



Reserving College-Owned and Rental Vehicles Frequently Asked Questions

The college makes college and rental vehicles (minivans and small SUVs) available to students, faculty and staff for use supporting the College's mission. Review these frequently asked questions for information related to reserving and picking up a vehicle, driver requirements, safe operating expectations, accident reporting, and training requirements.

Vehicle Reservations

1. Who is permitted to reserve a vehicle?

Faculty and staff currently employed may reserve a vehicle.

2. Who do I contact to reserve a vehicle?

Contact the Facilities Services Office Coordinator at 610-409-3246 or lrobb@ursinus.edu.

3. What information do I need to provide to reserve a vehicle?

Faculty and staff reserving a vehicle must provide a budget number, date(s) of reservation, destination, and name of the driver(s).

4. How far in advance should I make a reservation?

Prior to the start of the semester:

Faculty may reserve via email to Facilities Services Office Coordinator at 610-409-3246 or lrobb@ursinus.edu two weeks prior to the start of the semester.

Additional reservations will be accepted during the first week from other organizations supporting college services, however, those reservations could be "bumped" by a faculty request received in that same period. There will be no "bumping" after the first week (faculty reservation week).

During the semester: As soon as you are aware of the date, contact the Facilities Services Office Coordinator at 610-409-3246 or lrobb@ursinus.edu.

5. What if I no longer need the vehicle?

Cancel the reservation as soon as possible but no less than 48 hours ahead of the scheduled date by contacting Facilities Services Office Coordinator at 610-409-3246 or lrobb@ursinus.edu. If you neglect to cancel at least 48 business hours in advance, and vehicles were rented to fulfill the requested needs of the day, your department will be charged for the rental vehicle cost at the current daily rate.



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Insurance and Gas Information

6. Do I have to fill the vehicle with gas prior to returning the vehicle to Facilities?

In most uses, you do not need to fill the vehicle with gas. If your destination is more than 3 hours away, Facilities will provide a college gas card for your use. Please retain the receipts and return them with the gas card and keys to Facilities upon your return to campus.

7. Where can I obtain a copy of the college's insurance card?

For college vehicles obtained from Facilities: Insurance cards are located in the glove box.

For Kulp rental vehicles rented through Facilities: An insurance card is included with the rental agreement and keys in the envelope provided by Facilities.

For all other vehicles rented directly by departments, contact the Facilities Services Office Coordinator at 610-409-3246 or lrobb@ursinus.edu, or the Director of Environmental Health and Safety & Risk Manager at 610-409-3221 or cmcmillin@ursinus.edu.

8. What are the eligibility requirements for drivers?

In general, all drivers must complete and submit a motor vehicle record (MVR) that is reviewed by the college's third party vendor, meet the criteria outlined in the college's [Fleet Safety Policy](#), and complete the applicable annual [training](#). Review the eligibility requirements [here](#).

For additional information, review the college's [Fleet Safety Policy](#).