

SUB/CSL Van Rentals

The Student Affairs vans are available for to any LCSC employee, division, department, or otherwise recognized college unit to provide travel to a school related event.

Van Type: (1 or 2) Chevy Express 12-passenger (including driver)

Van Rentals Rates:

- Full-Day: \$75 per day
- Half-Day: \$45 per day
- Extended mileage (250 miles or more): \$100 per day

Interested in renting the SUB/CSL vans?

Below are the required steps for renting a student affairs van and obtaining driver approval.

1. Check van availability with SUB/CSL van manager.
 - a. Current manager: Jacob Crist (ext. 2670)
2. Complete a Vehicle Use Agreement/Driver License Record Check and the online Safe Driver Training with **Security**.
 - a. Required every 3 years for staff/faculty (3 years from original completion date)
 - b. Required yearly for students. (1 year from original completion date)
3. Provide a copy of a valid driver license to **Security**.
 - a. See Vehicle Use Agreement for instruction.
4. Complete the SUB/CSL Van Rental Agreement
5. Complete a Travel Authorization.
6. If LCSC students are riding in the SUB/CSL vans – Complete the Student Travel Form.

Student Affairs VAN RESERVATION & RENTAL AGREEMENT

Updated Spring 2023

The Student Affairs vans are State of Idaho property, therefore it is required that the LCSC Policy and Procedures Manual, policy #4.112 is followed. This policy is to provide guidelines on college-owned and college-rented vehicle usage.

FIVE DAYS NOTICE IS REQUIRED

The fee for vehicle rental is \$100.00 for a full day (long-distance), \$75.00 for a full day (vicinity) and \$45.00 for a half day plus the cost of fuel.

Person Making Request

Name

Email

Extension

Booking Department

LC Account # for IDG

Trip Destination

Number of Vans being Reserved

1 2

Travel Date(s)

Pick Up Date & Time

Drop Off

Date & Time

Purpose of travel:

Driver Information

Name

Cell Number

Email

Driver Van 1)

Driver Van 2)

Number of

passengers:

Van Rental Agreement

Updated Fall 2023

Definition of Renter: Any college employee, division, department, or other recognized college unit.

1. The driver must be an LCSC employee, student, or have approval from the President or VP.
2. A list of all possible travelers should be submitted on travel authorization.
3. Always have insurance/registration papers in the glove compartment.
4. All drivers must complete a Vehicle Use Agreement/Driver License Record Check and complete the online Safe Drivers Training with the **Security Office**. Student drivers are required to complete the in-person driver training scheduled with the SUB/CSL van manager. The in-person driver training is not required for staff/faculty/professors unless requested.
5. The Security office will keep record of those who have completed the Vehicle Use Agreement/Driver License Record Check. The SUB/CSL van manager will keep record of students who have completed the in-person driver training.
6. People who have not completed the training will not be issued keys to the van. If unauthorized drivers are caught driving the vans, the unit responsible for renting the van(s) may lose van privileges indefinitely.
7. Driver must have a valid U.S. driver's license; be at least 18 years of age, and have 2 years driving experience.
8. Smoking is not permitted in a College vehicle.
9. Drivers may not use a cell phone while driving.

9. Alcohol is not permitted in a college vehicle, nor may the driver drive under the influence.
10. Drivers must adhere to all conditions listed in the Vehicle Use Agreement contained in LCSC Policy 4.112.
11. Only LCSC staff, faculty, students and approved volunteers may travel in College-owned vehicles.
12. Vans are to be parked in the west side parking lot in spaces designated with 'Reserved for Student Services Van' signs.
13. All renters will be responsible for purchasing fuel for the van at the renter's expense and must return the vans to the campus with a full tank of fuel. Renters are also responsible to have the exterior cleaned upon return. A fueling and/or cleaning charge may be assessed.
14. Renting units will be responsible for keeping the interior of the vans clean. This includes removal of personal items and trash upon returning the vans to campus. **NO food or drinks**, other than bottled water, are permitted in the vans. Food and beverage stain removal or any other excessive cleaning needed to the interior of the van is the financial responsibility of the renting department and must be reported to the CSL department as soon as possible. A cleaning charge may be assessed.
15. Financial responsibility for any damage to the van, including mechanical, interior, and body, will be assessed to the renting department.
16. Van rental rates are as follows:
 - Full day (4 hours or more) = \$75.00
 - Half day (4 hours or less) = \$45.00
 - Extended mileage (250 miles or more) = \$100
17. Van rental rates are calculated based off each department's reservation form. From the time you pick-up the van keys to the time you return them. Please contact van manger, Jacob Crist, at (208) 792-2670 to arrange key pickup times.
18. Cancellations MUST be submitted in writing **48 hours PRIOR** to the date of use on the reservation form. Failure to comply will result in a 50% of the rental charge to the respective department.
19. Departments who have reserved one or both vans and do not use them will be charged for the reservation regardless of use.
20. A late fee of \$50 will be assessed for late return.
21. Keys for each van will be kept in the CSL Department office. Keys will be checked out to, and returned by each renter.
22. A Van Reservation Form must be completed and turned in to the CSL Department by a renter requesting use of the van, two days advance notice is required. The Van Reservation Form will include a list of drivers, driver contact information including a telephone or cell phone number, a list of passengers, statement of purpose of the trip, dates of the trip including dates the van(s) will be checked out and an estimated return time.
23. The CSL Department will be responsible for scheduling routine maintenance, oil changes, and tire changes for the vans.
24. The Vice President for Student Affairs and staff assume no responsibility for driving conditions – force majeure (acts of God). The Vice President's Office also is not responsible for damage to the vehicle; the division of the renter claims all responsibilities of the driver.

25. COVID Regulations-

- a. Updated Van Capacity – 11 passengers (excluding the driver)
- b. Each passenger including driver is required to follow current health and safety guidelines (masks, etc.)
- c. Prior to return it is the responsibility of the driver to clean/disinfect the following interior/exterior touch points (disinfectant will be supplied by CSL):

- Key / key fob
- Seat belts
- Interior/Exterior door handles
- Rearview mirror/side mirrors
- Trunk release
- Steering wheel
- Door interiors
- Cup-holders / compartments
- Visors/visor mirrors
- Among any other high-touch areas
- Steering column including gear shift
- Door pockets
- Instrument panel
- Dashboard / vents

Routing & Approvals

Note: The preparer of this document is responsible for identifying all needed e-mail address. Please do not 'Print to PDF' or send a scanned copy of this form for signature routing.

Prepared by email:

- I have read and understand the Van Rental Agreement form.
- I have completed a Vehicle Use Agreement and driver's license background check with Security.
- I have submitted the proper Travel Authorization forms for this trip.

Signature	LC State E-Mail	Digital ID Signature	Action	
			Disapprove	Approve
Traveler	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>
Department Supervisor	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>
Van Manager	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>