

FLEET VEHICLE RESERVATION FORM

Phone: (302) 857-6274 Fax: (302) 857-6277

PLEASE COMPLETE EVERY LINE

DEPARTMENT _____ DEPT # _____ PHONE _____ FAX _____

DRIVER _____ # Additional passengers * _____

DESTINATION _____ PURPOSE _____ (Circle) EZ Pass - \$1.00/day + tolls

Small Sedan Stratus/Neon \$35.00 daily 1 – 3 passengers

Mini-Van Caravan \$43.00 daily 4 – 6 passengers

BILL TO DEPT # _____ PO# _____ AMOUNT OF PO \$ _____

DEPARTURE DATE _____ TIME OF PICK UP _____ AM PM

RETURN DATE _____ TIME OF TURN IN _____ AM PM

Rental includes 150 miles per day and fuel. Over 150 miles per day, add \$.40 mile.

- Smoking, eating, drinking in rental vehicles strictly prohibited.
- Vehicles are used for Official Business Only.
- In accordance with Title **29, Delaware Code, 6505**, all fines for parking tickets and moving violation are the sole, personal responsibility of the driver.
- Transport of unauthorized passengers is not allowed.
- Commute to and from **private residences**, parking of rental vehicle at private residences is **not permitted**.
- **Vehicles must be returned on time (per date/times above) and full of fuel (use Regular, 87 octane fuel only. \$30.00 surcharge if vehicle returned not filled up).**
- Driver must be at least **21 years old, employee of DSU, hold valid motor vehicle operator license.**
- Vehicle will not be released without a valid Purchase Order.
- Vehicles not allowed to be left at airport parking lots overnight.
- **Fleet has installed a maintenance module inside all fleet vehicles. Module will identify maintenance problems, vehicle location and vehicle speed.**
- **EZ PASSES are now available with daily rentals, but are limited. All request will be on first come, first serve basis. If you wish to rent an EZ Pass, please circle the EZ Pass at the top. If an EZ Pass unit is lost or misplaced, department is responsible for replacing.**

I agree to the terms of the Office of Fleet Services vehicle rental policies and procedures.

DRIVER SIGNATURE: _____

I do ___ do not ___ have a FUELMAN pin for the purpose of fueling this vehicle.

Signature of approving authority

Title

Omission of requested information could result in delays in issuing vehicles. If driver has not been assigned FUELMAN pin, contact Office of Fleet Services @ 857-6274 prior to departure date, with driver license information