Transportation Services

Van Rental Handbook

Van Services

Transportation Services coordinates the rental of University vans to assist the transportation needs of faculty, staff, students and University sanctioned organizations conducting official University business. Only persons directly engaged in the University activity for which the van is to be used may be passengers in the vehicle. The vehicles are not available for personal purposes and may not be kept overnight at an employee’s or student's place of residence, except as authorized.

Trips outside a 500-mile one-way radius of Saint Louis University require a department-approved adult volunteer (21 years or older) to accompany students. When more than one vehicle is taken on a trip outside a 500-mile one-way radius and only one university faculty or staff member is involved, the vehicles must travel as a caravan.

Vehicles obtained through the SLU Van Service may not be operated by any person under the influence of alcohol, illegal substances or any drug impairing the operator's ability to safely operate the vehicle.

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# Van Rental Rates

Transportation Services is responsible for the coordination of van rentals for department use.

<table>
<thead>
<tr>
<th>Time Period/Mileage</th>
<th>Returned Before 2pm</th>
<th>Returned After 3pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 150 miles</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>More than 150 miles</td>
<td>$60 + gas</td>
<td>$60 + gas</td>
</tr>
</tbody>
</table>

Specialty vehicles are charged the current market rate.
Van Restrictions

Transportation Services coordinates the rental of University vans only for conducting official University business. Only persons directly engaged in the University activity for which the van is to be used may be passengers in the vehicle. The vehicles are not available for personal purposes.

Vans in excess of five years old will be restricted to travel within a 50 mile one-way radius.

Vans whose age is less than five years will be scheduled for travel within a 500 mile one-way radius.

The rental of vans or vehicles through an outside rental company will be coordinated by Transportation Services for all trips that exceed a 500 mile one-way radius, or when requests exceed the availability of University vans.

SLU prohibits the rental of 15-passenger vehicles.
Vehicle Pick Up

- Vehicles are checked out from the Security booth in the Olive garage.

- All drivers will be requested to present their driver's license and confirmation form at the time of pick-up.
  - NOTE: A copy of the driver's license will not be accepted and the van will not be released for the scheduled use—no exceptions.
  - If more than one vehicle has been requested, a single driver may not pick up the keys for multiple vehicles.
  - You must submit a MVLRC License Check, 48 hours in advance

- A travel packet containing keys, gas card, insurance ID card and Van Request Form will be issued to each authorized driver.

- Verify the following information on the trip record:
  - beginning mileage
  - inspection of the vehicle, inside and outside, noting cleanliness, dents, damages, etc.
  - time, date, print name and signature of driver.

- Vehicles will be available for pick-up on a 24 hour basis.

- In the event that there is a time or date change on picking up the vehicle, please notify the Transportation Services assistant (977-7374) before arriving to pick-up the vehicle.
  - 24 hour notice is required in the event of a cancellation to ensure your department is not charged.

- The user(s) of a University van may park his/her vehicle in the non-reserved areas of the Olive garage. All parking after 11 p.m. requires a valid SLU hangtag. If you are not a participant in SLU’s parking program, you will need to pay using the pay-in-lane program. Follow the instructions in order to pay properly. Failure to display a valid SLU hangtag, reader ticket, or an overnight hangtag may result in a tow.
Vehicle Return

- Return the van to the Olive parking garage and park in the assigned space.

- All vans should be returned in same condition as when received, i.e., the interior free of all paper and trash. The general cleanliness of the vehicle is the responsibility of the driver. The department and/or organization may be billed accordingly if Transportation Services must clean the vehicle.

- Vans should be re-fueled if trips exceed 150 miles round trip, otherwise gas is included in the rental rate and transportation services will re-fuel the van.

- Record the following information on the trip record:
  - ending odometer reading
  - record of vehicular-related expenses required during the trip
  - problems incurred while using the vehicle, i.e., describe any unusual noises, operational problems, remarks for the mechanic
  - dents or other damage
  - accidents and/or injuries. (Accident forms must be completed and turned in along with a police report.)
  - date, time, printed name and signature of driver

- Return the travel packet with items (keys, credit card, insurance ID card and trip record) immediately to the drop box located outside the Security booth in the Olive garage. Do not lock keys in the van!

- The authorized drivers are expected to return the van at the time listed on the reservation form. This is necessary in order for Transportation Services to get the van ready before the next group is scheduled to use it.

- All vehicles that are returned after the designated return time may be charged additional fees.

