

DEPARTMENT:

**FY24 Vehicle Rental Agreement**  
**UNIVERSITY OF ALASKA FAIRBANKS**  
**Transportation Services**

**I. GENERAL CONDITIONS:**

**A. DEFINITIONS:**

The word “vehicle” in this agreement means the vehicle rented including but not limited to tires, tools, equipment, accessories, plates, and documents.

“Renter/Lessee” refers to the renting department and authorizing department head, dean, or director. “I”, “me”, and “my”, refer to the person(s) who signs this agreement as driver(s). “You” and “your” refer to University of Alaska Fairbanks.

**B. TERMS:**

1. The signature of the Department Head or other authorizing individual commits his or her department to all terms and conditions of the contract. The Renter/Lessee:
  - a. agrees that only those persons who are listed on this contract and who sign as additional driver(s) may operate the vehicle and only with his or her permission.
  - b. agrees to pay all repair costs for defects and damage not noted before moving the vehicle. (see 2.a.)
  - c. agrees to pay all fines, court costs, and recovery expenses for parking, traffic, and other violations including storage liens and charges with respect to the use of the vehicle while on rental to the department.
  - d. agrees to pay for all loss or damage to the vehicle regardless of fault whether due to theft, collision, vandalism, or any other cause (in the absence of gross negligence or intentional acts, this is normally the deductible).
2. The Renter/Lessee agrees to assure that the vehicle:
  - a. is inspected and any and all visible defects and damage are reported prior to moving the vehicle from its parked location.
  - b. is returned on the date indicated in this contract to the UAF Transportation Services area in the UAF Physical Plant parking lot or pay any necessary relocation costs and agree to give you notice and pay any additional rent to extend this rental contract.
  - c. is only driven on paved roads unless authorized (see below). Unauthorized use on gravel or non-maintained roads will be subject to a higher rental rate and repair costs for any damage caused by the road conditions.
  - d. is returned in the same condition as received, with all inventory items included with the vehicle or pay for the replacement of such items.
  - e. is plugged in when weather conditions warrant, to a head-bolt outlet and to be liable for expenses resulting from noncompliance.
  - f. does not carry animals, except research animals in appropriate carriers.
  - g. fluid levels are checked and to be liable for expenses resulting from damages to the vehicle due to low fluid levels.
  - h. receives no repairs over \$50. Repairs in excess of \$50 can only be authorized by the Transportation Services office, and the Facilities Services Vehicle Repair supervisor or designee, at 474-6857- or 474-7000.
3. The Renter/Lessee agrees to pay the rental charges for the use of this vehicle, including refueling charges, special cleaning charges, and replacement of inventory items.
4. The Renter/Lessee agrees that Transportation Services has the right to correct clerical errors at any time, including the computation of final charges for the use of the vehicle.

**II. OPERATION AND MAINTENANCE (DRIVERS):**

1. I verify by signing this agreement that I have a valid drivers’ license and have taken the Driver’s Safety course required by the University to drive a University vehicle.
2. I agree to use the vehicle in accordance with Board of Regents Policies, University Regulations, local codes and ordinances, and all applicable laws and regulations.
3. I agree to pay all fines, court costs, and recovery expenses for parking, traffic, and other violations including storage liens and charges with respect to the use of the vehicle while the vehicle is under my control.
4. I agree to complete the inspection sheet and return the vehicle in the same condition as received, including all inventory items.
5. I agree that I will not smoke and will not permit anyone else to smoke in this vehicle.
6. I agree to plug the vehicle in to a head-bolt outlet when weather conditions warrant.
7. I agree not to allow animals in the vehicle, except research animals in appropriate carriers.
8. I agree to check and maintain all fluid levels in the vehicle.
9. I agree to make no repair over \$50. Repairs in excess of \$50 can only be authorized by the Transportation Services office, and the Facilities Services Vehicle Repair supervisor or designee, at 474-6857- or 474-7000.

**III. INSURANCE:**

1. The Renter/Lessee and the driver understand that you are providing liability insurance only for the employee(s) authorized to drive this vehicle and only protecting the authorized driver(s) from liability for personal injury or property damage to others.
2. The Renter/Lessee and driver acknowledge that you are not providing any insurance for any personal property of any persons in the vehicle.

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**AUTHORIZING DEPT HEAD, DEAN OR DIRECTOR** | **DEPARTMENT:** | **DATE:**

I agree that this vehicle will only be used for University sanctioned events.

I have read this agreement, understand, and agree to all terms stated herein. I authorize the person(s) listed below to operate the rented vehicle. I verify by initialing that the drivers meet the criteria noted below.

I agree that this vehicle **WILL / WILL NOT** (please circle) be used on any gravel or non-maintained roads (e.g. Dalton, Elliott, McCarthy, Taylor, or Denali Highways). Circling "Will" incurs the "Off-Road" rate, which is higher.

**PRINT** | **SIGN** | **TITLE:**

**I HAVE READ THIS AGREEMENT, UNDERSTAND AND AGREE TO ALL TERMS STATED IN II. FOR DRIVERS.**

DRIVERS NAME	SIGNATURE	VALID LICENSE Y/N	UA EMPLOYEE Y/N	DRIVERS SAFETY TRAINING Y/N	DRIVERS FORM ON FILE CAT. (1 OR 2)
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2					
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