CSU | Parking and Transportation Services

Viking Rental Fleet Procedures

These **Viking Rental Fleet Procedures** set forth the rules, conditions, and requirements for renting and operating an available rental vehicle through the Cleveland State University Department of Parking and Transportation Services. These Procedures are subject to the **Cleveland State University Driving and Motor Vehicle Guidelines** ("**DMV Guidelines**") available here, or can be requested by emailing transportation@csuohio.edu.

Viking Rental Fleet vehicles are available for rental only for authorized University-related business and only to Cleveland State University employees, departments, and student organizations. "Authorized Uses" of rental vehicles are described in the referenced DMV Guidelines. The Department of Parking and Transportation Services shall reject all rental requests for any Unauthorized Use (also defined in the DMV Guidelines) of a vehicle, including, but not limited to any request for personal use.

1. **Getting Started:**

   a. **Submitting a Request.** To request use of a Viking Rental Fleet vehicle, complete and submit the Rental Vehicle Request Form to the Department of Parking and Transportation Services through http://www.csuohio.edu/rentalfleet/request-reservation at least five (5) business days prior to the requested rental start date. **Incomplete Rental Vehicle Request Forms will not be accepted.**

      i. Approvals will be based on the requested use and availability of a rental vehicle. The requestor will be notified of approval or denial of the rental vehicle request via email.

      ii. If the rental vehicle request is approved, a **Rental Agreement** will be created by the Department of Parking and Transportation Services. A completed and signed **Rental Agreement** must be submitted to the Department of Parking and Transportation Services prior to the rental period.

   b. **Renter and Vehicle Operator Qualifications.** Renters and vehicle operators must:

      i. be twenty-one (21) years of age or older;

      ii. be a university employee or CSU student from a registered CSU student organization;

      iii. hold and provide a valid driver license.

c. **Driver Qualification and Approval.** In conjunction with the CSU Department of Human Resources, PTS will approve drivers based on a Motor Vehicle Record (MVR) check and van safety course certification.

i. **Timing.** The driver approval process must begin at least **two (2) weeks** prior to the rental start date.

ii. **Driving Record Checks.** All vehicle operators must complete the **Release for Motor Vehicle Report** form available at www.csuohio.edu/rentalfleet/rental-forms and submit the form to transporation@csuohio.edu with a copy of their driver's license. This form authorizes the Department of Parking and Transportation Services to obtain and review the operator's driving records before authorizing them to operate a Viking Rental Fleet vehicle.

iii. **Driver Safety Training.** All vehicle operators approved by the Department of Parking and Transportation Services following driving records check, must complete the driver safety driving course available through www.csuohio-oh.safecolleges.com/training/home and which will be assigned to drivers seeking approval.

iv. **Van Safety Guidelines.** All vehicle operators must review and sign the **Van Safety Guidelines** document available at www.csuohio.edu/rentalfleet/rental-forms and submit the form to transporation@csuohio.edu.

v. **Validity of Approval.** Driving record checks are valid for one (1) academic semester for students and one (1) academic year for faculty and staff. The **Driver Safety Training** and **Van Safety Guidelines** document are valid for one (1) academic year for students as well as faculty and staff.

2. **Operating Responsibilities and Requirements.** Violation of the following Operating Responsibilities and Requirements may result in a department, student, student organization, or employee from being barred from future use of renting a Viking Rental Fleet vehicle.

a. Operators of a Viking Rental Fleet vehicle must always adhere to all traffic and parking laws and practice road courtesy.

b. The vehicle operator must not exceed posted speed limits. Exceeding the speed limit may result in monetary charges and/or disciplinary action with the CSU Department of Human Resources or Student Judicial Board.

c. The vehicle operator and all passengers are required to wear seatbelts when the vehicle is in use.

d. Two (2) authorized drivers are required for all trips anticipated to be over four (4) hours and drivers must alternate after four (4) hours of driving.

