All rental vehicles are dispatched using Fleet Managements KEYOSK self-serve dispatch system. Only the driver listed on the reservation is allowed to check out the vehicle and dispatch is restricted to 2 hours before and 4 hours after the scheduled pick-up date/time. Please email autorental@unl.edu if the driver needs to change the pick-up date/time. Please make sure the driver listed on the reservation receives the reservation confirmation email. This will help them to have the correct information pertaining to vehicle type, pick-up date/time and return date/time.

• How to dispatch a rental vehicle: https://fleetmanagement.unl.edu/SelfServe.Dispatch.pdf

Note that the driver must have their NCard to access the University Fleet Management lobby and must have their driver’s license to check a vehicle out from the KEYOSK system.

All Drivers are required to read and sign an annual driver’s agreement https://scsapps.unl.edu/RentalRequest/DriverAgreement

To modify, cancel, or change drivers go to https://scsapps.unl.edu/RentalRequest/ModifyReservation/

Sedans and Minivans cannot be used off-road. Departments are responsible for the entire cost of repair or replacement if sedans or minivans are operated off-road.

Prior to departing Fleet Management, we request the driver complete a vehicle inspection to document any pre-existing damage. The smartphone compatible inspection form can be accessed at Vehicle Check Out pre-travel inspection, for drivers without a smartphone, paper inspection forms can be obtained and returned to the dispatch lobby.

Per Nebraska Statute and University Policy a daily trip log is required, the smartphone compatible mileage log can be access at Mileage Log, for drivers without a smartphone paper mileage logs can be obtained from the dispatch lobby. Mileage submitted using the smartphone compatible link require no further action, monthly rental mileage & days use recorded using a paper log require submission by the 7th of the following month on-line at https://scsapps.unl.edu/MileageEntry/DeptVehicle.aspx

A valid parking permit is required to park a personal vehicle at University Fleet Management. If you do not have a University parking permit on your personal vehicle, in order to avoid receiving a Parking Violation, print out this email and place it on the dash of your vehicle. The reservation confirmation printout will serve as a parking permit for daily rental vehicles at University Fleet Management and is only valid while the daily rental vehicle is checked out from University Fleet Management.

Check the weather and road conditions: http://www.511.nebraska.gov/atis/html/index.html