

## SORC Quick Pick

# Vehicle Rentals

### ***Procedures***

For trips ***under*** 250 miles one-way:

- Turn in **TWO WEEKS** in advance
- All blanks filled out on rental form
- List version of map

For trips ***over*** 250 miles one-way:

- Turn in **THREE WEEKS** in advance
- Copy of Advisor Acceptance form
- Detailed itinerary
- 2nd approved driver for each car
- All blanks filled out on rental form
- List version of map

If multiple drivers are going to:

- **Different locations**- Separate packets for each driver, each organized by date.
- **Same location**- One packet with one set of maps.

### ***Driver Registration***

- All drivers must be **registered** with Motorpool and must renew every **academic** year.
- Come to SORC to complete this- bring Pitt ID and driver's license.
- Drivers must be at least 21.
- If requesting a 12-person van, driver must be at least 25.
- All drivers must be Pitt students, faculty, or staff with a current Pitt ID.

### ***Rental Form***

- Use the **Authorization for Student Organization Use of a University Vehicle** form found on the SORC website.
- All forms must be typed and filled out completely or they will **not** be accepted.
- List the full names of every passenger and driver.
- There is **no** guarantee of vehicles unless all procedures are followed.

### ***Details***

- Key pick-up is in the **Motorpool Office** in Forbes Tower from 9am- 4pm Monday-Friday.
- Cars will be held in either Posvar garage or Soldiers and Sailors garage.
- Cars can be returned at any time- there are key drop-boxes in each garage.
- Motorpool Office: (412)- 648-7690

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### **University Cars vs. Enterprise**

- Car Availability
  - Groups will first be assigned a University car
  - If one is not available, Motorpool can arrange an Enterprise rental
- University car rentals include **gas cards**, but Enterprise rentals do not.
- University car charges are as follows:
  - 5 person car- \$25/day
  - 7 person van- \$60/day
  - 12 person van- \$85/day
- Enterprise charges will vary by distance and length of trip.
- **Rental charges** will automatically be taken from the group SORC account.
- Other travel expenses (tolls, parking, etc) will need to be **reimbursed**.

### **Charter Buses**

- The **Transportation Office** can arrange a charter/coach bus rental with Lenzner Travel.
- **Remember:** The P-Card does not work for charter bus rentals.
- **Procedure:**
  - Complete the **Charter Bus Request Form** with trip information and an itinerary.
  - Bring to SORC for account number and Business Manager signature.
  - Return form to Transportation Office.
- A professional bus driver will be booked- students do not drive these buses.
- Transportation Office: (412)-624-8801

### **Cancellations and Updates**

- **To cancel** a rental, call Motorpool directly.
  - There must be at least 24 hours notice or the group will still be charged.
- **To update** a rental, work with SORC Staff to edit and re-fax forms to Motorpool.