e. Each vehicle is equipped with an EZ-Pass transponder that may be used for all roads and toll plazas that accept EZ-Pass (including out-of-state tolls). Toll charges accrued over the course of the vehicle rental will be added to the rental department or student organization's final statement. Transponders should not be removed from the vehicles without PTS approval.

f. The vehicle operator and/or renting department is responsible for any traffic or parking violations and any tolls incurred during use of the PTS rental vehicle. Mailed in traffic citations or "bill-by-mail" tolls received after the rental vehicle period ends will be forwarded to the operator and/or renting department for payment and processing.

g. The vehicle operator is strictly prohibited from the following while operating a rental vehicle:

i. Transporting minors.

ii. Using, consuming, or being under the influence of alcohol, recreational drugs, or prescription drugs that in any way may impair the operator's driving ability.

iii. Using or consuming any form of tobacco or electronic nicotine delivery product.

iv. Using any electronic device, including, but not limited to, texting, talking or otherwise using a mobile device.

3. <u>Accident Reporting</u>.

a. All accidents, regardless of severity, must be reported based on the following procedures:

i. A police report must be made in the jurisdiction where the accident occurred.

ii. Drivers must report all accidents to the Department of Environmental Health and Safety at 216-687-9306 within 24 hours.

iii. Accidents that result in bodily injury or damage to other people's vehicles or property must be reported immediately to the IUC-IC Self Insurance Pool claims agent at 800-721-8802.

iv. The Driver is responsible for contacting Parking and Transportation Services to report the damages within twenty-four (24) hours of an accident and provide a copy of the police report and any additional accident reporting documents must be given to PTS.

b. Rental and driving privileges will be revoked if the operator fails to report an accident in accordance with these procedures.

4. **Vehicle Repairs.**

   a. For roadside assistance, call the Ford Roadside Assistance number: 1-800-241-3673. This number can also be found in the manual in the glove compartment. The WEX fuel card may be used when repairs do not fall under warranty and for repair payments $300 or less. Repairs over $300 require approval from PTS and the Motor Pool Office.

   b. Contact the Department of Parking and Transportation Services immediately to notify of need for repairs.

   c. The Department of Parking and Transportation Services requires documentation of any emergency repairs that are necessary during travel.

   d. The renting department, student organization, and/or vehicle operator is financially responsible for repairs if vehicle damage is the fault of the operator.

5. **Refueling Procedures.**

   a. A WEX fuel card will be provided with each rental vehicle. Use of the fuel card is optional.

   b. Charges accrued on the WEX fuel card during the rental period will be billed to the renting department or student organization. A statement of fuel charges will be provided after the rental period.

   c. Lost or damaged fuel cards will result in a $25 charge to the renting department or vehicle operator.

   d. PTS rental vehicles must be returned with the same amount of fuel as when the vehicle was issued.

   e. Failure to refuel the vehicle to the appropriate amount will result in a $25 charge plus the cost to refuel the vehicle back to full.

   f. The PTS rental vehicles must be refueled using gasoline. Diesel and Ethanol fuel are prohibited.

6. **Vehicle Pick Up.**

   a. PTS rental vehicles are located under the Berkman Hall overhang on E. 22nd street.

   b. Renters are assigned a temporary key box code to retrieve keys for their assigned rental.

      i. The key box is in the north entrance vestibule of Berkman Hall.

      ii. Key box codes may only be used by the assigned CSU community member. Sharing of codes is prohibited.

iii. Access to the key box is restricted based on building access hours for Berkman Hall. If the rental start time occurs outside of standard access hours, the keys should be collected in advance.

iv. Renters will be required to take two sets of keys on each trip to ensure vehicle access if a set is lost.

c. PTS rental vehicles should remain parked in their designated space until the rental period begins. Moving the vehicle prior to the official rental start date may result in additional charges.

d. PTS rental vehicles and the associated key box are monitored and recorded by camera surveillance.

e. The renter is required to take photos of all four exterior sides of the vehicle and submit them to PTS prior to their departure from the designated parking space.

