

Calvin Authorized Driver

Fill out the Motor Vehicle Driving Release Form, an on-line Google doc form, to begin the process. Requests must be made a minimum of two weeks prior to driving a vehicle, in order to allow enough time to process the form and receive the Motor Vehicle Report (MVR) from the issuing state or province. If not enough time is allowed to receive the MVR, then the requester must obtain their own certified driving record and deliver it to Facilities. Persons from a foreign country, other than Canada, must have an international driver license, and must provide an MVR from their country. Contact Facilities for details on the requirements.

Instructions for completing the on-line defensive driving courses are sent to the prospective driver by e-mail [from AlertDriving.com, and may be diverted to the Junk Mail folder]. For prospective authorized drivers who do not complete the on-line courses and tests within 30 days, the sponsoring department will be charged for the incurred \$50 expenses. The driver will be notified that they have been authorized to drive for the university. A sticker will be issued to adhere to the back of a Calvin ID card.

Vehicle Reservations

Only faculty and staff may request vehicle reservations. Students who are part of an officially recognized student organization may rent vehicles, and the request must be submitted by the student organizations coordinator in Campus Involvement & Leadership. Vehicles are not to be used for personal use.

All vehicle requests, including golf car and bus requests, are made by completing the vehicle request form which provides all of the information needed to make the reservation. Vehicle requests may be made well in advance and should be made at least two business days prior to the rental. A vehicle request submitted less than two business days in advance may not be able to be filled. Each driver name must be included, and all drivers are required to be authorized drivers. The rental companies will send an email confirmation for each request with a reservation number. It is the requester's responsibility to reference the reservation number with any questions, changes, cancellations, and invoice questions.

Enterprise and Budget are the preferred providers for Calvin University. There are two restrictions to note regarding Enterprise rentals. Enterprise corporate policy does not allow large passenger vans to drive to Canada (cars, minivans and SUVs are fine). Enterprise Rental requires drivers of large passenger vans and large SUVs to be 21-years of age (cars and minivans and SUVs are fine) while Budget requires drivers for the same vehicles to be 25.

Notify the rental agency of any schedule change or cancellation of a reserved vehicle by email as soon as possible. If the cancellation is close to the reservation time, please call the rental agency branch.

The vehicle pickup date, pickup time, return date and return time refer to the actual time of the reservation period / trip, and indicate the period of time during which Calvin's insurance coverage is in effect. Vehicle(s) delivered to campus and will be parked in the north end of Lot 8 and the keys can be picked up at the bottom of the stairs to Campus Safety. A vehicle may not be driven off campus prior to the stated pickup date and time. If a driver wishes to drive a vehicle earlier than the stated pickup date and time, the date and time must be revised with the rental agency and additional rental charges will accrue.

The driver is responsible for performing a vehicle inspection at the beginning and end of the rental period and for refueling prior to returning. This includes taking a short video survey of the entire perimeter (and interior as necessary) of the vehicle upon receipt and return in order to document the vehicle's condition. Drivers should keep the videos for 6 months' time in order to indemnify the University and individual departments against mistaken damage claims and charges. If damages are discovered upon receipt of the vehicle, take pictures of the damage and report it to the rental company immediately at the email address from which your reservation confirmation was received.

Vehicles are to be returned promptly by the stated return date and time. Returned rental vehicles are to be locked and parked in Parking Lot 8 (across from the Facilities building) and the keys must be returned to the key kiosk (where they were picked up). Reply to your confirmation email to let either Enterprise or Budget know that the vehicle is ready to be picked up in order to avoid excess rental charges.