- In the case of unexpected delays due to emergencies or acts beyond the driver’s control, please report the delays to DPSSS at 977-3000 as soon as possible.
Driver Eligibility

All drivers, including passengers who will substitute as drivers, must meet the following criteria, before being authorized to drive University vans.

Please allow at least 48 hours for the reference checks, if you do not have an approved license verification check you will not be allowed to drive and the van will not be released in your care:

1. Names must be listed on the Van Request form
2. All drivers must complete and submit the Motor Vehicle License Reference Check (MVLRC) Form.
   1. For Missouri Licenses fill out the form by clicking here.
   2. For all other out of state licenses please go to the Office of Clinical Education Compliance in DuBourg Hall Rm 20 and ask to have a drivers license verification for Transportation Services. Make sure you bring a valid drivers license, no appointment is necessary.
3. All drivers must be at least 18 years of age
4. Must have a US drivers license.

The University reserves the right to ensure that all drivers of University vans have reasonable driving records and will only authorize drivers based upon the motor vehicle license reference check. A confirmation will be sent to each department or organization, listing the authorized drivers.

This process must be completed for each driver once per year. The year's schedule runs by SLU's fiscal year starting July 1st and ending June 30th. All verifications will be kept on file for two years; however, a new verification must be obtained annually in order to drive refresh your driving status.
MVLRC License Check

Missouri Licenses

Vehicle Operator Name (FOR MISSOURI LICENSES ONLY)

Last Name: __________________________
Firs Name: __________________________
Middle Initial: ______
Driver License Number: __________________________
State of License: ______
Date of Birth: __________________________
Banner ID #: __________________________
Dept/Club/Student Org: __________________________

Service Needed:  
• SLU Van Rental
• Departmental Verification

Click ‘Submit’ to authorize Public Safety to request a motor vehicle license reference check. The University reserves the right to ensure that all drivers of University vehicles have reasonable driving records and will only authorize drivers based upon this reference check. There will be no exceptions!

Out-of-State Licenses

If you have an out of state license please go to the Office of Clinical Education Compliance. They are located in DuBourg Hall Room 20 and ask to have a drivers license verification for Transportation Services. Be sure to bring a valid drivers license, no appointment is necessary.

Click ‘Cancel’ to end the processing of this request.
Driver & Passenger Responsibility

- Submit the on-line Motor Vehicle License Reference Check (MVLRC) form for authorization to drive the vehicles, 48 hours prior to renting a van.

- Complete paperwork on the trip record prior to leaving the Olive garage, throughout the trip and before turning in the travel packet and keys.

- Abide by all safety and parking policies of Saint Louis University.

- Comply with all state and Federal regulations concerning driving practices and the operation of vehicles, including:
  - Exercise defensive driving skills and operate vehicles in a responsible, safe and considerate manner.
  - Seat belts must be worn while driving or riding in vehicles. The driver must ensure that all seat belts are secure before moving the vehicle.
  - Open alcohol containers and/or illegal substances are not permitted in vehicles.

- All traffic offense fines, payments or penalties are the personal obligation of the driver. (Note: It is not permissible to use University funds to make payment.)

- Smoking or any type of tobacco products are not permitted in vehicles.
Reservations

A van may be reserved by Saint Louis University departments or university-sanctioned organizations for official University business. Vans are scheduled on a first-come, first-serve basis and a Van Request Form must be completed and submitted to Transportation Services.

Van Request Form
This form is available on-line by clicking here. Please complete the form and submit the request on-line.

Information required includes: driver name(s), department, department phone, purpose of the trip, departure date and time, destination, return date and time, number of passengers and an account number.

The verification and approval process will be completed on-line for all departments and University sanctioned organizations with valid University accounts. The existing approval process for on-line requisitioning will be followed. If organizations do not have a University account, there will be an area on the form to indicate this and payment will be expected in advance of the trip. Prepayment will include the full rental fee and half of the estimated fuel cost per the Transportation Supervisor. Prepayment checks should be made payable to Saint Louis University and be delivered to Matt Olwig - Litteken Hall 2nd floor.

A verification of all van requests will be sent to each requestor.

Drivers License Verification

Be sure to submit your MVLRC license check ahead of time as well. For information regarding this, click here.
Gasoline & Oil Expenses

A Voyager gasoline credit card is issued in the travel packet and should be carried by the driver at all times and not left in the van. This card may be used for the purchase of self-service, non-premium gasoline for the designated University van on scheduled official University business. All receipts for gasoline purchased must be turned in with the vehicle upon completion of trip.

