

Mississippi University for Women

Rental Vehicle Form

MUW Employee Requesting Vehicle _____

Department Name _____

Group Name, Purpose, Official Function _____

Date(s) Requested _____

Departure Time | Return Time _____

Number of People Traveling _____

Destination (city|state format) _____

Budget Code to be Charged (6 digit) _____

Driver's Name _____

Driver's License Number | Expiration Date _____

State Licenses is Issued _____

Budget Manager's Signature _____

Type of Vehicle Requested	X	Special Instructions
Economy (ex: Toyota Corolla)	<input type="checkbox"/>	
Mid-Size (ex: Toyota Camry)	<input type="checkbox"/>	
7 Passenger Van	<input type="checkbox"/>	
12 Passenger Van	<input type="checkbox"/>	
MUW Van	<input type="checkbox"/>	
Personal Vehicle (at lower mileage rate)	<input type="checkbox"/>	
If nothing is available, call Accounting	<input type="checkbox"/>	

For Accounting Use Only										
Signature Confirming Reservation _____										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Approved As Written</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td rowspan="4" style="width: 55%; vertical-align: top; padding: 5px;">Remarks:</td> </tr> <tr> <td style="padding: 5px;">Other (see Remarks)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Rules and Regulations Reviewed on Back</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Quote 2 weeks before trip</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Approved As Written	<input type="checkbox"/>	Remarks:	Other (see Remarks)	<input type="checkbox"/>	Rules and Regulations Reviewed on Back	<input type="checkbox"/>	Quote 2 weeks before trip	<input type="checkbox"/>	
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Mississippi University for Women
Rental Car Policy
2024



- 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.

I acknowledge I have read and understand MUW's Rental Vehicle Policy
(provide link here)

Employee Name _____ Date _____

University employees are warned that failure to follow this policy will be addressed immediately and will subject the person violating this policy to disciplinary action, including possible immediate dismissal of their job.

An employee caught driving under the influence of drugs, alcohol or with a suspended/revoked license is subject to immediate dismissal

Employee Name _____ Date _____