

By removing keys for a University vehicle from University Fleet Managements self-serve KEYOSK dispatch system, the leasing department agrees to the following.

Vehicle Lease Agreement

Leasing Department: _____

Vehicle Unit Number: _____

Reservation Number: _____

Lease Period: _____

Monthly Depreciation Charge: _____

Mileage Rate (Fee): _____

Agreement between the above referenced department (Lessee) and University Fleet Management (Lessor) to lease the above-identified vehicle. The monthly charge covers vehicle depreciation, insurance, maintenance and repair. The mileage charge covers accelerated vehicle depreciation due to exceeding the planned life of the vehicle.

Lessee agrees to utilize the online vehicle e-Log (<https://scsapps.unl.edu/MileageLog/>) or maintain a paper mileage log and submit end-of-month odometer and days use readings on or before the 7th of the following month.

All maintenance is to be performed at the lessor's facility or a pre-determined location, except in the case of emergencies. In the case of an emergency or out-of-area breakdown, the lessor will provide assistance to enable the vehicle to be repaired. In the event of an out-of-area breakdown, the lessee must have prior approval from lessor for repairs exceeding \$100.00. The lessor will not be responsible for a replacement vehicle or for loss of time due to out-of-town breakdowns.

Lessee will pay an insurance deductible in case of an accident where lessee is at fault. All accident damage will be repaired during or at the end of the lease period. Lessee will be responsible for any vehicle damage associated with driver abuse or negligence during the rental period. There will be no extra charges at time of vehicle turn-in except in the case of excessive wear and tear. Charges associated with driver abuse, negligence, excessive wear and tear will not be charged without prior notification to the lessee by the lessor.

Drivers are responsible for inspecting the vehicle for body damage prior to operation and reporting any damage using the appropriate form to avoid being held responsible.

Each vehicle is assigned a specific Voyager credit card, which is nationally accepted, provides fuel discounts, and federal tax exemption for the University. The assigned Voyager credit card is not to be used for other vehicles. The drivers Voyager PIN is required to authorize the transaction and the odometer must be entered to complete the

authorization process. Personal items (food, etc.) are never to be charged to the Voyager credit card.

University vehicles are “moving billboards” and drivers are required to operate vehicles in a courteous manner, being mindful of the public perception of University is often influenced by how the University vehicle is driven, or where the vehicle is operated or parked. Vehicle operators are required to exercise reasonable judgment while driving or when parking by establishments other than University owned facilities.

University vehicles can only be used for official University business. At no time is personal use of a University vehicle allowed. Personal use examples: Weekend Driving unrelated to business; Vacation driving; Commute mileage; Midday drive away from regular workplace solely or primarily for personal reasons; Loan of car to authorized driver(s) for use unrelated University business.

Only University employees, students, or approved guest on official University business can ride in a University vehicle. All occupants must wear seat belts at all times.

University vehicles are subject to the same parking rules and regulations as personal vehicles such as "No Parking" zones, restricted curb zones marked in red-yellow-blue, sidewalks, pedestrian crosswalks, barricaded or closed lots, or handicap parking.

Vehicle drivers should understand tickets issued while assigned a University vehicle are the driver's personal responsibility.

Only drivers who have been pre-approved by University Fleet Management may operate the vehicle.

Vehicle modifications, roof racks or trailer hitches are not permitted, unless prior written authorization from "University Fleet Management" is obtained.

Smoking or alcoholic beverages are not allowed in University vehicles.

Drivers are to avoid the use of cell phone, smart phone, blackberry, or other electronic device while operating a vehicle.

The security of University vehicles and their contents is the driver's responsibility. When vehicles are left unattended for any reason, the keys must be removed, the windows closed and the doors locked to prevent unauthorized use or theft of vehicle contents.