

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

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

**GENERAL**

For efficient use of motor vehicle resources Sam Houston State University operates a Fleet Vehicle Rental Program. The Fleet Vehicle Rental Program is operated by the department of Facilities Management.

**PURPOSE**

This policy governs the establishment and general composition of a campus Fleet Vehicle Rental Program. A limited number of vehicles (vans, sedans, etc.) will be available for internal rental. 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. The program will be continually evaluated for efficient utilization to determine if additional vehicles can be added to the rental program.

**1. POLICY**

- 1.1 The Fleet Vehicle Rental Program is operated from the Facilities Management Customer Service Offices at 2424 Sam Houston Avenue. All vehicles are checked out and returned to a designated location at this address. Each rental vehicle comes with an instruction package to address situations or emergencies related to the vehicles, a fuel card, and a full tank of fuel.
- 1.2 Vehicles are available for temporary assignment on a first come first served basis to all departmentally approved faculty and staff employees who possess a valid driver's license for use within the scope of the individual's employment. Vehicles are only used for University sanctioned events.
  - 1.2.1 All drivers must be on the approved campus driving permit list.
  - 1.2.2 Students on the campus approved driving list are permitted to drive vehicles when supervised and accompanied by a full time faculty or staff person.
- 1.3 To establish this program, departments are encouraged to reassign vehicles to the motor pool.
  - 1.3.1 As compensation for the original purchase expense, the department reassigning vehicle(s) at the initial start-up of the program receive deferred rentals on vehicles of the class they contributed up to the depreciated value of the vehicle or for 2 years from the reassignment, whichever comes first. Fleet Operations provides periodic statements to keep departments aware of their remaining deferred rental balance. Further, effective February 1, 2016, contributing departments will not be charged mileage overage fees during the deferred rental period.

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- 1.3.2 Departments contributing start-up vehicles will continue to be charged a daily rate equal to 15 percent of the published daily rate to cover the cost of insurance and maintenance/repair costs. These costs are not considered part of the deferred rental credit in paragraph 1.3.1.
- 1.4 Daily rental rates are to be competitive with local commercial rental car services and are 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 web site.
  - 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 Departments are responsible for all requests and payment of all rental charges.
- 1.5 Requests for rentals should be made as early as possible in advance of need for best selection and availability. A convenient form is available under forms at the Facilities Management web site, 24 hours a day.
  - 1.5.1 Once the form is completed a fleet rental staff member confirms or denies the reservation by email with the requestor within 2 business days.
  - 1.5.2 Upon completion of the rental period for each request, departments are charged via the current Facilities Management work order request system.
  - 1.5.3 Cancellation of reservations must be made within 48 hours of scheduled check-out time via e-mail to [Bearkatwheels@shsu.edu](mailto:Bearkatwheels@shsu.edu) to allow others to have timely access to rental vehicles.
- 1.6 Vehicles are required to be returned in reasonably clean condition and with a full tank of fuel.
  - 1.6.1 Departments returning vehicles deemed excessively soiled are charged a \$35.00 cleaning fee. Notification of this charge will be given to the individual returning the vehicle.
  - 1.6.2 Should the vehicle need to be refueled by the Fleet Management staff, the cost of fuel and a \$10.00 fee will be assessed.
- 1.7 The renting department is responsible for vehicle damage received during the rental period, up to the depreciated value of the vehicle asset and subject to any insurance coverage by other parties.
- 1.8 All rental income received from this program will be used to cover the costs of maintenance, repair and replacement of rental vehicles to the greatest extent possible.

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

Customer Service: 936-294-

Approved by: President's Cabinet  
February 2016

Reviewed by: Juan Nuñez, Associate Vice President Facilities Management  
Date: 11/2017

Approved by: J. Carlos Hernandez, Vice President for Finance and Operations  
Next Review: August 2020