

## A&A Department Truck Rental Form

Use Policies & Procedures

Revised October 2012

The A&A Department owns a white 1991 Toyota pick up truck with Washington exempt license number **18170E**.  
**This vehicle is to be used for departmental business and during business hours only. \***

**Compliance with laws and regulations:** It is the operator's obligation to adhere to all civil and university policies on the use and operation of motor vehicles. For example, any parking or moving violation citations incurred are the responsibility of the driver. Moving violations or violation of UW or department policy may result in loss of access to the vehicle. UW vehicle use guidelines are found at <http://www.washington.edu/admin/motorpool> under Policies; note especially Administrative Policy Statements and Authorized Drivers and Passengers.

**\*Hours of Use:** See Lynn Catlett at 206.616.1116 to arrange use of vehicle outside normal business hours.

**Drivers/Passengers:** All drivers must present a valid driver's license. Drivers and passengers must be faculty, staff, or students of the A&A Department. Employees or students of other departments or others who may qualify as passengers must have prior departmental authorization.

**Cost:** \$12.00/hour; minimum charge one quarter hour.

**Reservations:** The reservation records and keys to the vehicle will be held at the reception desk in 211 Guggenheim Hall. Reserve the vehicle by accessing your Google @aa calendar. For more details, please visit <http://www.aa.washington.edu/operations/truckCalendar.html>

**Check-out:** At the time the key is picked up, the driver must present a valid driver's license and complete the check-out portion of this truck rental form including name, contact information, budget number, destination and departure time.

**Check-in:** Return keys promptly after trip. Complete the check-in portion of the truck use form, including return time, parking location (see map) and gas meter readings.

**Parking:** The vehicle may be parked in any UW parking space except for those spaces reserved for handicapped drivers. No permits are required for entering campus. Upon return the vehicle should be parked in lot C17 East of Guggenheim Hall. The vehicle's parking location must be reported upon return of keys.

**Accidents:** All collisions/accidents must be reported to the University Police within 24 hours. If an injury is involved, call the University Police immediately at (206) 543-9331. Collect calls will be accepted. In addition, when a collision/accident involves personal injury, death, or damage to the property of any one owner to the apparent extent of \$700 or more, it must be reported to the city police, county sheriff, or Washington State Patrol within 24 hours.

### In case of a collision/accident:

1. Stop immediately.
2. Take required precautions to prevent further collisions/accidents at the scene.
3. If an injury is involved, call 911 or the University Police immediately, (206) 543-9331. Collect calls will be accepted.
4. Two different forms are located in the glove compartment of each University vehicle. The forms should be filled out as follows:
  - o [State of Washington Vehicle Accident Report, form SF-137 \(1/79\)](#) UW policy requires this form be used to report ALL collisions/accidents and/or damage to a University vehicle. Send the completed form to the University Police, box 355200.
  - o **State of Washington Motor Vehicle Collision Report, form 3000-345-161 (2/97)** State law requires this form be filled out IN ADDITION TO the "State of Washington Vehicle Accident Report" IF the damage exceeds \$700 or there is a personal injury or death associated with the accident. Send the completed collision report to the agencies listed at the top of the form.
5. Notify A&A Main Office: 206.543.1950 of the collision/accident.
6. Return the vehicle to A&A or make arrangements with the A&A office to obtain the vehicle.

**Fuel: Gasoline is available from the UW Motor Pool Service Station**, located at the north end of the Plant Services Building on 25<sup>th</sup> NE during business hours. A purchase requires a form available from Motor Pool and budget #14-1015 (*return fuel purchase form to A&A with keys*). User will be credited a quarter-hour to compensate for time lost. **Do not fuel at commercial gas stations.**

**Do not return the vehicle empty of fuel.**

**CHECK OUT**

***I have read and agree to abide by the use policies detailed on the reverse of this form.***

A copy of this form is available:

- A) Online at <http://www.aawashington.edu/students/forms.html>
- B) In the glove box of the truck

User Signature: \_\_\_\_\_

Print User Name: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Issued by:      WA    Other \_\_\_\_\_

Date License Expires: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Budget # **(REQUIRED)**: \_\_\_\_\_

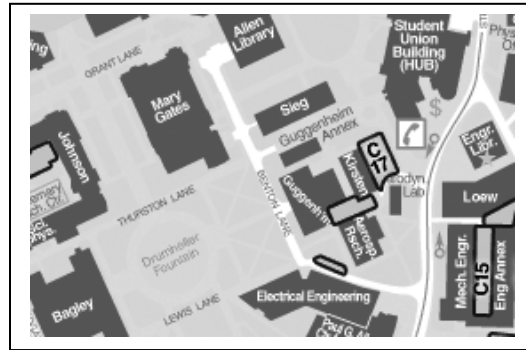
- on file
- attached

Reason for trip and Destination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Park In Lot C17 East of Guggenheim Hall*



**CHECK IN**

RETURN KEY TO A&A, RM 211 GUGGENHEIM HALL, NO LATER THAN 5PM WITHOUT PRIOR PERMISSION OF THE ADMINISTRATOR.

NOTE: Please enter this information at the END of your trip.  
Let us know if the truck needs fuel or other vehicle maintenance.  
We use this information to track maintenance and fuel needs, not to charge you.  
Thank you!

<b>Gas Gauge:</b>	<b>F</b>	$\frac{3}{4}$	$\frac{1}{2}$	$\frac{1}{4}$	<b>E</b>
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DATE **OUT**: \_\_\_\_\_ TIME **OUT**: \_\_\_\_\_

DATE **IN**: \_\_\_\_\_ Time **IN**: \_\_\_\_\_

Contact Kim Maczko or Lynn Catlett at A&A with questions: 206.543.1950

ADMINISTRATIVE USE ONLY

BUDGET: \_\_\_\_\_

TASK: \_\_\_\_\_

OPTION: \_\_\_\_\_

PROJECT: \_\_\_\_\_

TIME CHARGED: \_\_\_\_\_

INVOICE#: \_\_\_\_\_