
 - ✓ Names and addresses of witnesses.
- State your name, address, and place of employment. If asked, show your driver's license.
- Give the name and policy number of the state's insurance to police and the other driver. Check inside the glove compartment for insurance information.

- If the vehicle is unsafe to drive and you are *within 50 miles* of Lawrence, call the University Garage, 864-3628. The garage will arrange towing. Outside the Lawrence area, have the vehicle towed to the nearest garage and contact Vehicle Rental for further instructions.
- After 3:30 p.m., call the University Police, 864-5900. Your message will be relayed to Vehicle Rental personnel, who will contact you as quickly as possible.
- Accident reports are required for insurance purposes in all instances, no matter who was at fault or how minor the damage. Contact Vehicle Rental as soon as possible so the necessary reports can be completed and any insurance questions answered.

Thank you for using Vehicle Rental!

We look forward to serving you again.

Emergency Phone Numbers

KU Vehicle Rental
(24-hour voice mail)
785-864-3902

KU Police
785-864-5900

Local help while on the road
911

