



Bonner Center for Service and Learning Vehicle Rental Agreement 2009 - 2010

NAME _____ PHONE _____

OCMR _____ GRAD YEAR _____ ID # _____ DATE _____

***PLEASE READ EACH STATEMENT CAREFULLY AND INITIAL INDICATING THAT YOU HAVE READ AND UNDERSTAND THE STATEMENT.**

TO BE ELIGIBLE TO RENT

_____ **PAYMENT FOR SERVICE:** I am not receiving payment from my service site. If you are receiving payment of any kind from your service site you are not eligible for Bonner CSL supported transportation. The Bonner CSL does not provide transportation assistance for the Community Service Work-Study Program.

_____ **OHIO VS. OUT OF STATE DRIVER LICENSES:** It is necessary for you to be registered with transportation in order to rent a vehicle. If you do not have an Ohio driver license, it will be necessary for you to take a short written test at transportation. Lois Ashby administers the test Monday - Friday from 9:00 - 11:00 a.m. or 1:00 - 3:00 p.m. at the Transportation office located in the Service Building (the big building behind Mudd). If you have an Ohio driver license, it will not be necessary for you to take the test, but you will still need to fill out forms at the Transportation Office. **EACH YEAR ALL STUDENTS MUST HAVE THEIR DRIVING RECORDS CHECKED BY THE OHIO DEPARTMENT OF TRANSPORTATION!**

_____ **YOU MUST READ AND SIGN THIS AGREEMENT IN ORDER TO RENT A VEHICLE:** Once you have completed this form, we will keep it on file. A copy will be made for you to keep for your records.

_____ **YOU CAN LOSE THIS PRIVILEGE:** If you consistently forget to pick up your keys, do not cancel your reservation with adequate notice, are found to be misusing the vehicle or not following the rules you agreed to.

RENTAL PROCESS

_____ **MAKING A RESERVATION:** Contact Vicki Yacobozzi by email or phone (see below) at the Bonner Center for Service & Learning to reserve a vehicle. If possible, contact her **at least seven (7) business days** in advance.

_____ **GETTING THE VEHICLE:** Once your reservation has been confirmed, you will be sent an email or called. If you are not available, a message will be left if you have an answering machine. **You must present your driver's license when picking up car keys.** You will need to pick up the keys from Lois on the day of your reservation. You can get the keys between 8:00 a.m. and 12:00 noon and 1:00 p.m. and 3:30 p.m. Monday – Friday if your reservation is scheduled to begin after 4:30 p.m. They will tell you where your vehicle has been parked and give you any instructions at that time. **Transportation closes at 3:30 p.m. for key pick up.** If you have a reservation for the following day that begins before 8:30 a.m., you may pick up your keys the day before. The keys for weekend reservations must be picked up between 3:00 p.m. and 3:30 p.m. on the preceding Friday. If you reserve a vehicle, **you are the only person who can pick up the keys and no other person, except yourself, can drive the vehicle due to insurance regulations.**

TO CANCEL A RESERVATION

_____ **PLEASE FOLLOW THE FOLLOWING PROCESS:** First, contact BOTH Vicki Yacobozzi and Beth Blissman, the Bonner Center for Service and Learning Director via email and phone **48 hours in advance of your scheduled reservation.** They will then cancel your reservation in the Transportation Office. In the event of an emergency (i.e., illness, weather-related emergency, cancellation by the site) and you are unable to give 48 hours notice, please notify both Vicki Yacobozzi and Beth Blissman **IMMEDIATELY!**

***SPECIAL CONSIDERATIONS
(READ CAREFULLY)**

BILLING THE STUDENT: Each time you take out a vehicle, we are charged \$35.00. If you forget or fail to take the vehicle out when it is reserved for you, we are still charged \$35.00 per day (\$65.00 for a small van), **the Bonner Center for Service & Learning will in turn bill you \$35 per day (\$65.00 for small vans).** If you must cancel a reservation, please call **48 HOURS** in advance to avoid being charged. **For Saturday and Sunday cancellations, you must call no later than 10:00 a.m. on Friday to avoid late cancellation charges.**

USING THE VEHICLE: All drivers and passengers must be affiliated with Oberlin College. **You may only use the vehicle to go directly to and from your service site. NO EXCEPTIONS.** The first violation of these rules will result in a verbal warning. The second violation will result in the loss of rental privileges for the driver for the remainder of the semester. If you will be doing service work that involves more vehicle usage than originally expected (traveling to different branches of your site, etc.) please let Vicki in the Bonner Center for Service & Learning know in advance. Failure of notification of extra mileage will result with the driver (i.e., you) paying the extra cost.

RETURN THE VEHICLE AND PAPERWORK ON TIME, ALWAYS: Reservations are often booked back to back, and returning a vehicle late may mean a great inconvenience for someone else. The reservation cannot be extended without approval from the Bonner Center for Service & Learning. If you return to campus late, fail to turn in your paperwork, or leave debris, etc. in the car, your driving privileges will be revoked.

EMERGENCY SITUATIONS - ACCIDENTS or BREAKDOWNS

IN CASE OF AN EMERGENCY SITUATION: All accidents or breakdowns are considered emergency situations and are to be reported to Vicki Yacobozzi AND Lois Ashby (see phone #'s below) immediately unless normal business hours are not in effect. In case of an after-hour accident or breakdown, Vicki Yacobozzi and Lois Ashby must be notified at the beginning of the next business day. Barring injury to yourself or the vehicle, you are expected to return the vehicle on time unless special arrangements have been made with Transportation or The Bonner Center for Service and Learning.

ACCIDENT DEDUCTIBLE: If a student is involved in an accident, the Bonner CSL is charged \$500 for the deductible. In the event of a citation, the student is responsible for the full deductible. If no citation is given, the student will be responsible for \$250. These charges will be billed to the student's account and **MUST** be paid within 30 days.

IMPORTANT DETAILS

BONNER CENTER FOR SERVICE & LEARNING

Vicki Yacobozzi, Administrative Assistant
Hours - 8:30 a.m. - 5:00 p.m. M-F
Phone – x58055
Email: victoria.yacobozzi@oberlin.edu
www.oberlin.edu/bcsl

Beth Blissman, Director
Bonner Center for Service & Learning
Phone: - x55385
Email: beth.blissman@oberlin.edu

TRANSPORTATION

Lois Ashby, Administrative Assistant
Hours - 8:00 a.m. - 12:00 p.m. and
1:00 p.m. - 3:30 p.m. M-F
Testing Times - 9:00 - 11:00 a.m. and
1:00 - 3:00 p.m. M-F
Phone – x58432

THE AGREEMENT:

DRIVING A COLLEGE VEHICLE TO YOUR COMMUNITY SERVICE WORKSITE.

I, (print your name) _____, have read, understand, and agree to the conditions listed herein for using a college vehicle.

Signature: _____

Date: _____