

Billing Information:

 Organization/Department Name

 Billing Contact

 - 7310 -
 Fund-Org-Account (MUST BE 7310)-Program

 Email

 Department Phone #

Rental Information:

 Purpose of Rental

 Cell Phone Number (in case of emergency)

Pick Up: Date

Time

Return: Date

Time

Driver Name – Authorized University Employee(s)
Only driver(s) listed here may operate the vehicle

Driver’s License Number (with State)

I certify that I have a valid driver’s license (excluding a permit or probationary license) to operate a New Jersey State-owned motor vehicle, and I have read and will obey the Rowan University Golf Cart and LSV Safety Operation Policy at <https://confluence.rowan.edu/display/POLICY/Golf+Cart+and+LSV+Policy>. I attest to the validity of this Nature and Purpose of Trip information. Vehicles requested must be picked up and operated only by the authorized University employee(s) listed here.

I authorize SGA to direct charge the listed financial FOAP. Charges post during the second week of the month after rental is complete.

 X

Signature of Driver

Date of Safety Certification
NOT TODAY’S DATE – valid for 3 years

- The LSV keys must be picked up/dropped off at the SGA Suite 220 in the Student Center, Monday thru Friday between 9 a.m. and 4 p.m. If you cannot pick up in those times, please call x64540 to make other arrangements.
- The LSV are picked up/dropped off in Lot J behind Discovery Hall and the Herring Heating Plant/Central Utility Plant. **Please plug in/charge the vehicles when you return them.**
- **Cancellation:** Cancellation notification must be given 72 hours prior to the reservation. **A \$10 cancellation fee will be assessed for late or no notification.**
- **Rush Fee:** LSV requests require at least 24 hours advance notice. **Any requests under this notice are subject to a rush fee of \$10.**
- Please promptly notify the SGA Office of any damage to the LSV or problems encountered during your rental.
- Any alterations to the vehicle (inside or out) are strictly prohibited. SGA inspects vehicles after each rental.

Driver: Please completely and accurately record date, time, and mileage at the beginning and end of your trip below. On the reverse side, please list any problems or malfunctions noticed while operating the vehicle.

LSV Received:
 Date: _____

LSV Returned:
 Date: _____

Time: _____

Time: _____

By (Signature of staff picking up keys): _____

OFFICE USE ONLY

Denied Approved

LSV Assigned:

Notes:

Please sign upon receipt. Then return completed form with keys to the SGA Suite, Chamberlain Student Center 220

What to Do in the Event of an Automobile Accident

- Stay at the scene of the accident and be sure to pull over to a safe area, if possible. Set emergency signals to prevent further damage or injury.
 - Check for personal injury, and if someone is injured call 911 immediately.
 - Call the state or local police and if the accident is on campus, notify Rowan Police at 856-256-4922. Be sure to obtain the completed accident report prepared by the police.
 - Do not discuss the accident with anyone except the police and state only the FACTS of the accident as you know them. Do not admit fault or liability, or agree to any type of payment.
 - Exchange insurance information (insurance company, policy number, and phone number). Obtain as much information as possible regarding the vehicles involved, such as the make, model, and license plate number.
 - Record the names, addresses, and phone numbers of the parties involved and all witnesses. (Identify which parties are injured, even if injuries are minor)
 - Take photos of the accident and all vehicles involved, if possible. Otherwise, make note of the specific damage to the other vehicles.
 - Do not drive away in your vehicle unless it is deemed safe to do so by the authorities.
 - Once the accident scene investigation is concluded, inform your supervisor as soon as possible.
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Reporting an Automobile Accident to Risk Management

If the accident occurred on campus, immediately notify Rowan Public Safety University Police at 856-256-4922.

Risk Management should be notified at 856-256-4370 as soon as possible, but no later than 24 hours following the accident. If the accident occurs after business hours, please leave a voice mail message and you will be contacted the next business morning.

