UNIVERSITY OF HAWAI`I AT HILO – TCBES

 **FORD ESCAPE HYBRID**

**TERMS & AGREEMENTS**

1. We reserve the right to recall the vehicle within 24 hours.
2. Gasoline is the responsibility of the user; the vehicle must be returned full. No exceptions.
3. A daily rate of $20.00 will be billed to the vehicle user, regardless of mileage incurred. Should the vehicle be held overnight without prior arrangements, or not returned within 2 hours of scheduled return, an additional fee of $20.00 per day will be charged to the user.
4. The vehicle will be returned clean as specified by cleaning checklist (attached). If the vehicle is returned dirty, a $50.00 cleaning fee will be charged. Excessive cleaning will be charged $100.00.
5. An invoice for vehicle usage will be sent out at the end of each month, to be paid within 30 days.
6. Unless requested overnight, the vehicle must be returned to the dormitory parking lot and keys returned to staﬀ. No keys are to be held overnight, unless prior arrangements have been made and approved.
7. All drivers must be familiar with proper use and operation, and be aware of limitations of the vehicle. If unsure about use, PLEASE ASK STAFF!
8. Charges for damage to vehicle are the responsibility of the user.

9) University employees, staff and students are authorized drivers and riders. At no time shall unauthorized drivers or riders be permitted in University vehicles.

10) The signee has all written permits and permissions deemed necessary on hand to enter location/site visited.

11) To prevent the spread of invasive species and harmful pathogens, particularly Ohia Wilt (*Ceratocystis fimbriata*), signee agrees to:

a. Hose down wheel wells, bumpers, grill, fenders, undercarriage, and side panels behind wheels of vehicle after use.

b. Visually inspect the interior of vehicle for any debris, mud, plant material, or arthropods.

 C. Clean any tools used with Lysol or a 70% rubbing alcohol solution between sites.

d. Shoes, clothing, and backpacks should be clean.

I, , agree to the conditions of this contract.



**(PRINT NAME)**



**SIGNATURE** **DATE**

**UNIVERSITY OF HAWAI`I AT HILO – TCBES**



**FORD ESCAPE HYBRID**

**YOUR NAME**

**PHONE**

**EMAIL**

**BILL TO** (*List the project name, account number, and contact person to charge*):

**TRAVEL** (*List the destination and purpose of your trip*):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CHECK OUT** |  | **CHECK IN** |  |
| **DATE** | **/** | **/** |  | **/** | **/** |
|  |  |  |  |  |  |
| **TIME** |  |  |  |  |  |
|  |  |  |  |  |  |
| **MILEAGE** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |
| ***For TCBES internal use only*** *(to be completed by TCBES office)****:*** |  |  |
| Total days: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Total amount: | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Invoice #: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Paid/check#: | \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |

**PRIOR TO USE:**

***Review the checklist below. Damages not noted prior to check-out will be billed to operator.***

|  |  |  |
| --- | --- | --- |
| **CHECKED** | **ITEM** | **COMMENTS** |
|  | Vehicle exterior (body, windshield, etc.) |  |
|  |  |  |
|  | Vehicle interior |  |
|  |  |  |
|  | Tires (condition & air pressure) |  |
|  |  |  |
|  | Vehicle fluids (oil, radiator) |  |
|  |  |  |
|  | Lights |  |
|  |  |  |

**PRIOR TO RETURN: *Please clean the vehicle using the supplies and checklist below.***

|  |  |  |
| --- | --- | --- |
| Exterior washed |  | Trash out of vehicle |
| Interior wiped down |  | All windows up |
| Interior swept clean |  | Doors locked |
| Windows cleaned |  |  |