Reserving ISU Fleet Vehicles for Club Travel

Vehicles reservations can be made at any time, but the number of vehicles available is limited. They are reserved on a first-come, first-served basis and must be reserved at least **TWO weeks prior to date of departure**. It is strongly recommended that your club reserve vehicles as far out as possible.

Event Registration Forms are also due at least **TWO weeks prior to date of departure. Rates for University vehicles are as follows (*note the increase in mileage from past years)*:**

* Sedan (seats five) - $11.00 per day, $0.49 per mile
* Minivan (seats seven) - $12.00 per day, $0.51 per mile
* Passenger Van (seats 12) - $13.00 per day, $0.56 per mile
	+ There are only two of these vans available

**To request use of these vehicles, please note the following steps:**

1. Complete the **University Vehicle Request Form** located on the Sport Club website (*Traveling* section)
	1. List all potential drivers
		1. Must be an ISU student that is at least 20 years of age and have a valid Illinois driver’s license
		2. Must have at least two listed drivers per vehicle
		3. Must produce a license that’s been valid for three years since any suspension
		4. Must have no more than two at fault violations within the last 18 months and no DUI convictions within the last four years
	2. MVR: Motor Vehicle Report
		1. An MVR is required each semester from every driver. This can be purchased online at [this link](https://www.cyberdriveillinois.com/departments/drivers/drivers_license/driving_record_abstract/home.html) and emailed to Sabrina Piper (siquinn@ilstu.edu)
			1. If not emailed, it can be delivered to Office of Parking and Transportation (at least one week before departure)
				1. This is then kept on file for the remainder of the semester
		2. Up to 72 hours prior to departure on trip, drivers will need to show license and complete a waiver at Fleet
	3. Clubs must have a Safety Officer in each University vehicle, but they do not have to be drivers
	4. Coaches can ride in fleet vehicles as long as they are not driving and is a passenger serving a need for the club. Anyone unaffiliated with ISU should be listed on the reservation with their name and reason for being a passenger.
	5. Van Training (12 passenger vans only)
		1. At least two weeks prior to trip, email ISUFleetTraining@ilstu.edu your name, ULID, and UID # to register for the training
		2. Fleet will load the training video and test onto each driver’s ReggieNet page
		3. This training is valid for four years and is tracked by Fleet
			1. If you need to verify which members have completed it in the past, contact Fleet at 309.438.2038
	6. Do the math to figure out the total cost of your vehicles
		1. EXAMPLE: If you are requesting two mini vans for three days and your round trip mileage is 650 miles
			1. $12 x 3 (cost of one minivan for three days) = $36 x 2 (two minivans) = $72
			2. 650 miles (round trip miles) x $0.51 (cost per mile for minivan) = $331.50 x 2 (two minivans) = $663
			3. $72 (cost of minivans per day) + $663 (cost of mileage for both vans) = **TOTAL COST $735**
2. Turn the **University Vehicle Request Form** into the Campus Recreation Main Office or email to Sport Club Administration. Forms are due *at least two weeks prior to trip*. No guarantees made for vehicle availability.
3. Sport Club Administration will contact the person who completed the form if there are any conflicts with the reservation request and will send over the confirmation of reservation when it is made available.

Vehicle Pick-up and Drop-off

Fleet Management is located at the Office of Parking and Transportation (709 N Main St) and the hours are 8:00am – 5:00pm on weekdays only. Pick-up of keys for University vehicles can only be done when the office is open. If you are not leaving until Saturday or Sunday morning, a club representative must pick-up the keys before the office closes at 5:00pm on Friday. Pick up for vehicles is located across from University High School at the Carter Harris Building (600 Gregory Street - north end of campus). **NOTE:** University vehicles are not to be parked at an off-campus residence and should be returned to Fleet immediately upon return. If the Fleet office is closed when returning a University vehicle, please park the vehicle in the lot and leave the key and credit card in the overnight drop box.

When vehicles are returned, please make sure to roll up all windows, lock the doors, and clean up trash. If a club fails to return the vehicles in the condition in which they were received, the club could lose vehicle rental privileges and/or be charged for damages.

Vehicle Rental Payments

Two methods of payment:

1. Use of Allocated Travel Funds
	1. Sport Club Administration will take care of all paperwork in this case and the club will receive a final invoice for their records
2. Out-of-Pocket Payment
	1. This would occur if they club either did not want to spend their travel money or doesn’t have enough remaining to cover the cost of vehicles
	2. The club will be responsible for paying for the cost of each vehicle per day (pricing above) *before* they can take the vehicles
	3. Upon returning from the trip, the club will receive a final invoice and is responsible for paying the amount owed to Fleet
		1. Instructions for payment will be on the invoice