

VAN RENTAL POLICIES

Authorized Renters and Drivers

Only employees and student employees of Cornell University with a valid driver's license may operate fleet vehicles. All drivers must register with Cornell Fleet Services and complete their Large Van Training.

Authorized Passengers/Use

Approved Cornell faculty, staff, students and their guests can be authorized by their department as passengers in a fleet vehicle in order to meet the college's business need.

Unauthorized Passengers/Use

- COE vehicles may not be used for personal business nor may the vehicle be used in commuting to and from an individual's place of residence.
- Members of an employee's family or other unauthorized passengers not associated with the University may not ride in a COE vehicle.
- Animals may not be transported in a COE vehicle without prior approval.

Driver Requirements

All drivers must:

- Have in their possession a valid driver's license.
- Notify Fleet Services of any change in license status.
- Wear seat belts when driving or occupying a university vehicle.
- Operate a university vehicle in accordance with university regulations and applicable state laws.
- Assume responsibility for any and all fines or traffic violations associated with your use of a university vehicle.
- Never drive while under the influence of drugs or alcohol.
- Never transport passengers such as hitchhikers, family members, or friends for unauthorized use.
- Lock the vehicle when you leave it unattended.
- Never drive the vehicle at speeds that are inappropriate for road conditions.
- Never use a cell phone while driving.
- Smoking is not permitted in any university-owned vehicles.
- Remove all personal items and trash before returning the vehicle to the fleet garage.

- Trips outside NY State must be in 12 rather than 15 passenger vans.
- Unforeseen van maintenance issues may result in reservation cancellation, though every effort will be made to accommodate your needs to another vehicle, if one is available.

Fees:

Daily: \$50 per day and \$0.31 per mile.

Monthly: \$30 per day and \$0.31 per mile.

Vans returned after the reserved time will be charged a \$50 fee. If the vans are left in dirty condition then the last user will be charged a \$50 fee. Likewise, no-shows or reservations cancelled within one week of the reservation will be charged a \$50 fee.

Cancellation Policy:

Please cancel reservations 1 week (7 days) prior to departure. Failure to do so may result in a \$50 fee.

Accidents:

Please report all accidents to Mark at mh45@cornell.edu. There is a \$500.00 deductible for all van accidents, and this is charged to the driver of the van or his/her department.