

ACKNOWLEDGEMENT OF RULES/POLICIES

Please **initial** by each statement acknowledging that you have read and understand each item:

- _____ A Texas A&M staff or faculty member **must** be present on every out of town trip. You do not need a staff person per vehicle if you are using more than one. One staff person to travel with the entire caravan is the requirement. Student Organizations/ Groups must be “recognized” and in good standing with the University.
- _____ Only those individuals who have been designated as drivers, and have had a driving history run on them (by Student Activities), may operate the vehicle(s). In other words...if you did not sign up to drive then **YOU MAY NOT DRIVE!**
- _____ **ALL PASSENGERS** of the vehicle (not just the driver) are **REQUIRED** to wear their seat belts at all times!
- _____ A \$1,000 deposit for insurance is required (in advance) on each vehicle rented. The Department of Student Activities is actually responsible for a \$2,000 deposit on every vehicle you rent, but we are only holding you responsible for \$1,000. You must pay this deposit by using an “Approval to Charge” form from the Student Organization Finance Center (your cash account). **We do not accept personal checks for the deposit!**
- _____ The insurance covers damage to the University vehicle and any other vehicle that may be involved in the event of an accident. The University’s Collision Insurance **does NOT cover the driver or occupants of the vehicle.** If you are involved in an accident in which the driver is at fault, your deposit will likely be forfeited.
- _____ The Approval to Charge Forms must be received no later than **5 business days** before the trip. Fleet Leasing will not reserve the vehicle without this form. This form is for the estimated cost of the rental. The estimated cost includes the van rental fee, the cost of \$10.00 (per driver) for the on-line driver training course, and the cost for driver checks. Students with bad driving histories will not be allowed to operate any Texas A&M University vehicle.
- _____ You will be given State Fuel Cards to use on your trip (if you travel out of town). Please be aware that if you use these gas cards you will be billed for them about 60 to 90 days after the completion of your trip. Your organization is responsible for all costs incurred on these cards while they are in your possession.
- _____ All students that are traveling must sign the Recognition and Assumption of Risk form. It must be turned in (fully completed) to the Student Activities Risk Management/Organizational Development Area at least 5 business days prior to the trip, or **your reservations will be cancelled.**
- _____ If you return the vehicle after the 24th hour you will be charged an additional day. Cancellations must be made 24 hours in advance to avoid being charged.
- _____ Traveling outside of the country is not allowed.
- _____ It is the general policy of the Department of Student Activities not to allow student organizations to rent vehicles if minors (those persons under 18 years of age) will be traveling in the rented vehicles. Exceptions to this general policy may, in certain cases, be granted by the Director of Student Activities. A request for exemption must be submitted in writing with other paperwork.