

VEHICLE RENTAL AGREEMENT

Vehicle Rentals at the Labrador Campus exist primarily for use by Memorial staff and affiliates, however consideration will be given to other Applicants pending availability and purpose.

PERSONAL INFORMATION

Name			
Phone		Email	
Address (Street & PO Box)			
City	Province	Country	Postal Code
Driver's License Number (must provide a copy with this application)			
University/Department/Organization			

Reason for use: Research Study Work Other:

EMERGENCY CONTACT PERSON

Name	
Phone	Email
Address (Street & PO Box)	

DATES REQUESTED

Arrival Date & Time	Return Date & Time
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Send invoice by: Email _____
 Mail _____

Policy & User Agreement

The person to whom the University vehicle is released has the following responsibilities:

- Completion of the logbook on a daily basis (record date, travel, mileage, etc)
- Ensure that the vehicle is used only for university business, research or education purposes
- Security and safe operation of the vehicle
- Report any accidents involving University vehicles to the Labrador Campus immediately
- Limit passengers to employees, others on university business, and official guests (*note, personal guests, family, friends, etc are not permitted as they are not covered under the University insurance plan*)
- Observe all traffic regulations. The driver is personally responsible for all infractions and penalties
- Users must not allow a third party to drive the University vehicle (except in an emergency) unless that person is authorized by the University to drive the vehicle
- Driver shall not consume alcohol, non-prescription drugs, recreational drugs, or intoxicating substances while responsible for a University vehicle
- Smoking and vaping is prohibited in University vehicles
- Driver must not operate a vehicle if suffering from fatigue or any condition which inhibits the ability to drive safely and within the law
- Any use of mobile devices must be in hands free or voice mode while driving
- Vehicles users must return University fleet vehicles in the same condition as when the vehicle was issued
- All garbage and personal belongings must be removed from the vehicle before it is returned (*Labrador Campus is not responsible for items left behind and items may be disposed of*)
- No transportation of regulated hazardous materials in the motor vehicle without prior authorization, required documentation and training
- Return the vehicle at the date and time specified in the rental agreement. If a later return is desired, it must be requested and approved by the Labrador Campus since the vehicle could possibly be scheduled for another user.
- Keys must be collected and returned by the applicant/user at the Labrador Campus office in Happy Valley-Goose Bay. Hours of operation are 8:30am-4:00pm, Monday to Friday. (**Note:** Key service is **NOT** available outside of these hours. User is responsible to make travel arrangements to accommodate this.)
- Keys are the responsibility of the user. To ensure security, it is imperative the keys remain only in your possession. They must not be shared or given to others. In the event of lost or unreturned keys, a **\$150.00** administrative/replacement fee will apply.
- Note: Applications must be received at least 2 weeks in advance of desired date. Labrador Campus will assess the application, check availability and notify applicant of result

Rental Rates & Fees

Memorial Faculty/Staff/Students: \$50.00 daily
Outside Users: \$75.00 daily
Lost/Unreturned Key: \$150.00
Late vehicle return penalty: TBD (\$75.00 minimum)

An invoice will be forwarded upon return and inspection of the vehicle using the communication method indicated on this application (email or mail). **Payment by cheque, money order or internal Memorial journal voucher only.**

Important Note: We are not set up to accept payments via cash, debit or credit card at this time.

I have read and understand the Policy and User Agreement and agree to abide by the terms and conditions as outlined.

Name (Print)

Signature

Date

FOR OFFICE USE ONLY

DATE RECEIVED: _____ **Campus Representative:** _____

APPROVED: **YES** **NO** **DATE APPROVED:** _____

Please forward to:

Labrador Campus, Memorial University of Newfoundland
P.O Box 490, Station B
Happy Valley-Goose Bay, NL A0P-1E0
Phone: (709) 685-3547
Email: paula.cooke@mun.ca

COVID-19 Advisory

In response to Covid-19, the Labrador Campus is committed to ensuring a high level of safety and cleanliness, following the guidelines established by health authorities.

Vehicle users must review and comply with the vehicle protocols and controls for traveling in University vehicles, as outlined on the next page. Please initial here _____ to confirm that you have read and understand and will comply with the controls.

