



Motor Pool Contract

Fuel Fee: (\$25.00) - Will be imposed if a vehicle is returned with less than $\frac{3}{4}$ tank of gas. We provide a gas card with each vehicle. Please use regular unleaded fuel. Fuel card accepted at all WEX fuel stations.

Service Fee: (\$20.00) – Will be invoiced per reservation in addition to the daily fee or mileage fee.

Cleaning Fee: (\$100.00)- Will be imposed if a vehicle is not returned in a reasonably clean condition. Personal trash and belongings, excess dirt/mud need to be removed.

No Show Fee: (Same as daily minimum charge for vehicle) - Please call ext. 8720 if vehicle will not be used as scheduled.

Late Return Fee: (Same as daily minimum charge for vehicle) – Imposed if vehicle is not returned on time. Please use drop box for after hours/weekend returns.

Important information:

- Vehicles will be subject to speed monitoring technology.

- Authorized drivers shall obey all motor vehicle laws while operating a state vehicle.

- Never drive between 11:00 p.m. and 5:00 a.m., unless you are returning to your home base and the return time will not exceed one hour.

- Departments shall pay the insurance deductible (\$1000) associated with repairs made to a vehicle that is damaged when returned.

- Please do not remove any seats from motor pool vehicles.

- Please do not use Travel Cards to purchase fuel for motor pool vehicles.

- All use of vehicles (whether rented or owned by UVU) are to be used exclusively by authorized persons on **official** University business and are not to be parked at any private resident locations. Transporting family, friends, pets, associates or other persons who are not university employees or are not serving the interests of the university is prohibited.

Failure to abide by the above rules will result in a \$500 fine and a suspension of driving privileges.

Signature: _____ Email: _____

Date: _____ Cell Phone #: _____