



Transportation Department

VEHICLE RENTAL TERMS AND CONDITIONS

ELIGIBLE RENTERS

- University faculty and staff may rent vehicles through their respective departments for approved university related activities and ministries.
- Student club presidents for approved university-related club activities and ministries.
- Denominational entities recognized by the Seventh-day Adventist church for approved entity-related travel
 - o Reservations must be made by church pastor or approved leader.
 - o The University must have current Certificate of Insurance with proper coverage on file with the Transportation Services through the Risk Management department.

PERSONAL RENTALS

Southern Adventist University employees may rent cars and mini vans only (not 12 passenger vans) for personal travel if

they have:

- Full-time work status
- Proof of personal auto insurance that fully covers rental vehicles
- Drivers names must be listed on full time employee's personal auto policy

Payment for Personal Rental: We will send the rental invoice through the employee's Southern email address after the vehicle is returned and paperwork completed. Payment can be made by cash, check or credit card in the Transportation Services. As an option, the rental charge can also be deducted from payroll.

Personal Rental Tax: We are required to charge the 9.25 % sales tax on the rental and fuel, plus state surtax of 3% on the rental cost.

Non-eligible Renters: We do not rent for personal use to: students, parents of students, church members, volunteers, retired individuals, alumni of Southern, or any individual in the community.

Right to Refuse Rental Service: We reserve the right to refuse rental at our sole discretion.

APPROVED DRIVERS AND AGE REQUIREMENTS

- Individuals driving University vehicles must have a valid driver's license and a current University ID.
- Drivers are required to complete the Application for Motor-Vehicle-Record Check on the Transportation Services website at: southern.edu/transportation.
- Drivers must be on the Approved Driver list appropriated by Transportation Services

- All drivers must be at least 18 years old to drive a University-owned vehicle on campus and at least 21 years old to drive a University-owned vehicle off campus.

Payment of Departmental Rentals

- **Department and Clubs:** If a GL Account # is not specified at the time of reservation or pick-up, Accounting will automatically charge the department's general travel account.
- **Denominational Entities:** We will send an invoice to the renting local church or local school and can accept only church or school issued checks or credit cards. For exemption purposes we do not accept cash, personal credit cards or personal checks.

TOLLS & PARKING TICKETS

It is the responsibility of the renter/driver to pay all tolls and parking fees and/or tickets. If we are billed for an unpaid toll and related fees, or parking tickets, we will charge a processing fee of \$15 for each violation, in addition to the original fee incurred by the renter.

FUEL

Vehicle fuel tanks will be full at the time of rental and parked in its designated parking spot. If the fuel tank is not full, make note of where the fuel gauge is and record the mileage. Contact us within 48 hours with notice of this information and we will compensate accordingly. Our policy is to top off each returned vehicle even if the needle says it is full. If we pump less than 1 gallon, we will not charge additional fuel cost. If we put in one gallon or more, then we will charge for the amount fuel put in that vehicle.

CUSTOMER PARKING

Customer parking is located in front of the Transportation Services building. Return the rental vehicle in its designated parking spot. If not returned to the designated spot, a \$5 fee may be assessed. Please do not park your personal vehicle in any of the reserved parking spots. There is extra parking in the middle of the paved parking lot on the other side of the gas pumps. You may park in spaces not designated for specific vehicles.

PICKING UP KEYS EARLY OR FOR WEEKEND USE:

If you pick up keys for a reserved vehicle early, and you drive the vehicle off the lot or put items in the vehicle, you are "using the vehicle". Unless prior arrangements have been made, there may be an additional charge for early use.

For rentals reserved for Friday afternoons or weekends, keys must be picked up before noon on Friday, unless prior arrangements have been made. If a vehicle is reserved for a Sunday rental, then there is a good chance that the same vehicle will be used the day before with another group. Please only pick-up the vehicle at the time requested on the confirmed reservation.

