

Vehicle Rentals

RSOs may use a state vehicle if they are on state business, representing the university with department approval, and have an approved account number with sufficient funds.

A long-distance trip (400 miles) needs an advisor (university employee) as one of the approved drivers.

All drivers need to complete the [Vehicle Consent Agreement](#) for permission to have their motor vehicle record reviewed and received with an appropriate rating.

- Probationary rating allows you to drive a personal, state, lease or rental vehicle on state business with department approval while on state business, but **no** passengers.
- Satisfactory rating allows you to drive a personal, state, lease or rental vehicle on state business with department approval while on state business, with passengers.

We recommend completing the vehicle consent form **at least 3 weeks in advance**, to allow time for processing and approval prior to vehicle rental.

For more information:

[Fleet Vehicle Services](#)

[Vehicle Reservation Information](#)

[Vehicle Use](#)