

DO NOT WRITE IN  
SHADED AREAS  
For Information Call 764-2485  
**FAX # (76)3-1470**

The University of Michigan  
**TRANSPORTATION SERVICES REQUISITION**  
**VEHICLE RESERVATION**

Reference Number  
  
5 digit #

Date \_\_\_\_\_ Department \_\_\_\_\_ Short code \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Driver's Name \_\_\_\_\_ Destination \_\_\_\_\_

Type of Vehicle (check one): sedan wagon minivan other (please specify) \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Departure \_\_\_\_\_ DATE \_\_\_\_\_ HOUR \_\_\_\_\_ Return \_\_\_\_\_ DATE \_\_\_\_\_ HOUR \_\_\_\_\_

Authorized Signature for shortcode \_\_\_\_\_

Print Authorized Signer \_\_\_\_\_

Vehicle No. _____
License OK _____

**• Note: Rental of University vehicles is restricted to University business purposes only •**

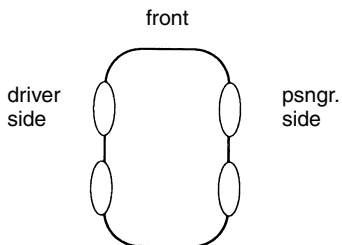
**VEHICLE DAMAGE INSPECTION**

Circle area of damage and/or describe below:

**OUTGOING INSPECTION**

signature \_\_\_\_\_ date \_\_\_\_\_

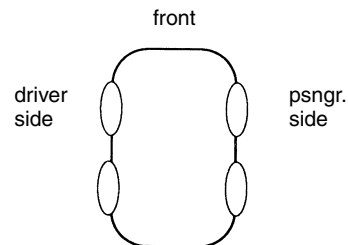
( \_\_\_\_\_ )  
trans. init.



**INCOMING INSPECTION**

signature \_\_\_\_\_ date \_\_\_\_\_

( \_\_\_\_\_ )  
trans. init.



Description of interior damage (if any) and other comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Use by Transportation Only**

Mileage In \_\_\_\_\_ Days Used \_\_\_\_\_

Mileage Out \_\_\_\_\_ Days Late \_\_\_\_\_

		AMOUNT		DATE

# Rules and Regulations for Vehicle Rentals

## INSPECTION AND AUTHORIZED USE

The assigned rental vehicle should be inspected prior to use and any damage or malfunctions noted on the face of this form. All University vehicles are restricted to University business purposes only. Drivers of University vehicles must be University faculty, staff or students, at least 18 years of age, and properly licensed in accordance with the laws of the State of Michigan. **Drivers with seven or more points appearing on their driver's license are not permitted to drive University vehicles.** When the vehicle is not in use, it must be locked and parked on University property and may not be taken home.

## RESERVATIONS

Request for vehicle rentals may be placed by faxing the requisition form to (734) 763-1470 or mailing the requisition form to Transportation Services at 1213 Kipke Drive campus zip 2002. To confirm a reservation, call Fleet Services at (734) 764-2485 and have the departure date and requisition number available.

## VEHICLE PICKUP

Reserved vehicles are picked up at Transportation Services, 1213 Kipke Drive, located behind Crisler Arena. Office hours are 6:30 am until 5:00 pm, Monday through Friday. Vehicles will not be released to a driver without a valid driver's license. Vehicles should be picked up within 2 hours of the reserved time or the vehicle may be cancelled and reassigned. A cancellation charge may be assessed if less than 24 hours' notice of cancellation is given.

## WEEKEND RENTALS

Vehicles reserved for Saturday or Sunday trips must be picked up on Friday afternoons between 3:00 pm and 5:00 pm.

## PARKING AND/OR MOVING VIOLATIONS

The driver is responsible for all violations issued to the vehicle during the period of the rental. All fines or fees are at the driver's expense and will not be reimbursed by the University.

## VEHICLE RETURN

Rental vehicles should be returned to Transportation Services. The vehicle should be parked in the Transportation lot or yellow parking lot adjacent to our building. Keys should be deposited in the key drop box just inside the north door of Transportation.

## LATE RETURN

Vehicles that are not returned by the return time stated on the requisition form will be subject to late fees. The fee will be equal to one and a half times the daily rate of the vehicle that is rented. If you need to extend the lease, please contact Fleet Services at (734) 764-2485 during office hours to avoid late fees.

## IN CASE OF ACCIDENT

In the case of an accident or alleged accident, completion of a Driver's Report of Vehicle Damage or Public Incident (Accident Report) is required. This is in addition to any reports filed by the Department of Public Safety or any police department. Completed forms should be returned to Fleet Services. In the absence of an Accident Report, the full cost of the vehicle damage will be charged to the leasing department. Blank forms are in the glove compartment of the vehicle.

## SERVICE OR MALFUNCTIONS

In the event of a breakdown or malfunction in the University vehicle, please contact Garage Services at (734) 764-2490. Service hours are 7:00 am until 12:30 am, Monday through Friday. After hours or weekends, please contact Public Safety at (734) 763-1131. Pre-approval by Garage Services staff is required for all repairs done on University vehicles.