



To: Faculty, Administrators, Staff, and Students

From: Vikki Board, Safety Specialist, Campus Safety

RE: **2004-2005 Van Rental Information, Vehicle Rental Rates and Driver Certification Information**

Date: June 1, 2004

PLU Rental Updates and Rates

Beginning September 1, 2004, the following are available from PLU for rental through Campus Safety:

- Four 12-passenger vans

All four of these PLU vans will be available at a rate of \$10.00/day and \$.55 per mile. None have roof racks.

For additional cargo space, cargo vans are available from Enterprise Rentals for \$20/day plus gas by reserving them through Campus Safety. Other types of vehicles can also be rented. See attached cost and table.

Auto insurance information is available at: <http://www.plu.edu/~fiop/Insurance.htm>

Budget/Enterprise Vehicles

15-passenger vans from Budget/Enterprise are no longer available.

Due to safety concerns, PLU does not allow rental of any 15-passenger vans.

Only 12-passenger vans are allowed for all PLU related business/academics/activity.

Seats from any vans/vehicles may not be removed at any time.

Cargo/baggage may be stored/loaded with a passenger or under the seat.

PLU Driver Certification Program

All drivers of PLU vans or vans rented for PLU programs must be certified through the driver certification program prior to driving. Cards are valid for two years. Driver Certification is also required for all rental vehicles. A link to the certification training is available from the Campus Safety website at www.plu.edu/~slif/cs. In addition, please see the driving policy under the Health & Safety and Campus Safety websites: www.plu.edu/~safety or www.plu.edu/~slif/cs.

Reservation Procedures

Vehicle Reservation requests must be made via the online reservation form found at www.plu.edu/~slif/cs. Please submit a reservation request as far in advance as possible. Reservations are on a first come, first served basis. Please see the next page for pricing and reservation information. If you have any questions, please feel free to call Vikki Board at x7249.

Vehicle Registration Reminder!

All Faculty, Administrators, Staff and students must register their vehicle annually.

Register your vehicle on-line for the 2004-2005 Academic year on the Campus Safety website at: www.plu.edu/slif/cs/

Registration begins:

Faculty/Admin/Staff	June 14, 2004
South Hall Residents	July 12, 2004
Resident/Commuters	August 2, 2004
Tingelstad Lot	August 15, 2004

SEE BACK OF SHEET FOR RATES

Van Rental Rates and Policies 2004-2005

Summary of PLU Rates

Available PLU Vans: Four 12-passenger vans

Rates: \$10.00 per day plus \$.55 per mile

Cancellation Policy and Fees:

Less than 72 hours notice: \$15 cancellation charge

Less than 48 hours notice: \$30 “ “

No Show/No Cancellation: \$30 “ “

Cancellation fees are waived for weather related cancellations of PLU sponsored events.

Gas Charges: Refueling during travel is the responsibility of the user. Gas credit cards are available at Campus Safety at the time of van/vehicle pickup. Gas credit cards and receipts must be submitted to Campus Safety upon return of PLU van or rental vehicle. Gas charges for *PLU vans* are paid by the University. Gas charges made on a university gas card for contracted rentals are paid by individual departments (via interdepartmental transfer).

Reservations: Reservations are accepted via the online reservation form found at www.plu.edu/~slif/cs.

A confirmation will be sent via email within 24 hours or the next business day.

Summary of Contracted Rental Company Rates

The following vehicles are available at the special rates listed below only if reserved through Campus Safety via the same procedure as for reserving a PLU van (online reservation form found at www.plu.edu/~slif/cs.)

Vehicle Type	Daily Rental Rate	Weekly Rental Rate	Mileage
12 Passenger Van	\$ 87.00	\$435.00**	no charge
Mini Van	\$ 54.00	\$270.00**	no charge
Compact Car	\$ 25.00 (U-Save Rentals only)	\$147.00**	no charge
Mid-Size Car	\$ 34.00	\$170.00**	no charge
Full-Size Car	\$ 40.00	\$200.00**	no charge
Cargo Van*	\$ 20.00	\$140.00	no charge
Box Van	\$ 48.77 - \$75.87 varies with size		\$.19 per mile

Cancellations: Cancellation fees are charged in the event that a rental company vehicle is delivered *prior* to the notice of cancellation being received by Campus Safety in which case there is a \$25.00 drop-off and pick-up fee.

Gas Rates: Gas rates for Budget/Enterprise rentals are pump prices. Rental rates do not include gas cost. If a university gas card is used, the charges will be billed to the individual department via interdepartmental transfer.

Taxes: All quoted rates include tax.

Rental Rates: Rates are subject to change without notice when new contracts are negotiated.

* A special rate has been established with Enterprise for cargo vans.

** This weekly rate is the same for 5, 6 or 7-day rentals. Great savings for the full 7 days!

PLU Requirements:

1. All drivers must have a valid U.S. driver's license.
2. All drivers must have a PLU driver certification card. After completing the online training at www.plu.edu/~slif/cs, driver certification cards may be picked up in the Campus Safety Office the next business day.
3. Drivers must be at least 21 years of age to drive a rental vehicle from a contracted outside rental agency (Budget/Enterprise) reserved through Campus Safety. ***Those driving PLU vans do not need to be 21yrs of age, however they must complete requirements #1 and #2.***
4. PLU sponsored clubs and organizations must provide to Campus Safety, at the time of rental pick up, a completed itinerary form signed by the PLU advisor (itinerary forms are available in the Driving Safety Manual at www.plu.edu/~slif/cs)