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## Student Life Van/Mini-Van Rental Agreement

- The cost of renting the 10 - Passenger Van is \$75.00 per day, the cost of the 7- Passenger Mini-Van is \$35.00 per day
- Smoking is not permitted in the vehicles.
- Alcoholic beverages or illegal drugs will not be carried, consumed, or used inside the vehicles.
- The vehicles are only to be used for lawful purposes and official College business.
- The vehicles are SF property and are covered by the College's insurance policy.
- The insurance card, registration and roadside assistance information for the vehicles must remain in the vehicles at all times.

### Drivers and Passengers

Santa Fe College allows the vehicles are to be used to facilitate transportation for college groups (student organizations, athletic teams, class trips, college staff trips) as long as the following rules are adhered to:

1. No more than 10 individuals (including driver) may ride in the Van, no more than 7 individuals (including driver) in the Mini-Van.
2. Only current SF employees and current SF students may ride in the vehicles and/or Risk Management approved College programs.
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.
9. Drivers and passengers must adhere to all College rules and policies governing student travel.

Consistent with College rules, anyone operating a vehicle must meet the following criteria:

- 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 should be returned clean.
- Keys should be returned to S-145 unless prior arrangements are made.
- If the vehicle is returned when Student Life is closed, keys should be returned to S-145 the next business day.

### Accidents/Traffic Violations

- All drivers must abide by all applicable traffic laws when operating the vehicles.
  - 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.
  - The phone # for SF Police may be found with the vehicle registration.
- If the vehicle is not drivable, the driver should rent another vehicle to return all travelers to campus.

**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.**

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Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

DL# (include expiration date) \_\_\_\_\_

Date \_\_\_\_\_