

## LC State - SUB/CSL Van & Accessory Rentals

The Student Affairs vans and any accessories are available for any LC State employee, division, department, or otherwise recognized college unit to provide travel to a school related event.

The information below, including vehicle availability, types, rental or borrowing processes, and rates, is subject to change. Please consult the SUB/CSL van manager 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.

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

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

**SUB/CSL Vehicle manager:** Jacob Crist / ext. 2670 / [jdcris@lcsc.edu](mailto:jdcris@lcsc.edu)

Dept.	*Vehicle	*Passengers	**Cost
SUB/CSL	2012 Chevy Express Van (Qty: 2)	12	Full Day: \$80 Half Day: \$50 Extended Mileage: \$100/day
SUB/CSL	Roof Top Cargo Box (Qty: 2)	Length: 6 ft. 9 in. Wide: 36 in. Height: 15 in.	Full Day: \$15 Half Day: \$10 Extended Mileage: \$20/day
SUB/CSL	Cargo Trailer (8ft)	8ft long Single axle 2 inch ball	< 99 miles: \$15 100-199 miles: \$25 >200 miles: \$35/day
SUB/CSL	Cargo Trailer (16ft) Warrior Wagon	16ft long Double axle 2.5 inch ball	< 99 miles: \$25 100-199 miles: \$55 >200 miles: \$100/day

\*Passenger count includes the driver.

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

\*Extended milage is an average of 200 miles or more per day on your trip.

\*Single or multi-day rentals available.

\*Trailer delivery fee adds \$0.75 per mile.

# Student Affairs VAN RESERVATION & RENTAL AGREEMENT

Updated Fall 2025

The Student Affairs vans are State of Idaho property, therefore it is required that the LCSC Policy and Procedures Manual, policy #4.112 is followed. This policy is to provide guidelines on college-owned and college-rented vehicle usage.

## FIVE DAYS NOTICE IS REQUIRED

### Person Making Request

Name \_\_\_\_\_

Email \_\_\_\_\_

Extension \_\_\_\_\_

### Booking Department

\_\_\_\_\_

### LC Account # for IDG

\_\_\_\_\_

### Trip Destination

\_\_\_\_\_

Number of Vans being Reserved  1  2

### Travel Date(s)

\_\_\_\_\_

Pick Up  
Date & Time \_\_\_\_\_

Drop Off  
Date & Time \_\_\_\_\_

### Purpose of travel:

\_\_\_\_\_

## Driver Information

Name

Cell Number

Email

Driver Van 1)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver Van 2)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of

passengers:

\_\_\_\_\_

## Van Rental Agreement

Updated Fall 2025

Definition of Renter: Any college employee, division, department, or other recognized college unit.

1. The driver must be an LC State employee, student, or have approval from the President or VP.
2. A list of all possible travelers should be submitted on travel authorization.
3. Always have insurance/registration papers in the glove compartment.
4. All drivers must complete a Vehicle Use Agreement/Driver License Record Check and complete the online Safe Drivers Training with the **Public Safety Office**. Student drivers are required to complete the in-person driver training scheduled with the SUB/CSL van manager. The in-person driver training is not required for staff/faculty/professors unless requested.
5. The Public Safety office will keep record of those who have completed the Vehicle Use Agreement/Driver License Record Check. The SUB/CSL van manager will keep record of students who have completed the in-person driver training.
6. People who have not completed the training will not be issued keys to the van. If unauthorized drivers are caught driving the vans, the unit responsible for renting the van(s) may lose van privileges indefinitely.
7. Driver must have a valid U.S. driver's license; be at least 18 years of age, and have 2 years driving experience.
8. Smoking is not permitted in a College vehicle.
9. Drivers may not use a cell phone while driving.

9. Alcohol is not permitted in a college vehicle, nor may the driver drive under the influence.
10. Drivers must adhere to all conditions listed in the Vehicle Use Agreement contained in LC State Policy 4.112.
11. Only LCSC staff, faculty, students and approved volunteers may travel in College-owned vehicles.
12. Vans are to be parked in the west side parking lot in spaces designated with 'Reserved for Student Services Van' signs.
13. All renters will be responsible for purchasing fuel for the van at the renter's expense and must return the vans to the campus with a full tank of fuel. Renters are also responsible to have the exterior and interior cleaned upon return. A fueling and/or cleaning charge will be charged a rate of \$25 per hour on top of costs associated with cleaning or refueling.
14. Renting units will be responsible for keeping the interior of the vans clean. This includes removal of personal items and trash upon returning the vans to campus. **NO food or drinks**, other than bottled water, are permitted in the vans. Food and beverage stain removal or any other excessive cleaning needed to the interior of the van is the financial responsibility of the renting department and must be reported to the CSL department as soon as possible. A cleaning charge may be assessed.
15. Financial responsibility for any damage to the van, including mechanical, interior, and body, and all van rental accessories (roof racks, rocket box, hitch carriers, or trailers). will be assessed to the renting department.
17. Van rental rates are calculated based off each department's reservation form. From the time you pick-up the van keys to the time you return them.
18. Cancellations **MUST** be submitted in writing **48 hours PRIOR** to the date of use on the reservation form. Failure to comply will result in a 50% of the rental charge to the respective department.
19. Departments who have reserved one or both vans and do not use them will be charged for the reservation regardless of use.
20. A late fee of \$50 will be assessed for late return.
21. Keys for each van will be kept in the CSL Department office. Keys will be checked out to, and returned by each renter.
22. A Van Reservation Form must be completed and turned in by a renting department two days in advance. The Van Reservation Form will include a list of drivers, driver contact information including a telephone or cell phone number, statement of purpose of the trip, dates of the trip including dates the van(s) will be checked out and an estimated return time.
23. The CSL Department will be responsible for scheduling routine maintenance, oil changes, and tire changes for the vans.
24. The Vice President for Student Affairs and staff assume no responsibility for driving conditions – force majeure (acts of God). The Vice President's Office also is not responsible for damage to the vehicle; the division of the renter claims all responsibilities of the driver.

### Routing & Approvals

**Note:** The preparer of this document is responsible for identifying all needed e-mail address. Please do not 'Print to PDF' or send a scanned copy of this form for signature routing.

**Prepared by email:**

- I have read and understand the Van Rental Agreement form.
- I have completed a Vehicle Use Agreement and driver's license background check with Public Safety.
- I have submitted the proper Travel Authorization forms for this trip.

Signature	LC State E-Mail	Digital ID Signature	Action	
			Disapprove	Approve
Traveler	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Supervisor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Van Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>