

Reserving University Vehicles

See the Associate Director of Campus Programs, Student Organization Resources (SOR) in Room 316A CCC.

The Associate Director will verify with Motor Pool to see if a vehicle is available on the dates requested. Please have the following information available:

- The type/size vehicle you need. Motor pool has sedans (seating 4-5 people), 7 passenger minivans, and one Suburban (SUV) which seats 9 people.
- The date and time you want to pick up the vehicle.
- The date and time you will be returning the vehicle.
- Where you will leaving from and where you will be driving (the address and city).
- Your organization's COF account number.

Campus Programs/SOR staff will complete a "Car Release Order" with you. Make sure you will be the person actually driving the car and have your driver's license with you. Campus Programs/SOR staff will also calculate the cost of the vehicle rental. If you use LESS mileage than calculated, your COF account will be credited with the difference. If you use MORE mileage than calculated, you will be billed for the difference.

Motor Pool costs are as follows:

- Sedan rental \$30.00 + \$0.345 per mile per day
- 7 passenger Minivan \$33.45 plus \$0.495 per mile per day
- 9 passenger Suburban (SUV) \$33.45 plus \$0.495 per mile per day

Have your advisor send a letter or email to Campus Programs/SOR to the Associate Director of Campus Programs/ SOR stating that she or he knows the organization is renting a vehicle and that is for official organization business and of an educational nature. The letter or email must be received before you can have the Car Release Order.

Make sure there are adequate funds to cover the cost of vehicle rental, including mileage, in your COF account. If needed, be sure to make a deposit before you request a check to be cut for Motor Pool.

Go to the Marshfield Building, 4th floor, with a completed Disbursement Voucher (available in Campus Programs) to get a check cut from your COF account to Motor Pool for the amount calculated (rental cost plus round-trip mileage). Please request checks at least 48 hours before you need them.

. On the day you are picking up the vehicle, bring to Motor Pool (1351 S. Morgan):

- completed Car Release Order
- COF check for Motor Pool
- the person driving the vehicle
- her or his driver's license

Some things to keep in mind:

- vehicles can only be used for official student organization business and for educational purposes
- vehicles can only be used within the state of Illinois;
- only organization members can drive the vehicle;
- only the person registered with Motor Pool (via the Car Release Order form) can drive the vehicle;
- if you are using a vehicle on a Saturday or Sunday, you will need to go to Motor Pool with all the necessary paperwork on Friday before 4:00 p.m.; they will give you instructions on picking up the van on a weekend;
- organizations may be financially responsible for any damage to the vehicles (i.e. accident or vandalism) while the vehicle is signed out to the organization.

Checklist for Picking Up a Vehicle

____ Vehicle reservation made by Associate Director or appropriate Campus Programs Staff.

____ Letter or email from organization advisor to the Associate Director stating that he/she knows of this trip.

When you go to pick up the vehicle at Motor Pool, make sure you:

____ Have a completed "Car Release Order" from the Campus Programs/SOR staff.

____ Have a valid driver's license with you.

____ Have a check for the correct amount from your **COF Account** made out to Motor Pool.

____ Pick up vehicle before 4:00 p.m. on the day you have reserved the vehicle from the Motor Pool. Remember, if you need the vehicle on Saturday or Sunday, you must pick up the keys from Motor Pool on Friday before 4:00 p.m.

____ Follow Motor Pool's instructions for vehicle pick up and return.

____ Do not allow anyone to drive the vehicle other than those approved by Motor Pool. All drivers must be members of your student organization and have completed the paperwork with Motor Pool.