WEEKEND RENTAL & DROP OFF

Our office is closed on Sabbath and Sunday. For your convenience there is a key drop box in the front door of Transportation Services for afterhours key return. It is imperative that keys for weekend rentals are returned at the scheduled time. Timely return of rented vehicles allows us to prepare the vehicles for the next renter. If not returned at the appropriate time, we may lose income from a previously scheduled rental for that specific vehicle. The loss of income may result in charges imposed to the first

renter. If you are not able to return the rented vehicle by your scheduled date, a 24 hour notice must be given prior to that scheduled time. If notification is not received a charge of a full day will be added to your rental charge for non-return. Please contact our office by calling 423-236-2716 (a voicemail will suffice).

CANCELLATION POLICY

Please call or email Transportation Services if you need to cancel a reserved confirmed rental 24 hours or more before the rental. If an event is "rained out" or cancelled due to unforeseen circumstances, call (leave a message if the office is closed) or email indicating the day of non-use and you will not be charged. Be advised that the full day fee will be imposed for reservations not fulfilled or executed within the 24 hours of scheduled time of use.

ACCIDENT /REPAIR EMERGENCIES

In the event you are involved in an accident, contact the local authorities and emergency personnel. If all parties involved are stable and do not need medical attention, call the number for Campus Safety to report the accident. They will also notify one of the Transportation Services staff members for further instructions. In the glove box of each vehicle there is a yellow information sleeve with the insurance card, vehicle registration, an accident form and an emergency contact card for Campus Safety. It is important to obtain a police report if an in-state or out-of-state accident occurs. Please note that the Transportation Services Director must approve all repairs. If in the event of an accident involving a rented vehicle and the renter does not attempt to contact Transportation Services, then there is likelihood that the repairs completed and paid by the renter may not be reimbursed. Please only call if there is an actual emergency.

HOLD HARMLESS/INDEMNITY

The Renter voluntarily agrees to indemnify and hold harmless Southern Adventist University, its affiliates, employees, agents, officers, representatives, or volunteers associated with or related to Southern Adventist University from any and all claims, demands, cause of action, attorney's fees and expenses of any nature arising, or alleged to arise from, the use, operation, maintenance, or damage during the rental period of rented vehicle.

INSURANCE

In the event of an accident where there is physical damage, property damage, and/or bodily injury, the Renter's personal auto insurance policy will be the first to respond in the case of a personal vehicle rental; furthermore, the denominational entity's commercial auto insurance policy will be the first to respond in the case of the denominational entity vehicle rental.

PROBLEM WITH VEHICLE

It is our priority to keep our vehicles in safe working order. If there is an engine light on, a low tire, a suspicious smell or any other problem, please notify us immediately. If there is a problem with the rental vehicle or a concern for the vehicle operating safely, please complete the form found in the yellow box located to the right of the front door of our office.

CLEAN-UP FEE

Rented vehicles returned unreasonably dirty may be assessed a clean-up fee of \$50 added to the rental fee. Unreasonably dirty means a vehicle is returned to Transportation Services in a state that exceeds the normal or reasonable use. Examples include, but are not limited to, the following; open food trash

left to spill, gum or candy stuck to floor or seats, spilled drinks on the floor, the seats, or cup holder, excessive food crumbs throughout vehicle, caked-on mud or sand on carpet or upholstery, markers or paint drawings inside or outside vehicles, melted crayons, pet hair (see pets heading below), human or animal waste, vandalism-like drawings on the outside of a dirty vehicle, or any other instance that Transportation Services considers to be unreasonably dirty.

TOBACCO, ALCOHOL, ILLEGAL DRUGS, ETC.:

Use of alcoholic beverages, illegal drugs, drug-related paraphernalia, tobacco, tobacco products, e-cigarettes, vaping devices, and etc., in and around rented vehicles is strictly prohibited. Discovery of use of these products in and around rented vehicle will revoke future rental privileges and may be subject to other University disciplinary actions.

PETS OR ANIMALS IN VEHICLE

Many people have allergies to animals. We would like to be able to accommodate all of our renters. Therefore, pets are permitted in vehicles but must remain in a crate at all times. We must be notified each time you make your reservation of your intent to take your pet with you. If we find evidence that an animal was in our vehicle not in the crate and/or without notification, there will be a charge of \$75 as well as possible denial of future vehicle rental from Transportation Services.