

Van Usage Agreement

This is an agreement that is made as of _____ by and between:

Owner: ASU Motor Pool located at 2713 Pawnee St. State University, AR 72467

User: _____ University Dept/Affiliation _____

Usage Terms:

The term of this Van Usage Agreement runs from _____ to _____ upon completion of all terms of this agreement by both Parties.

Van is to be used for official university business only.

Users will comply with all applicable laws relating to holding licensure to operate the vehicle and pertaining to operation of motor vehicles.

User will not sublease the Vehicle or use it as a vehicle for hire.

All listed drivers must be approved drivers for Arkansas State University.

User will not allow any other person to operate the Vehicle unless identified here:

A. Primary Vehicle Operator: Name: _____ ASU I.D. _____

B. Additional Vehicle Operator: Name: _____ ASU I.D. _____

Vehicle Use Conditions:

- The daily use rate for this vehicle will be \$100 per day.
- The minimum use will be considered one day.
- The user will return the van in the same condition in which it was borrowed.
- The user is responsible for all related fuel charges. Including refueling charges if van is returned with less than a full tank of gas.
- The borrower will pay a \$15/hour cleaning fee if excessive cleaning is required.
 - Removing mud from the interior or exterior.
 - Removing excessive trash or other similar debris.
 - Cleaning spilled drinks.
 - Determination of charges for excessive cleaning fees will be at the discretion of the owner.
- The user, or their department, will pay the deductible if the vehicle receives damage requiring an insurance claim.

- No animals are allowed in the vehicle other than service animals.
- No smoking, vaping, or tobacco products of any kind are allowed in the vehicle.
- Vehicles must be picked up during motor pool operating hours (Monday – Friday 7:00am to 3:00pm).
- The completed rental agreement along with the department’s completed purchase order will need to be received by motor pool at least 48 hrs. prior to van pick up.
- Roadside assistance is not available for trips outside the Jonesboro city limits and/or outside the operating hours of the motor pool (Monday – Friday 7:00am to 3:00pm).

If the vehicle breaks down outside the city limits or the motor pool operating hours secure the vehicle in a safe location, call the motor pool immediately at 870-680-4733, and return the keys to the motor pool.

Cancellation Policy:

If lessee cancels their reservation 48 hours or less prior to leased time frame one full day’s rental fee will be charged to lessee.

I have read and understand the vehicle use conditions.

Signature_____ Date_____

Contact Cell Phone Number for Driver: _____

Motor Pool Personnel_____ Motor Pool Signature_____ Date: _____

Office Use Only:

Vehicle Operator: _____ has been cleared as an approved driver by
_____ on Date: _____

Vehicle Operator: _____ has been cleared as an approved driver by
_____ on Date: _____

Vehicle Operator: _____ approved for Wex Card Use by
_____ on Date: _____

Vehicle Operator: _____ approved for Wex Card Use by
_____ on Date: _____