

Procedure for Vehicle Rentals - FY 2011-2012

- **Vehicle Request Form**
Go to Physical Facilities website and click on Facilities Maintenance.
Tab to Transportation.
Vehicle Request Form in Word format and PDF format.
 - **Print the form and fill it out completely – fax to 9270.**
 - **Form needs Departmental Head signature.**
 - **Renting a 15-passenger van and/or a Large SUV**
Need seven (7) days' notice (To help better guarantee your rental requirement).
(Suburban & Expedition are available if given enough notice)
 - **Renting all other vehicles**
Need twenty-four (24) hours' notice (To help better guarantee your rental requirement).
Less than twenty-four hours' notice you will be charged for the vehicle supplied which could be a higher charge than requested vehicle depending on availability.
 - **Leaving at seven-thirty (7:30 a.m.) or latter**
Pick up packet at the Maintenance Office.
 - **Leaving before eight (8 a.m.) on Monday morning**
Charges start on Sunday – return Monday - this is a two-day trip charge.
 - **Leaving after eight (8 a.m.) on Monday morning**
Charges start on Monday – return Monday – this is a one-day trip charge.
 - **Need rental vehicle at the airport or to and from the airport**
Transportation can set up for you – Will need name of airline, flight number, times of departure and return.
Need seventy-two (72) hours' notice – will call you with confirmation number.
Enterprise rental closes at 11 p.m. at DFW no vehicle available.
Option is Avis – but you will have to make arrangements to get car back to same rental office yourself.
 - **Return vehicle with same level of gas you started with.**
Note on packet if vehicle is not full.
Note on packet any problems with vehicle.
 - **Please call if you need to cancel rental or need to keep extra time**
Make sure you cancel your vehicle if travel changes.
If vehicle is not canceled you will be charged one day rental.
- Rental Parking**
Please park in rental parking only, next to P14.
Put on trip sign in your car so you won't get a parking ticket.
If you park in reserved spaces you are responsible for any parking tickets received.
If rental parking is full please park in parking P23, located across street from Maintenance Department.
- **Call Joyce Daniels at 9261 if have any additional questions.**