7. Vehicle Returns.

a. If the PTS rental vehicle will be returned later than agreed upon in the rental agreement, PTS must be notified via email at transportation@csuohio.edu as soon as possible.

b. If a PTS rental vehicle is returned after 11:59pm on the final day of the rental agreement, the operator and/or renting department will be charged for an additional day's rental.

c. The rental vehicle must be reasonably cleaned and returned in the same condition it was prior to the rental. Failure to clean the rental vehicle to the condition it was in prior to the start of the rental period will result in a $50 fee to the renting department, student organization, and/or operator.

d. The renter is required to take photos of all four sides of the vehicle and submit them to PTS upon return.

e. The rental vehicle must be parked in the designated space as outlined in the rental agreement.

f. Employees and students have 24/7 building access to the northwest vestibule of Berkman Hall. Keys are due at the time the van is returned. Late key returns will result in additional fees.

8. Cancellation.

a. Cancellation by Renter:

i. Rental requests may be cancelled up to 24 hours prior to the scheduled pick-up time.

ii. Cancellations with less than 24 hours' notice will be subject to a $50 cancellation fee as well as the cost of one (1) day's rental fee.

iii. Exceptions to charges are at the discretion of PTS and considerations may be made for illness, weather, or circumstances beyond the control of the renting department.

b. Cancellation by PTS: PTS may cancel a rental reservation at any time if a rental vehicle is not available due to university closures, pandemic, natural disasters, theft, mechanical failure, accident, or such other event beyond the reasonable control of PTS. CSU, its trustees, employees, and agents shall not be liable for any loss or damage arising out of any such cancellation.

9. Insurance and Liability.

a. Information regarding insurance for CSU-owned vehicles can be found in the DMV Guidelines, and on the insurance information card located in the vehicle's visor.

b. The renting department or student organization is liable to pay the $1,000 deductible in the event of vehicle damages incurred during the rental period.

10. Location Monitoring, Speed, & Dash Cams.

a. Each Viking Rental Fleet vehicle is equipped with both GPS and speed tracking capabilities, which will be monitored by PTS.

b. Vehicles are also equipped with Dash Cams that automatically upload footage from both the cab and the vehicle exterior five minutes before and after the cameras register a harsh incident or accident.

11. **On Campus Parking**.

a. PTS rental vehicles parked on campus during the rental period are freely permitted **only** in the designated rental vehicle spaces under Berkman Hall, or in Lot 54 or Lot 57.

b. PTS rental vehicles parked in other lots or facilities are subject to the same rules and policies as campus visitors and must display an entry ticket or prepaid parking receipt on the vehicle dashboard while parked.

c. Renters found in violation of CSU Parking policies are subject to additional ancillary fees including parking costs, parking citations, event rates, etc.

12. <u>Emergency Contacts</u>.

a. For emergencies, please dial 911.

b. To reach Parking and Transportation Services during business hours, please dial 216-687-2017 (Transportation Coordinator) or 216-687-4061 (Main Line).

c. For Roadside Assistance, please refer to the number on the back of the WEX cards.

d. For accident reporting, please refer to Section 3 of this document.

e. For all other after-hours emergencies, please contact the Transportation Coordinator at 216-246-9122.

PTS Rental Vehicle Rates

Vehicle Type	Daily Rate	Weekly Rate	Monthly Rate	Passenger Max
12 Passenger	$128	$640	$2,560	12

PTS Rental Vehicle Ancillary Charges

Charge Type	Charge Amount Per Vehicle
Cancellation (less than 24 hr notice)	$50
Failure to clean	$50 minimum
Late key return	$20 per day
Key replacement	$425
Failure to fuel	$25 plus the cost of refueling to full
EZ-Pass Transponder lost/damaged	$28
Fuel card lost/damaged	$25
Excessive Speed (over 10 MPH over posted limit)	$50 per hourly incident
Vehicle damages totaling under $1000	$100 plus cost of repairs
Vehicle damages totaling at or over $1000	$1000