

**Associated Student Activities**  
**Fleet Operations Vehicle Rental Request Form**

**TRIP INFORMATION:**

Type of Vehicle: \_\_\_\_\_ # of People Traveling: \_\_\_\_\_  
Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Check-out Date \_\_\_\_\_ Time: \_\_\_\_\_ (if different from pick up date/time)  
Pick Up Location: \_\_\_\_\_  
Destination: \_\_\_\_\_

**BUSES ONLY:**

**Continuous Shuttle: \_\_\_ Yes \_\_\_ NO**

**DRIVER INFORMATION:**

- Driver **MUST** be 21 years of age or older (25 for Maxi Vans), have a valid US or Canadian driver's license and be currently employed by The Pennsylvania State University. Undergraduates are **NOT** permitted to drive Fleet vehicles.
- Drivers must obey all traffic and comply with Fleet regulations.
- See <https://transportation.psu.edu/fleet-vehicle-reservations>

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Valid US or Canadian License \_\_\_ Yes \_\_\_ No PSU ID # \_\_\_\_\_  
Driver Phone # \_\_\_\_\_ Driver Email: \_\_\_\_\_  
PSU Dept Employed by: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

I verify the driver information listed above as being correct:

**Driver Signature:** \_\_\_\_\_

**ORGANIZATION INFORMATION:**

- Funds to cover the cost of the vehicle rental must be in the organization's account.
- This form must be signed by the treasurer or an individual on the P.O. List.
- Cancellations may be made up to 24 hours prior to scheduled pickup. Reservations not cancelled in advance are charged a one-day rental fee.
- **A \$3 per day zero deductible fee is required for all student organization vehicle rentals.**
- **Additional fees incurred for Tolls and Parking.**

Organization: \_\_\_\_\_ Organization # \_\_\_\_\_  
Name of Authorized Requestor: \_\_\_\_\_ Funding Source (Circle One)  
Authorized Requestor Email: \_\_\_\_\_ 30 – UNRESTRICTED  
10 – UPAC FUNDED  
Approximate Rental Costs (Worksheet on Back) \$ \_\_\_\_\_ 40 – Standing Allocation

I authorize a purchase order to Fleet Operations in the amount above: \_\_\_\_\_

**ASA USE ONLY:**

Receipt Date: \_\_\_\_\_ Reservation # \_\_\_\_\_  
ASA Representative: \_\_\_\_\_ Date Emailed: \_\_\_\_\_

## Worksheet for Estimated Costs

Vehicle Type \_\_\_\_\_

\* Rate per Day \$ \_\_\_\_\_ X Number of Days: \_\_\_\_\_ = \$ \_\_\_\_\_

\* Rate per Mile \$ \_\_\_\_\_ X Road Trip Mileage: \_\_\_\_\_ = \$ \_\_\_\_\_

Zero deductible Fee \$3.00 Per day X Number of days: \_\_\_\_\_ = \$ \_\_\_\_\_

\* See Fleet website for types or vehicle & rates <https://transportation.psu.edu/fleet> Total = \$ \_\_\_\_\_

### Bus or Trolley

A separate form is required for EACH Bus or Trolley

\* FLAT RATE (Minimum of 2 HOURS)

Bus: \$ 38.00 X Number of Hours: \_\_\_\_\_ = \$ \_\_\_\_\_

Trolley \$ 42.00 X Number of Hours: \_\_\_\_\_ = \$ \_\_\_\_\_

**OR Mileage Rate \$3.60/Mile (Whichever is Greater):**

\$ 3.60 X Round Trip Mileage: \_\_\_\_\_ = \$ \_\_\_\_\_

**Total = \$ \_\_\_\_\_**

### DRIVER

Fleet Driver Services:

Weekdays - \$ 62.00 X Number of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

Weekends - \$ 79.00 X Number of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

University Holidays - \$ 109.00 X Number of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

*\*\* Be sure to add an additional 1 Hour (½ Hour for check in & ½ Hour for check out) which is REQUIRED for the driver \*\**

**Total = \$ \_\_\_\_\_**

**GRAND TOTAL NEEDED FOR PURCHASE ORDER: \$ \_\_\_\_\_**