

TERMS & CONDITIONS FOR UHH / MOTOR POOL VEHICLES

University of Hawai'i at Hilo Motor Pool vehicles shall be used for official University-related business only. University employees and recognized student organizations are eligible for vehicle use. At no time shall unauthorized drivers or riders be permitted in University vehicles.

Authorized drivers and approving program are responsible for passenger and vehicle safety, and shall obey all University, County and State traffic and parking ordinances, rules and regulations. It is also the programs' responsibility to arrange transportation for unforeseen break downs. Be sure that you are aware of their travel arrangements. Fines for traffic violations or crimes are the responsibility of the authorized driver and approving program. Immediately report any and all accidents to the Parking Office. Out of courtesy to others, there is no smoking in the motor pool vehicles.

RESERVATION PROCEDURE

For EACH requested vehicle, complete a "Vehicle Request Form". Vehicles may be reserved a maximum of 14 continuous days. Requests will be accepted up to 6 months in advance. The "Vehicle Request Form" is processed on a first come, first served basis. Non-academic programs will be limited to six (6) approved/pending requests. Verification of all reservations will be returned to the requesting program.

CHECK-OUT: An authorized driver of approving authority will present his/her identification to pick up the vehicle keys at the Parking Office during normal hours of operation. Security does not have access to motor pool vehicle keys. Procedures for general usage and emergency instructions will be provided to the driver.

RETURN: Vehicle must be returned on time to the Motor Pool Parking Area. Motor pool vehicles receive monthly service and cleaning, so remove rubbish from the vehicle before checking it in. The University will not be responsible for any items left in the vehicle.

RATES AND BILLING

There is a cost to cover fuel and operational expenses. Programs will be charged upon return of the vehicle, and a 24-hour notice of cancellation will avoid any charges. Charges are calculated based on the confirmed reservation hourly time OR actual usage hourly time, whichever is greater:

\$1.00 / hour for sedans
\$3.00 / hour for full-size vans
\$3.00 / hour for Handicap Accessible Van

MOTOR POOL MANAGEMENT

An annual review will be conducted to determine if rates will change to meet the expenses of the services provided. Motor Pool privileges will be denied upon written notification of procedural violations and/or non-payment. (Submit written requests for reconsideration to the Auxiliary Services Officer). UHH reserves the right to cancel reservations at any time if Motor Pool Vehicles are unavailable due to unforeseen events.

THREE STRIKES POLICY

Strikes are placed towards programs not complying to the Motor Pool Vehicle Terms and Conditions. Three strikes will cause temporary suspension of future use of motor pool vehicles. Copies of these conditions can be obtained by contacting the UHH Parking / Motor Pool Office at 974-7784.