

Vehicle Rental CO-CV-PR8

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Facilities Management

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Errors or changes to: aim@uta.edu

I. General

The Office of Facilities Management has a limited number of 15-passenger rental vans available to departments for official University business as defined by [Texas State Law](#). A department planning to rent a vehicle should check availability by calling the The Office of Facilities Management office at 22000. If the desired vehicle is available, the department will send a *Vehicle Request Form (Form 5-4)* signed by the Chair or Department Head to The Office of Facilities Management at Box 19228. The form should include the following: type of vehicle or vehicle number, date(s) requested, name(s) of driver(s) with Texas driver's license number(s), the destination, and the account number to which the charge should be made. The renting department will normally provides their own licensed driver. Drivers must have a valid Texas driver's license, a UTA faculty or staff I.D., have current UTA Defensive Driving training, approved driver rating and have received proper training for 15-passenger vans.

The renting department will be responsible for the driver, vehicle, gasoline, oil, and any necessary repairs while in their possession. In case of an accident, the renting department is also responsible for costs to repair or replace a damaged vehicle. Rental charges include \$35.00 per vehicle per day or a portion thereof, \$0.20 a mile, and gasoline. The amount of gasoline used is determined by The Office of Facilities Management personnel who fill the tank at the end of each rental. Mileage is determined by a beginning and ending odometer reading. Charges for the rental costs will be made on an IDT.

II. Pickup and Return of Vehicles

Arrangements must be made to pickup the vehicle between 8:00 a.m. - 4:00 p.m. on normal work days. Vehicles will only be released to the designated or assigned driver for the trip, who has a UTA faculty/staff I.D. card and meets the requirements noted above. A log sheet and *Operation of UTA 15-Passenger Vans (Form 5-5)* will be signed by the driver at the time of pickup. This form includes: leasing department name, account number, destination, time and date of pickup, and the signature of the person picking up the vehicle. A vehicle may be turned in after normal working hours. Instructions for returning vehicle after normal working hours located in the vehicle. The Daily Vehicle Use Report **must** also be completed prior to turn in.

III. Operation

Vehicles will be operated in accordance with the policy and procedures outlined in *Motor Vehicles* ([Procedure 2-48](#)).

IV. **Operation of 15-Passenger Vans**

In accordance UTS157 - Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles, The Office of Facilities Management shall ensure the following regarding the use of 15-passenger vans:

- Require that 15-passenger vans be operated only by experienced, authorized drivers who understand and are familiar with the handling characteristics of the vans, especially when the van is fully loaded. This shall include having operators of 15-passenger vans attend van-specific training, including behind the wheel, on-the-road, training.
- 15-passenger vans shall not be used to carry more than 9 occupants (including the driver) at any one time, except as provided in the following: At the discretion of the component institutions Chief Business Officer, a component institution may use a 15-passenger van to carry between 10 and 15 occupants (including the driver) on inner-campus, non-public streets only, provided that (1) the van does not cross over or travel on public streets, and (2) the van is not driven at a speed in excess of the posted campus speed limit, or in excess of 15 mph if there is no posted campus speed limit.
- Require seat belt use at all times by all occupants of 15-passenger vans.
- Require proper loading of vehicles. Consult the owner's manual to determine the maximum safety load for the vehicle and the proper distribution of that load. Passengers shall be seated only in recognized seats and in an arrangement designed to spread out the load. Luggage shall be placed in the rear behind the last seat and shall not be allowed on the roof.
- Require that tires be inspected to assure they are properly inflated and not worn.
- Limit the number of total hours a driver may drive to no more than ten hours in any twenty-four hour period. Trips requiring more than ten hours driving time to reach a point of destination will require overnight lodging.
- Van drivers shall take a mandatory thirty-minute rest break every four hours.
- Trips scheduled for longer than 2 hours require a navigator to assist the driver. The navigator must stay awake while on duty.

V. **Passenger Van Operations**

The National Highway Traffic Safety Administration (NHTSA) has issued a warning that fully loaded (10 passengers or more) 15-passenger vans are three times as likely to roll over compared to the same vans carrying fewer than five passengers. The Office of

Vehicle Fleet Management will continue to monitor this situation. Here are a few suggestions that could save lives if implemented and enforced at all times:

- A. Limit the number of passengers in 15-passenger vans to 9 or fewer (reduces roll over risk significantly)
- B. Allow only drivers with experience driving these types of vehicles to drive
- C. Strictly enforce seat belt use by all vehicle occupants at all times

Related Links

- [Texas State Law - Use of Motor Vehicle](#)
- [UTS157 - Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles](#)

Related Forms

- *Vehicle Request Form* ([Form 5-4](#))
- *Operation of UTA 15-Passenger Vans* ([Form 5-5](#))