

# 6.08 Vehicle Rental

## Policy

McPherson College employees may rent vehicles for College business when other means of transportation are not practical, economical, or available. The Facility Management, Admissions and Athletics make arrangements for all College vehicle rentals. This is done to ensure the College receives appropriate rental conditions and that liability, insurance, and safety issues are addressed.

For vehicles with a capacity of 8 or more please refer to the 15 Passenger Van policy. Any exceptions to the Vehicle Rental policy and procedure must be approved in advance by the Vice President for Finance.

Refer to Administrative Policy 3.15 Risk Management Policies for further clarification to this policy.

## Procedure

When renting a vehicle for College business, the renting driver must meet and adhere to the following guidelines:

1. Be 21 years of age to operate cars or vans with a capacity of less than 8 passengers. For vehicles with a capacity of 8 or more please refer to the 15 Passenger Van policy.
2. Possess a valid driver's license and allow Facility Management to review and make a copy of the license for its records. Review of driver's license may be requested before the rental request is processed as the rental company may need to review the document.
3. Requests for vehicles should be made by email to the Facilities Management Department.
4. Requests should be made 5 working days in advance of the vehicle pick up date. Requests made after this time

could result in the lack of availability of a vehicle.

5. Sign for the vehicle at the time of pick up. Vehicles may be picked up Monday through Friday, 8 am to 12 pm and 1 pm to 5 pm. Please note that for weekend rentals, the vehicle must be picked up by 4 pm on Friday.

When returning the vehicle, the driver must insure the following:

1. The vehicle is full of fuel.
2. The interior of the vehicle is clean of all trash, cups, and food.
3. Report any damage and/or mechanical problems to the Facility Management department.