

Occidental College Policy
College-Owned Vehicle Rental Program
Revised October 1, 2011

Summary:

The policy authorizes the creation and maintenance of a fleet of College-owned vehicles to meet most (but not all) of the transportation needs of College departments and organizations.

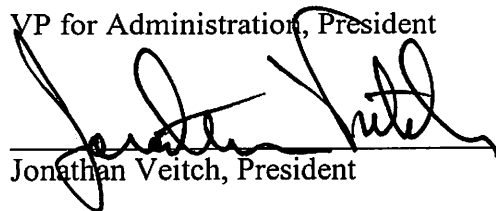
Policy:

For so long as the President deems it appropriate and feasible to do so, the College will own and operate a fleet of various types of vehicles for use by College departments and organizations. The purpose of the fleet is to provide access to convenient ground transportation for departments and recognized student organizations (including ASOC) that are engaged in appropriate activities related to Occidental's mission and programs. This policy provides that:

1. The VP for Administration is authorized to implement this policy and develop Vehicle Rental Program procedures and recommend such procedures, as well as any future revisions, to the President for his or her approval.
2. The Associate VP for Facilities is charged with the responsibility to manage the program's day-to-day operations and to maintain the vehicle fleet.
3. The Vehicle Rental Program will be managed in a fiscally responsible manner as a condition of continuing to provide an in-house vehicle fleet.
4. Departments and organizations that use vehicles from the fleet will pay a reasonable rental fee to participate. The rental fee will be proposed by Facilities Management and approved by the VP for Administration and the President.
5. Departments and organizations that use vehicles from the fleet are responsible for reimbursement of the Facilities Management Department for damage or excessive wear and tear on vehicles beyond reasonable wear and tear.
6. Fleet vehicles will be insured at all times.
7. The Vehicle Rental Program will be implemented and maintained in conformance with all applicable government regulations, College policies and insurance carrier requirements. This provision specifically affirms that all drivers of College-owned fleet vehicles must be Authorized Drivers as described in the Authorized Driver Policy.

Authority: VP for Administration, President

Approved by: _____


Jonathan Veitch, President

Date: _____

10/13/2011