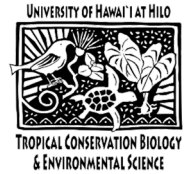




# UNIVERSITY OF HAWAII AT HILO – TCBES Toyota 4Runner



## TERMS & AGREEMENTS

1. Drivers of TCBES vehicles must have taken and passed the UH Hilo van safety training - **no exceptions**.
2. We reserve the right to recall the 4Runner within 24 hours.
3. Gasoline is the responsibility of the user; the 4Runner must be returned full. No exceptions.
4. A daily rate of \$50.00 will be billed to the 4Runner user, regardless of mileage incurred. Should the 4Runner be held overnight without prior arrangements, or not returned within 2 hours of scheduled return time, an additional fee of \$30.00 per day will be charged to the user.
5. The 4Runner will be returned clean as specified by cleaning checklist (attached). If the 4Runner is returned dirty, a \$50.00 cleaning fee will be charged. Excessive cleaning will be charged \$100.00.
6. An invoice for 4Runner usage will be sent out at the end of each month, to be paid within 30 days.
7. Unless requested overnight, the 4Runner 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.
8. All drivers must be familiar with proper use and operation of the 4Runner, including 4-wheel drive, and be aware of limitations of the vehicle. If unsure about use, **please ask staff!**
9. Charges for damage to the vehicle are the responsibility of the user.
10. University employees, staff and students are authorized drivers and riders unless otherwise authorized by the Program Director. At no time shall unauthorized drivers or riders be permitted in University vehicles.
11. The signee has all written permits deemed necessary on hand to enter location/site visited.
12. 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 HAWAII AT HILO – TCBES Toyota 4Runner



<b>Your Name</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Bill to (List the project name, account number, and contact person to charge):</b>
<b>Travel (List the destination and purpose of your trip):</b>

	CHECK-OUT	CHECK-IN
<b>Date</b>		
<b>Time</b>		
<b>Mileage</b>		

<i>For TCBES internal use only (to be completed by the TCBES office):</i>			
<b>Total Days:</b>		<b>Total Amount:</b>	
<b>Invoice Number:</b>		<b>Payment/Check Number:</b>	

<b>Prior to Use:</b>		
<i>Review the checklist below. Damages not noted by check-out will be billed to operator.</i>		
CHECKED	ITEM	COMMENTS
<input type="checkbox"/>	Vehicle exterior (body, windshield, etc.)	
<input type="checkbox"/>	Vehicle interior (seats, belts, etc.)	
<input type="checkbox"/>	Tires (condition, air pressure)	
<input type="checkbox"/>	Fluids (oil, radiator)	
<input type="checkbox"/>	Lights	

<b>Prior to Return:</b>			
<i>Please clean the vehicle using the supplies and checklist below.</i>			
<input type="checkbox"/>	Exterior washed	<input type="checkbox"/>	Trash removed from vehicle
<input type="checkbox"/>	Interior wiped-down	<input type="checkbox"/>	Windows rolled-up
<input type="checkbox"/>	Interior swept clean	<input type="checkbox"/>	Doors locked
<input type="checkbox"/>	Windows cleaned		