Vehicles are supplied with hand sanitizer and disinfectant wipes. Users must provide and use their own masks.

Upon return of vehicle, for the safety of the next user, please use disinfectant wipes to sanitize the vehicle as follows:

- Steering wheel/column
- Center console
- Door interior including handles and side pockets
- All cup holders and compartments
- Instrument panel
- Rear view mirror
- Visors
- Gear stick
- Seat belts
- Exterior door handles
- Keys
- Any other highly touched areas

Users are also required to ensure all belongings/garbage are removed from the vehicle upon return.

We strongly request that passengers are recorded, in the event that contact tracing is required.

If you test positive for Covid-19, or have been in contact with someone suspected to have Covid-19, please contact the Labrador Campus immediately to discuss the next steps.

COVID-19: Driving While at Work

UPDATED MAY, 2020



www.mun.ca

Health and Safety Moment

During the COVID-19 pandemic, the health and safety hazards associated with the routine task of driving while at work have increased. Drivers may come in contact with people, including service providers, co-workers, other employees and/or commonly touched surfaces within the vehicle and at work locations that may be contaminated with the COVID-19 virus.

Controls for Traveling in Vehicles

- Restrict vehicle occupancy to one where possible. If more than one person must travel in a vehicle for non-routine operations try to maintain 2m distance. Have the passenger sit in the back at a diagonal from the driver. If more than one person must occupy the vehicle, and engineering and/or administrative controls cannot be implemented, wear an appropriate face covering (respirator or surgical mask).
- Try assigning the same workers to the same vehicles and if more than one person is in the vehicle ensure they all sit in the same spots all the time.
- Use barriers. For example, use windows with open/close capability during interactions or install barriers in the vehicles.
- Wash your hands often, for at least 20 seconds with soap and warm water or in the absence of water use an alcohol based hand sanitizer. Clean hands after interactions with others or after touching common surfaces, as well as before, during and after leaving campus.
- Ensure hand sanitizer is available in the vehicle. Ensure it is used upon entering and leaving the vehicle and that all passengers use hand sanitizer as well.
- Ensure adequate ventilation. Open windows or use the vehicle's climate control system to improve fresh air intake/air circulation. Increased airflow can reduce contaminant build up. Do not use the re-circulate air function on the climate control.
- Use a documented checklist for cleaning. Be sure to clean commonly touched surfaces like steering wheels, gear shifts, radio controls and keys before and at the end of shift. Wash your hands, or if that is not possible, use hand sanitizer once cleaning is complete.

Contact us

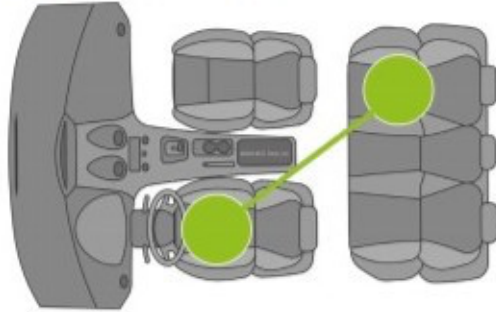
Environmental Health and Safety
Office of the Chief Risk Officer
E: health.safety@mun.ca
www.mun.ca

This is one in a series of informational fact sheets highlighting Environmental Health and Safety.

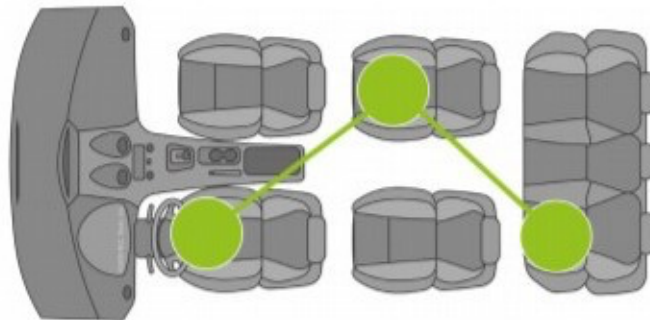
Exhibits for specific areas, items and locations

How to seat passengers in various vehicle types

Using a small passenger car



Using an oversized vehicle, such as a van or SUV with a third-row



Using a large van or bus



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