
Rental Vehicle Agreement

Sante Fe College Policy on Rented 12- or 15-Passenger Vans, Cars, and Mini-Vans

Santa Fe College allows 12- or 15-passenger vans, cars, and mini-vans to be used to facilitate transportation for college groups (student organizations, athletic teams, class trips, college staff trips) as long as the following is adhered to:

- Smoking is not permitted in the vehicle.
- Alcoholic beverages or illegal drugs will not be carried, consumed, or used inside the vehicle.
- The vehicle is only to be used for lawful purposes and official College business.

Drivers and Passengers

Santa Fe College allows the use of rental vehicles to facilitate transportation for college groups (student organizations, athletic teams, class trips, college staff trips) as long as the following is adhered to:

1. No more than 10 individuals (including driver) may ride in 12- or 15- passenger vans.
2. Only current SF employees and current SF students may ride in the Student Life van.
3. The driver may not use a cell phone and/or operate any other communication device while driving.
4. All riders must wear seatbelts for the entire duration of the trip.
5. No single driver may drive more than eight hours in a single day.
6. Luggage may not be stored on the roof of the vehicle.
7. Luggage may not be stacked higher than the top of the seatbacks.
8. Driving after 12:00 midnight is discouraged; driving 1:00am through 5:00am is prohibited.

Consistent with College rules for other vehicles:

- Operator must be College staff, age 25 years or older.
- Operator must possess a current, unrestricted, Class "E" Florida driver's license.
- Operator must be approved by Human Resources.

Pick Up/Drop off

- The vehicle's gas tank should be returned full and the vehicle interior should be free of trash and personal items.

Accidents/Traffic Violations

- All drivers must abide by all applicable traffic laws when operating the vehicle.
 - Traffic violations are the sole responsibility of the driver(s).
- The driver is responsible for reporting any accident.
- In the case of an accident, irrespective of cause, severity, or fault, the driver will contact the appropriate law enforcement agency as soon as possible.
- The driver will report the accident to the SF Police as soon as possible and will notify his/her immediate supervisor.

I agree to abide by these guidelines. I acknowledge that failure to do so may result in restricted usage or other job-related disciplinary action.

Name (Printed)

Signature

DL#

Date