

The National Highway Traffic Safety Administration (NHTSA) has issued a cautionary warning for 15 passenger vans. The vehicles have an increase risk of rolling over when carrying 10 or more passengers. Drivers are reminded to drive in a safe manner and obey traffic laws at all times.

I. Millikin University Vehicle Rental Record

Vehicle # _____ Check Out Date _____

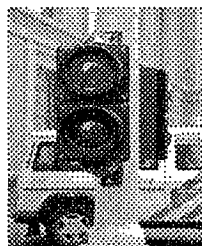
Account Name _____

Account Number _____

Destination _____

Return Date _____

Fleet card issued # _____ Turn in all gas receipts.



By signing below, I assume responsibility for safekeeping of this vehicle and the passengers being transported. I certify I have successfully completed all safety requirements set forth by Millikin University and agree to abide by all rules, regulations and traffic laws.

II. Rental Procedure: Read carefully prior to your trip.

Pick up vehicle bag and keys no more than one hour prior to your scheduled departure time.

ALL DRIVERS MUST sign the driver responsibility agreement, display a valid driver's license upon request and agree to operate this vehicle according to state and national highway traffic safety laws (NHTSA).

ALL DRIVERS MUST have their driver's license when picking up vehicle keys.

If the vehicle is leaving the Decatur area, a Millikin employee must accompany the trip.

Driver's SIGNATURE _____ Printed Name _____

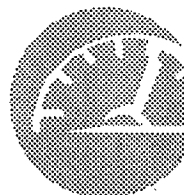
Alternate Driver's Signature _____ Printed Name _____

III.

Beginning Mileage _____ *

Number of Passengers _____

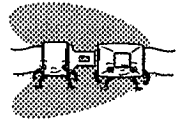
Ending Mileage _____ *



**Failing to properly log beginning and ending mileage may result in higher charges for use of this vehicle.*

IV.

Rules & Regulations



- All drivers must be certified by Safety & Security to drive Millikin University owned or leased vehicles.
- Intoxicants may not be used or consumed by the driver of any Millikin University vehicle.
- Vehicles must be operated in accordance with State, Federal and local traffic laws.
- All drivers must complete the vehicle safety inspection checklist prior to leaving campus.
- Vehicles are used only for official University business on the specified date (s) & time (s) approved.
- All passengers including the driver must have available and wear their seat belts.
- Only certified driver may drive University vehicles.
- Vehicles may not be transferred to other department (s) without Safety & Security authorization.
- The vehicle shall be cleaned of all trash and returned to its designated parking space.
- The driver must return the vehicles keys and bag immediately to Safety & Security upon return back to campus.
- Maximum capacities: Vans 1&2 (12) Vans 3, 4, 5, (11) Vans 6, 8 (7) Cargo vans (2)

V. Vehicle Safety Check List

(Complete prior to leaving campus)

Check to be sure that the following are in working order

Headlights:	OK _____	Damaged _____	Horn:	OK _____	Damaged _____
Tail Lights:	OK _____	Damaged _____	Mirrors:	OK _____	Damaged _____
Turn Signals:	OK _____	Damaged _____	Interior:	OK _____	Damaged _____
Brake Lights:	OK _____	Damaged _____	Wipers:	OK _____	Damaged _____
 Body Condition:					
Right Side:	OK _____	Damaged _____	Front:	OK _____	Damaged _____
Left Side:	OK _____	Damaged _____	Back:	OK _____	Damaged _____
If problems arise of if damage occurs please explain: _____					

All accidents or maintenance issues shall be reported to the Safety & Security office (217) 464-8888 as soon as possible.
IN CASE OF AN ACCIDENT:

- Registration, insurance cards and accident forms are located in the glove compartment.
- All accidents must be report to the local law enforcement agency where the accident occurred.
- Upon returning to campus, an incident report must be filed with Safety & Security.

IF VEHICLE BECOMES DISABLED:

- If possible, call the Safety & Security office (217) 464-8888 and ask for instructions.
- All major repairs must be pre-approved.

INCLEMENT WEATHER POLICY: The Director of Safety & Security or Captain of Safety & Security has the right to cancel any van reservation if it is determined, impending weather may cause a travel risk in accordance with the Department of Safety & Security Fleet Vehicle Cancellation Policy.

FOR SAFETY & SECURITY USE ONLY

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Date of return	Time of Return	Security Officer Initials	Unit #