

Transportation Rentals Policy

Summary

The rental rates, penalties, and other costs associated with rental of vehicles from the CSU motor pool.

Purpose

To provide guidance on rental rates, penalties, and other costs associated with rental of vehicles from the CSU motor pool.

Policy

Transportation

Our Mission

The mission of the CSU Transportation Department is to provide safe, comfortable and reliable transportation via the best mode of travel for the individual needs of faculty, staff, and students.

- **11-passenger vans or 6 passenger SUVs (Ford Explorer)**
 - \$35.00 per day for 0-50 miles
 - \$75.00 per day for 51-100 miles
 - \$125.00 per day for over 100 miles, \$.30 per mile after 200 miles
- **30, 36, 40, 45, and 53-passenger buses**
 - - \$1.65 per mile
 - \$200 minimum charge*
- **25 passenger Buses (Shuttle Type bus)**
 - \$1.45 per mile
 - \$145.00 minimum charge*

*Minimum charge includes up to 100 miles and up to four hours. Additional miles will be billed at the appropriate per mile rate. Additional hours will be billed at \$20 per hour.

A cancellation notice must be received no later than noon of the last working day before the scheduled dispatch time. A \$100 fee will be assessed for no notice of cancellation.

Certified drivers will be provided on all buses. For non-local trips, additional fees will be assessed for driver lodging.

Additional fees will be assessed for:

Vans and SUVs

\$25 - No notice of cancellation

\$25 - Cleaning fee if returned with trash and excessive dirt

\$25 per day - Failure to return van to Facilities

Buses

\$100 - No notice of cancellation

Driver expenses for lodging.

Related USG Policy

N/A

Last Update

October 2016

Responsible Authority

Office of the Vice President for Business and Finance