

University of Hawai'i Transportation Services  
2027 East-West Road, Honolulu, HI 96822  
Phone (808) 956-8875; Fax (808) 956-5306

### DAILY RENTAL REQUEST FORM

**Requesting Unit:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Destination/Travel Plan:** \_\_\_\_\_

**Date(s) requested:** \_\_\_\_\_ (not to exceed 30 days)

**Times requested:** From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**Total number of vehicle(s) requested:** \_\_\_\_\_

**Type of vehicle requested:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> sedan         | <input type="checkbox"/> cargo van only      | <input type="checkbox"/> 7-passenger van  |
| <input type="checkbox"/> station wagon | <input type="checkbox"/> 5-passenger w/cargo | <input type="checkbox"/> 12 passenger van |
| <input type="checkbox"/> pick-up truck | <input type="checkbox"/> 7-passenger w/cargo | <input type="checkbox"/> 4x4 Sport Wagon  |
| <input type="checkbox"/> OTHER _____   |  |   |

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**AUTHORIZED DRIVERS:**

<u>Driver's Name</u>	<u>Driver's License No.</u>	<u>State</u>	<u>Expiration Date</u>
_____	_____	_____	_____
_____	_____	_____	_____

I have read and fully understand the terms and conditions on page 2 of this request form. I hereby certify that the state-owned vehicle(s) will be operated in accordance with all applicable State and University policies and ordinances.

\_\_\_\_\_  
**Unit head/authorized representative**                      **Type or print name**

**Charge rental and related fees to account no.:** \_\_\_\_\_

**Term of account:** \_\_\_\_/\_\_\_\_/\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_ **Campus Code:** \_\_\_\_\_

\_\_\_\_\_  
**Fiscal Officer's Signature**                      **Type or print name**                      **FO Code**

=====  
FOR TRANSPORTATION SERVICES USE ONLY:

APPROVED  DISAPPROVED \_\_\_\_\_ **Date:** \_\_\_\_\_

## **TERMS AND CONDITIONS: Renting and Operating State-Owned Rental Vehicles**

### **General policies**

1. Any and all revisions to this document shall be submitted in writing to Transportation Services by the unit head/authorized representative.
2. State-owned vehicles shall be used for official University-related business only.
3. The safety of rental vehicles garaged/stored away from Transportation Services shall be the responsibility of the assigned user unit and/or driver.
4. Operators shall drive safely and obey all City & County and University traffic and parking ordinances, rules, and regulations. Fines for traffic violations or crimes shall be the responsibility of the operator and user unit. State-owned vehicles shall be operated only by authorized state officials and employees or registered students with valid driver's licenses. Unit supervisors may authorize student employees or registered students with valid driver's licenses to drive state-owned vehicles for official University-related business.
5. Individuals who are not state employees or state officials may be permitted to operate state-owned vehicles with the prior approval of the respective unit head. At no time shall unauthorized riders be permitted in a state-owned vehicle. Operators shall be required to pre-check the vehicle and report any damages prior to use.
6. Any and all accidents shall be reported to Transportation Services at (808) 956-8875.

### **Requesting rental vehicles**

Short-term rental request shall be made on an official "Daily Rental Request Form" and initiated by the user units. The original request form shall be submitted at least three working days in advance of the requested rental period. Verbal reservations shall be honored only if a completed "Daily Rental Request Form" is received within three working days of the requested rental period. Rentals with no written request shall be cancelled.

Rental requests are processed on a first come first served basis and is contingent upon the availability of vehicles. Transportation Services shall reserve the right to replace or substitute vehicles as necessary because of emergency repairs or mechanical failure. Transportation Services shall accept rental requests no earlier than one month (30 days) prior to the vehicle reservation date. Vehicle request for periods longer than a month shall be submitted in letter/memo form to the Transportation Superintendent. Long-term requests must be submitted at least one week in advance.

### **Returning rental vehicles**

Vehicles shall be returned to the Gas Pump attendant for refueling during operating hours. Vehicles returned after 3:30 p.m., but before 4:30 p.m. shall be parked at the gas pumps and the keys returned to the Office. Written procedures for emergency conditions and after-hour return of vehicles are provided to the driver at the time the vehicle is picked up.

### **Terms of cancellations**

1. For rental periods up to one week - 24 hours notice
2. For rental periods over one week - 3 working days notice

Verbal cancellations will be accepted only if a written notice of cancellation from the unit head is received within five working days of the verbal cancellation.

### **Rates and Billing**

Rates are charged by the hour, day, week, or month on each unit of time and fraction thereof (click here for short-term rental rates). The user unit and operator are responsible for costs involving repair and/or replacement as a result of negligence, misuse, abuse, theft, vandalism, and/or unreported damages. Payment shall be made no later than thirty days after receipt of billing. Repeated delinquency in payment may be grounds for cancellation of services. Rates may change whenever it is determined that such changes are necessary to meet the expenses of the services provided.