Renter's Responsibilities:
1) The renter provides an account number and agrees that the following will be charged to that account as appropriate:
   a) The rental cost: $65.00 per day and $0.50 per mile over 300 miles per day.
   b) All fuel costs (returned vans needing fuel will be charged $5.00 per gallon).
   c) All tolls, fines or fees that may be incurred.
   d) Non-cancellation fee: A full day’s rental of $65.00 will be assessed when contract is not canceled a minimum of 24 hours prior to the scheduled departure time. (Cancellations must be made by e-mail to, and acknowledged by, the Transportation Office.)
   e) Cleaning charge: $30.00 will be assessed if van requires cleaning beyond that caused by normal use.
   f) Failure to return packet on time (included completed Van Charter Report and key). A $65.00 per day charge will be assessed until returned.
   g) All damage costs caused to, or by, the van while under the terms of the contract will be assessed as appropriate. This includes any motor vehicle accident for which RIT becomes liable, regardless of fault, as well as any interior or exterior damage caused by misuse or carelessness.
2) Only drivers certified by Parking and Transportation Services will be permitted to sign for the van packet.
3) Only drivers certified by the Parking and Transportation Services will be permitted to drive the vans. Any renter who permits an unauthorized driver to operate this vehicle may be excluded from renting vans from Parking & Transportation Services in the future.
4) The van may not be driven more than 800 miles per charter, nor go to any location not outlined in the charter agreement.
5) The renter will ensure that there will be no food transported in the vans.
6) The renter will ensure that no driver operates the van for more than 4 hours at any one time - no more than 200 miles.
7) The renter must provide a minimum of two (2) Parking & Transportation Services certified drivers for any trip where this time will be exceeded.
8) New York State law and RIT policy prohibits smoking, the use of controlled substances and/or alcohol by anyone using the van.
9) New York State law and RIT policy requires that the driver and all passengers wear seatbelts while using the van.
10) The renter is responsible for making the driver aware of this contract.
11) Parking & Transportation Services may occasionally need to cancel van reservations due to unforeseen circumstances. In such instances, the renter will be notified as soon as possible. The renter, not Parking & Transportation Services, will be responsible for making alternate transportation arrangements.

Driver's Responsibilities:
1) The driver is responsible for completing all information on the Van Charter Report, and for performing and recording all pre- and post-check inspections indicated on the form.
2) The driver is responsible for ensuring that all RIT policies prohibiting smoke, the use of controlled substances and alcohol are complied with.
3) The driver is responsible for ensuring that RIT policy requiring that seatbelts be worn by all passengers, including driver, is complied with.
4) The driver is responsible for operating the van in a safe manner at all times, and to comply with all vehicle traffic laws, both on and off campus.

Please be advised that there is GPS (global tracking service) in all vans.

I have read and understand the above contract and agree to the terms set forth in the contract:

Signature: _______________________________ Date: _______________________________
Please be advised that there is GPS (global tracking service) in all vans.