

Mississippi University for Women
Rental Vehicle Form

MUW ID No. _____ Name of Driver _____

Driver's License Number /Expiration Date/State Issued _____

Address _____ Department / Office _____

Dates of Travel _____ / _____ / _____ to _____ / _____ / _____

City & State of Travel _____

Departure Time | Return Time _____ Number of People Traveling _____

Org Code (6 digit) _____ Budget Manager's Signature _____

Type of Vehicle Requested	X
Economy (ex: Toyota Corolla)	
Mid-Size (ex: Toyota Camry)	
7 Passenger Van	
12 Passenger Van	
MUW Van	
Personal Vehicle (at lower mileage rate)	

Special Instructions

If nothing is available, call Accounting

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- Vehicle renters are to be 25 years or older.
 - If employee's license is suspended or revoked, they are not permitted to rent a vehicle
 - Driver must obey all traffic rules in the state they are traveling in
 - Traffic violation tickets will be paid by the driver of the vehicle and reported to Accounting
 - The University has zero-tolerance for driving under the influence of alcohol and illegal drugs
 - Smoking or using smokeless tobacco is prohibited in the rental vehicle
 - Making or receiving calls while driving is prohibited
 - Only MUW employees, students, and approved guests can ride in the rental vehicle
 - Passengers, unless authorized employees, cannot operate the rental vehicle
 - Drivers are prohibited from taking the University's rented vehicle to their residence
 - Wearing of seatbelts is mandatory, on or off campus
 - Employees who receive a citation for not wearing seatbelt is responsible for paying the fine
 - All passengers are required to wear their seatbelts
 - While operating rental, driver may not use cell phone, laptop, tablet, etc.
 - Distracted driving is prohibited (reading, writing, using tobacco, touch screen, etc.)
 - Drivers are prohibited from operating a vehicle while mentally and physically impaired
 - Fatigue should be monitored carefully to ensure it does not impact driving safety
 - Medical conditions and Mental state should be monitored carefully before driving
 - Unsafe or aggressive driving can create negative public impressions and can result in injury
 - Speeding, improper passing, failure to yield, tailgating are all prohibited
 - Drivers are to safely move over for emergency vehicles
 - Failure to adjust to road and weather condition and the improper use of vehicle safety devices (lights, wipers, turn signals) is prohibited
 - Improper gesturing, language or use of horn and lights is prohibited
 - Appropriate action should be taken to prevent collisions during parking and backing operations
 - Vehicles should be locked when not in use
 - Keys should never be left in an unattended vehicle
 - Immediately report all accidents to law enforcement and University Accounting
 - Get name, driving license number, tag number, and insurance carrier from other person in wreck.