

STAFF NAME: \_\_\_\_\_

**Student Life Van/Mini-Van Rental Agreement**

- **The cost of renting the 10 Passenger Van is \$50.00 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 to be used to facilitate transportation for college groups (student organizations, athletic teams, college staff trips) as long as the following rules are adhered to:

1. No more than 10 individuals (including driver) may ride in the 10 passenger van, no more than 7 individuals (including driver) may ride in the mini-van.
2. Only current SF employees and current SF students may ride in the vehicles.
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 (8) 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 1:00 am through 5:00 am is prohibited.
9. Drivers and passengers must adhere to all College rules and policies governing student and/or staff travel.

**Pick Up/Drop off**

- The vehicle’s gas tank should be returned full and the vehicle should be free of trash and personal items.
  - **The cost to clean the vehicle, if returned unclean, will be charged to the traveler or student organization.**
- Keys should be returned to S-147 unless prior arrangements are made.
- If the vehicle is returned when Student Life is closed, keys should be returned to S-147 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, Student Life, and immediate supervisor as soon as possible.
  - 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.**

Name (Printed)	Signature	Date
Signature	Signature	Date
Signature	Signature	Date

**Commitment to Equal Access and Equal Opportunity**

Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination. For more information, visit [sfcollege.edu/eao](http://sfcollege.edu/eao) or contact [equity\\_officer@sfcollege.edu](mailto:equity_officer@sfcollege.edu).