Automobile Accident Forms and Reports Required:

Complete the State's RM1 State Vehicle Accident

This form must be filed electronically by the employee involved in the accident using the digital form on the State of New Jersey Division of Risk Management website at

<https://www.nj.gov/treasury/riskmgmt/forms.shtml>. The report is to be filed within 24 hours or one (1) business day from the date of the accident or incident. All electronic supervisory review must be completed within 72 hours or three (3) business days from the date of the accident or incident. Be prepared to electronically provide additional documents (i.e. police reports, estimates, etc.) as soon as available.

Complete and submit the Rowan University Automobile Accident Report Form, within two (2) business days of the accident. Include the Rowan Public Safety Police Report or State/Local police report, as applicable.

If not immediately available, please provide State or Local Police Reports no later than seven (7) business days following the accident.

Reservations

- Any department, staff or chartered SGA organization has access to use the Student Government LSVs with advance reservations.
- Reservations will be determined on a first come first served basis.
- There is no opening dare for LSV reservations. They can be made all year.
- Rental fees are direct billed to Banner Finance fund/org as listed on the authorization form during the second week of the month following the completion of the rental. Please use account # 7310 - Rental.

Point of Contact

- When making a LSV reservation, departments and organizations must specify a contact person with cell phone number and billing contact person. The same person may be listed as both if applicable.
- Please contact x64540 or email sga@rowan.edu for all reservation inquiries, questions or concerns.
- The SGA Financial Assistant Dawn Trout may be contacted with any billing related questions at x64544 or troutd@rowan.edu
- If any issue occurs, the department or organization can schedule a meeting with the Office Administrator, Financial Assistant, and available SGA Executive board members to file a grievance.

Passenger information

- Anyone under the age of 18 must have their parent/guardian present.
- A University employee representing the organization/department must always be in the LSV with passengers.

Cancellations

- Cancellation notification must be given 72 hours before the reservation time. A \$10 fee for the LSV will be assessed for a late or no notification. All cancellations must be submitted to SGA at 856-256-4540 or sga@rowan.edu
- Due to a limited number of LSVs available for reservation, repeated cancellations by a department or organization may be cause to deny future reservation requests.
- In case of inclement weather, SGA has the authority to cancel the reservation. The department/organization will not be liable, but it will also not be compensated. There will be no cancellation fee due to weather conditions.

Conduct

- All drivers must review and obey the Rowan University Golf Cart and LSV Safety Operation Policy <https://confluence.rowan.edu/display/POLICY/Golf+Cart+and+LSV+Policy>
- Rowan University students will be held accountable to the Student Code of Conduct. The reserving department/organization may be fined and/or lose reservation privileges.
- **Only the driver listed on the LSV Authorization Form is permitted to operate the vehicle!** You must list all anticipated drivers on the form. The driver(s) listed on the form will be held accountable for all conduct or damages during the rental period.
- The LSV must be returned in the same condition as it was when it was picked up. The LSV should not have trash in it or be left dirty if so the department/organization will pay a \$10 cleaning fee.
- A \$10 fine will be applied if the charger cords are not capped and placed on or by the charging rack.
- Any alterations to the inside or outside of the cart are strictly prohibited. Photos will be taken to document any alterations. If the LSV is altered there will be a \$15 fine as well as any other service fees/ costs that come from restoring it back to the original condition.

Billing

Rental fees are direct billed to Banner Finance fund/org as listed on the authorization form during the second week of the month following the completion of the rental. Please use account # 7310 - Rental.

LSV Rental Terms and Conditions

- The driver of the LSV must be a Rowan University employee (includes student workers) who is over 21 years of age.
- The LSV keys must be picked up and dropped off at the SGA suite room 220 in the Chamberlain Student Center, Monday through Friday between 9 am and 4 pm. Other arrangements can be made in advance by contacting SGA Office Administrator x64540 or sga@rowan.edu
- LSV pick up/drop off is located in Lot J behind Discovery Hall. The LSV should be charged after each use. Please make sure no cords are left on the ground and all charging ports are closed.
- When a LSV is reserved for more than one day it must be picked up on the first day of the reservation unless arrangements are made with SGA prior.
- Smoking is prohibited in the LSV.

Rates

LSV	Daily Rate
4 seats w/doors	\$25
6 seats	\$35