For those trips under 150 miles round trip, re-fueling is not necessary. This cost is built into the trip's rental rate. If you have a trip that is scheduled for over 150 miles round trip, re-fueling is necessary and will be billed back to the sponsoring department.

Please note that it is against University policy to purchase gasoline or other services with a university-owned credit card for a privately-owned vehicle.

On an exception basis, if out-of-pocket gasoline and oil expenses are necessary, please be sure to save all receipts in order to be reimbursed. List these expenses on the trip record, return the receipts in the travel packet and Transportation Services will submit the appropriate paperwork for your reimbursement. The department or organization requesting the vehicle will be billed accordingly for these expenses.
University Insurance

The University automobile fleet insurance policy coverage is provided by the United Educators Risk Retention Group. Valid insurance ID cards serve as proof of insurance. They are provided by Risk Management and are included in the travel packet.

A $1,000 deductible is charged to the department or organization for all university auto-claims, for more detail please visit Risk Management's page.
Emergency Repairs

In the event that the vehicle becomes inoperable and requires emergency repairs to continue, please use the following procedures and good judgment to ensure that costs are reasonable for repairs and that the University's interests are protected:

**Within 50-Mile radius of Saint Louis University**

**For repairs less than $150:**
- Have repairs made and obtain copies of invoices, which must show the vehicle license number, mileage, date and signature of driver authorizing repairs.
- Pay with the Voyager gasoline credit card.
- The parts replaced must be brought back, should remain in the van upon return and noted on the trip record unless the item is an exchange part.

**For repairs exceeding $150:**
- Have the vehicle towed to the Olive garage.
- Note all information on the trip record in detail.

**Outside the 50-mile radius of Saint Louis University:** Obtain an estimate of repair cost

**For repairs less than $150:**
- Have repairs made and obtain copies of invoices, which must show the vehicle license number, mileage, date and signature of driver authorizing repairs.
- Pay with the Voyager gasoline credit card.
- The parts replaced must be brought back, should remain in the van upon return and noted on the trip record unless the item is an exchange part.

**For repairs exceeding $150:**
- If the university van is inoperable and you are within the Missouri/Illinois area, obtain authorization from the Transportation Services manager at (314) 977-3465, Monday through Friday, 7 a.m-4 p.m. or call Public Safety at (314) 977-3000 after work hours, weekends, and holidays to contact the manager. Have the vehicle towed to the nearest dealer of make of the vehicle involved!! NOTE: Remove all keys and property and lock the vehicle. Deposit keys with the shop manager.

**NOTE:** If a van must be left unattended until assistance arrives, ensure that the vehicle does not obstruct traffic, windows are rolled up, doors are locked, and the keys and all credit cards are in the possession of the driver.
Accident Reporting

An accident is defined as an incident in which a University vehicle is involved (whether in motion, temporarily stopped, parked or being loaded or unloaded) that results in personal injury and/or property damage, regardless of who was hurt, what property was damaged or who was responsible.

In the event of an accident involving a university van, the following procedures should be followed, regardless of the extent of damage:

Emergency Procedures
- Stop immediately! Do not leave the scene until a police report has been taken.
- Take necessary steps to prevent additional accidents at the scene.
- Call a police, doctor, ambulance, or emergency medical team, if necessary. If qualified to do so, render aid to the injured until help arrives.

Information Required
- At the scene, write down the following information from all other drivers
  - Name, address, phone
  - Driver's license number
  - License plate number and size
  - Insurance information, i.e., name of the insurance company and agent, phone number, policy number
- Get names, addresses and phone numbers from all witnesses.
- Give your name, address, place of employment and supervisor's name to the police officer.
- While at the scene of the accident, secure information needed to complete SLU's Automobile Accident Report Form. A copy of this form can be found in the packet you received from Transportation Services and must be sent to Risk Management within two business days.

Statements
Do not make any statement, oral or written, as to whom was at fault, since any admission may impair the insurer's ability to defend questionable legal liability. The appropriate legal authority will decide fault or liability. While your signature is required if a traffic citation is issued to you, your signature does not constitute an admission of guilt.

Reporting of Accidents/Injuries
Accidents and/or injuries to anyone must be reported at once to Public Safety (314) 977-3000. Public Safety will notify Risk Management and Transportation Services.

Follow-up Paperwork by Driver
Complete and submit the Automobile Accident Report Form to Risk Management, in Wool Center 3rd Floor or fax to (314) 977-1457.

Risk Management will coordinate with Transportation Services for vehicle assessments and repairs.

NOTE: For detailed information on deductibles and other payment information visit Risk Management's page.