**LC State Vehicle Rental Availability by Department**

The information below, including vehicle availability, types, rental or borrowing processes, and rates by department, is subject to change. Please consult each department for detailed instructions and up-to-date information on reserving or borrowing vehicles.

All drivers must be approved by the Public Safety Department, with supervisor authorization, and must have a Fleetio account to log pre-driving safety checks, mileage, and any fuel added to the vehicle. Supervisor authorization confirms that the department will assume financial responsibility for the deductible if the vehicle is damaged during the rental period.

All vehicles will be returned in the same condition as when they were checked out, including cleanliness, fuel level, and any repairs.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dept.** | **\*Vehicle** | **Passengers** | **Availability** | **Process** | **Rental****Agmt****Required** | **\*\*Cost** |
| **SUB/CSL** | 2012 Chevy Express Van (Qty: 2) | 12 | Used mostly Friday - Sunday | Contact Outdoor Adventures Coordinator | Yes | Full Day: $80Half Day: $45Extended Mileage (250 or more) $100 |
| **Athletics** | 12 and 15 passenger vans.  | 12 or 15 | Reservations recommended | Contact Athletics Director of Facilities | No | Full Day: $80Half Day: $45 |
| **Physical Plant** | '99 Jeep'99 Toyota TruckFord Truck | 52-32-3 | Day use only, Local transp. only | Contact Physical Plant | No | No cost |

\*Passenger count includes the driver.

\*\*A full day is more than four hours. A half day is less than four hours.

Fleetio access can be obtained by contacting Administrative Services or Physical Plant.