



**Facilities Services**  
**Division of Auxiliary & Contract Services**  
*TRANSPORTATION SERVICES*  
 474-5875, [vehiclerental@fs.uaf.edu](mailto:vehiclerental@fs.uaf.edu)

**FY2011 HOURLY RENTALS**

In an effort to provide quick and speedy rentals for all UAF Departments, Facilities Services department of Transportation Services has a vehicle available for hourly rentals. In addition to the variety of vehicles at Facilities Services there will now be a 7 passenger AWD rental van in the Elvey parking lot.

Why should your Department consider hourly rentals?

- Convenient pick up in the Elvey parking lot.
- Ability to check Google calendar for vehicle availability.
- No more tracking down people to sign rental agreements or update Driver safety cards just sign it once and turn it in.
- Ability to keep comprehensive spending records with only one work-order number.
- Fuel is included.
- Hourly rate savings (up to 3 hours) vs. Daily Rate (see chart below)

<b>VEHICLES</b>	<b>SIZE</b>	<b>HOURLY</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>\$ PER MILE **</b>
<b>Sedan</b>	5-6	\$15.00	\$60.00	\$250.00	0.25
<b>Mini Van</b>	7	\$18.75	\$75.00	\$375.00	0.35
<b>Large Van</b>	7	\$18.75	\$75.00	\$375.00	0.35
<b>Large Van</b>	12	\$20.00	\$80.00	\$400.00	0.35
<b>2WD Pickup</b>	3	\$18.75	\$75.00	\$375.00	0.35
<b>SUV-SMALL/MED</b>	5	\$22.50	\$90.00	\$450.00	0.35
<b>SUV-LARGE</b>	5-9	\$30.00	\$120.00	\$600.00	0.35
<b>SUV "OFF RD"</b>					\$1.20
<b>4X4 PICKUP</b>	2-6	\$40.00	\$160.00	\$800.00	0.35
<b>4X4 PICKUP – "OFF ROAD"</b>					\$1.20
<b>Charter Bus</b>	13-33	\$85.00	\$720.00		0.00

\*\*Mileage charges apply after the first 100 miles of Daily rentals

First time Hourly renters wishing to book, please start by sending your reservation request to [vehiclerental@fs.uaf.edu](mailto:vehiclerental@fs.uaf.edu) with “Hourly Rental” in the subject. A Department contact will need to provide the following information:

- UAF Department name and phone number
- Account number (5-digit "ORG" and 6-digit "FUND", Fund 3's need to provide expiration date)
- Name(s) of the person(s) operating the vehicle
- Point of contact name & number
- Dates and times of rental needs.
- Name of the person picking up the vehicle/keys if different than driver.

Once we have established a work-order number for your department, Facilities Services Transportation will send the department's point of contact a confirmation e-mail with rental agreement and multi-drivers sign up sheet, and give access to the Google calendar. Please have your Department keep a copy of the completed rental agreement and drivers sheet, and please send updated copies of the driver's sheet when new drivers are added.

Once a work-order number has been established, use the Google calendar to schedule a rental. Choose the vehicle calendar, “E4054-West Ridge Hourly Rental Vehicle” and invite yourself as a guest to a meeting. Renters must provide Work-order number (UAF11-XXXXXXX, Phase XXX), driver's names, and destination in the description of your meeting proposal. If you want to rent a different vehicle, please send an e-mail stating the type of vehicle needed. All vehicle requests will be confirmed by e-mail, whenever possible

Once the rental has been confirmed, renters can pick up the keys and the vehicle from Sabrina Cook, Suite 105 West Ridge Research Building (WRRB) or UAF Facilities Services room 108.

Facilities Services Transportation Services vehicles are to be used for official University business only. Authorized renters and drivers must meet the following criteria:

- Driver/Renter is a UAF employee' or a temporary employee with a letter of authorization from their sponsoring UAF Department and Environmental Health & Safety and Risk Management
- All drivers must hold a valid driver's license and a UAF driver's safety card. Please call Environmental Health, Safety & Risk Management 474-5413 to obtain this card.

Any questions concerning this authorized users list may be addressed by contacting the Facilities Services Transportation Office at 474-RIDE.

Allowing an unauthorized driver to operate a University vehicle, may invalidate the University's insurance coverage and will make the renter and/or UAF Department responsible for damages

Rental pick-up hours are 8:00am to 4:30pm. If you would like to pick up keys or rentals after hours, please call and schedule with Facilities Services Transportation Services at 474-RIDE (5875)

Be considerate of your fellow users:

REMEMBER THE 3 "R"s

- Return the vehicle/keys when scheduled
- Remove your belongings and trash when done
- Record your mileage and fuel level

If you need to extend your rental or have any problems call 474-5875 for assistance.

FOR QUICK AND EASY RENTAL REQUESTS ANYTIME, PLEASE SEND AN E-MAIL TO: [vehiclerental@fs.uaf.edu](mailto:vehiclerental@fs.uaf.edu) or call 474-RIDE, or visit our web page: <http://www.uaf.edu/fs/services/rentals-charters/> and fill out the "Online Rental Request Form".