

UNIVERSITY SHORT TERM VEHICLE CHECK OUT POLICY

Responsible Department: Operations

Responsible Administrator: Corey Ruff

Effective Date: 6/1/2015

Reviewed/Updated Date: 7/20/2026

Date of Scheduled Review: 7/1/2028

I. PURPOSE

Operations currently purchases and maintains vehicles (12 or 15 passenger vans) for short-term rental by departments.

II. SCOPE

This policy applies to departments or athletic teams who need a vehicle for day-to-day checkout.

III. DEFINITIONS

Day-to-day usage/short term rental - does not exceed obtaining the van(s) for more than 2 months, if available, and without bringing the passenger vans in for return.

IV. PROCEDURE

- A. Operations maintain a few passenger vans for short-term checkout.
- B. University Procurement has also negotiated agreements with vendors for such use (i.e. Enterprise and National.) for other vehicle options.
- C. Departments needing day-to-day 12 or 15 passenger van rentals should contact Operations (ext. 2665) to check on availability. For other vehicle options or if there are no vans available, please contact Risk Management on the procedures and guidelines for checking out a vehicle with Enterprise and National.
- D. In order to reserve a van, the renter must fill out the Van Rental Request Form accessible on the ACU Operations website under forms.
- E. All drivers must contact Risk Management and complete the drivers training video, pass an MVR screening and be cleared by Risk Management.
- F. Prior to van pickup, a passenger list with passengers full names, banner ID, if applicable, cell phone number, email, emergency contact, and emergency contact phone number must be emailed to facilitiesmgmt@groupmail.acu.edu
- G. Operations will provide periodic maintenance and repairs as needed.
- H. Vehicles must be picked up and returned to the Physical Resources building during business hours. Facilities follows the university holiday closure dates.

- I. Operations will charge the department with the worktag provided for the rental and any other fees acquired. Charges for tolls may arrive at a later date.

V. FEES

- A. Departments will be charged a mileage rate of \$0.65 per mile (effective 8/1/2026, increased from \$0.58 per mile previously).
- B. There will be a minimum \$60 mileage fee, (effective 8/1/2026, previously \$50), meaning if the vehicle mileage recorded does not at least cost \$60 or equally reaches 93 miles, the charged amount will be \$60.
 - a. For example: The miles recorded upon return of the van was 30 miles equaling \$19.50 in charges. The charged amount would be the minimum \$60.
- C. Vans must be returned with a full tank of gas. Failure to do so will result in an additional charge of \$5.00 per gallon per van.
- D. Vans are due at 10 a.m. upon the recorded date of return in the ACU Van Rental Request Form. Failure to do so will result in a \$50 late fee on top of any mileage and gas fees after 10:30 a.m. on the date of return per van and additionally every day after the van(s) is not returned, including weekends.
 - a. For example: If a department records that they will be turning in the van Friday morning by 10 a.m. but fail to do so until Monday at 1 p.m., the late fee applied would be \$200.
- E. Van cancellations not done 24 hours in advance will incur a \$50 late fee notice per van. This is to allow other possible departments who are on a wait list the opportunity to reserve the van.
 - a. For example: A department picking up the van the following morning at 8 a.m. but notify at 4:30 p.m. the day before that they no longer need the van would have a \$50 late notice fee applied.
- F. If the van is late or the department reserving the van is unable to drop off the van resulting in an operations staff member having to go pick up the van will incur a \$50 retrieval fee per van on top of any late fees.
- G. If the van(s) need to be picked up and dropped off to or from another location on campus, it will result in an additional \$25 charge per van (not due to medical faults) and must be stated ahead of time.
- H. Failure to return the van(s) clean will result in a \$75 cleaning fee.
- I. Tolls are charged entirely to the renter with the worktag provided in the ACU Van Rental Form and may be billed at a far later date through a Journal Entry.
- J. The renter agrees to pay for any lost keys, lockout situation, or damage caused to the van during their usage.