

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-FM-65
Fleet Vehicle Rental Program

GENERAL

Sam Houston State University operates a Fleet Vehicle Rental Program. The Fleet Vehicle Rental Program is operated by the department of Facilities Business Services.

PURPOSE

To promote the efficient use of University-owned motor vehicle resources, a limited number of vehicles (vans, sedans, etc.) are available for rental by University departments and personnel. The fleet motor pool provides University employees with efficient and well-maintained vehicles in a competitive pricing structure and maximizes utilization of the University fleet assets.

1. POLICY

- 1.1 The Fleet Vehicle Rental Program is operated from the Facilities Business Services Office at 2424 Sam Houston Avenue. All vehicles must be checked out and returned to a designated location at this address.
- 1.2 Vehicles are available to rent for University business use on a first-come, first-served basis to all departmentally approved faculty and staff employees who possess a valid driver's license. Vehicles are only used for official University business.
 - 1.2.1 All drivers must be on the approved campus driving permit list. Additional information related to approved drivers can be found in FO-FM-45.
 - 1.2.2 Students on the campus approved driving list are permitted to operate vehicles when authorized by the department supervisor or chair.
- 1.3 To maintain the efficacy of this program, all purchases of vehicles by SHSU must be approved by the CFO & Senior Vice President for Operations.
- 1.4 Daily rental rates shall be competitive with local commercial rental car services and listed on the rental request form at the Facilities Management web site under "Forms".
 - 1.4.1 Daily rental rates are inclusive of the first 200 miles. Thereafter, each additional mile is charged at the rate listed on the Facilities Management website.
 - 1.4.2 The number of rental days used to determine the total rental cost may be adjusted to allow convenient pick-up and return times. These times may be affected by other scheduled rentals.
 - 1.4.3 The renting Department is responsible for all rental requests and payment of all rental charges.
 - 1.4.4 Upon completion of the rental period for each request, the renting Department will

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be charged via the current Facilities Management work order request system.

- 1.4.5 Reservation cancellations must be received at least forty-eight (48) hours prior to the scheduled vehicle check-out time via e-mail to Bearkatwheels@shsu.edu to allow others to have timely access to rental vehicles. If the reservations are not cancelled within that time frame, the department will be charged for the rental.
- 1.5 Vehicles are required to be returned with a full tank of fuel. Additionally, if a vehicle requires excessive cleaning or special cleaning products, a cleaning fee may be applied to your overall rental cost.
 - 1.5.1 Departments returning vehicles deemed excessively soiled will be charged a \$35.00 cleaning fee. Notification of this charge will be given to the individual returning the vehicle.
 - 1.5.2 Departments returning vehicles with less than a full tank of fuel will be assessed the cost of fuel plus a \$10.00 fee.
- 1.6 The renting department is responsible for any damage to the vehicle incurred during the rental period, up to the depreciated value of the vehicle asset and subject to any insurance coverage by other parties.

Bearkat Wheels Administrator: 936-294-2534
Customer Service: 936-294-3663
BearkatWheels@shsu.edu

Reviewed by: Amanda Withers, Assistant Vice President for Finance and Controller
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Approved by: J. Carlos Hernandez, Vice President for Finance and Operations
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