

Vehicle Rental Code: \_\_\_\_\_

# FLEET SERVICES

UNIVERSITY OF CALIFORNIA, BERKELEY

## VEHICLE RENTAL CODE APPLICATION

A Vehicle Rental Code (or Fleet Code) is a number that may be used to reserve vehicles at Enterprise locations in the Bay Area. The Vehicle Rental Code acts as a payment method, and is tied to a specific chart of accounts controlled by your department.

To order a Vehicle Rental Code, complete and return both portions of this form to Fleet Services. Please email to [fleet@berkeley.edu](mailto:fleet@berkeley.edu).

Once Fleet Services has received both portions, a Vehicle Rental Code will be provided a confirmation email will be sent out with instructions on how to make reservations using the vehicle rental code.

DEPARTMENT NAME \_\_\_\_\_

CODE CUSTODIAN  
(RESERVES VEHICLES) \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ACCOUNT CUSTODIAN  
(REVIEWS VEHICLES) \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

BU	BFS ACCT	FUND	ORG	PROG	PROJ	FLEX
	59009					

### SIGNATURE BELOW

1. Authorizes recharge. As of 7/1/2022, rates are \$41.50 to issue a Vehicle Rental Code, plus a recurring administrative fee of \$6.25 per month until the code is canceled. Rates are subject to change according to recharge policy.
2. Acknowledges that the department is responsible for the proper use of the Vehicle Rental Code.
3. Assures that the department will exercise proper care in its use.

\_\_\_\_\_  
DEPARTMENT HEAD (PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD (SIGN)

## University of California, Berkeley

### Business Services: Fleet Services

### Vehicle Rental Code Agreement Form

**Vehicle Rental Code**

A Vehicle Rental Code (or Fleet Code) is a number that may be used to reserve vehicles at Enterprise locations. The Vehicle Rental Code acts as a payment method, and is tied to a specific chart of accounts controlled by your department.

**Code Custodian** (Required Role... must sign this document)

The Code Custodian assumes responsibility for a Vehicle Rental Code (or Fleet Code). Using the Vehicle Rental Code, the Code Custodian reserves vehicles on behalf of any appropriate Renter in their unit. **Reservations must be placed online.** For directions for online booking, please refer [here](#).

The Code Custodian shall:

- Ensure the physical security of written copies of the Vehicle Rental Code (for example, in a locked desk drawer)
- Ensure that the Vehicle Rental Code is used only for official University business
- Ensures that all reservations are made correctly and applied to the campus direct billing
- Ensure that the Vehicle Rental Code is used only on behalf of appropriate Renters (described below)
- Ensure that the Vehicle Rental Code is **never** used to rent a 15-passenger van
- Inform Fleet Services of any change of Code Custodian or associated contact information

**Additional Code User** (Optional Role... must sign this document if your department elects to fill this role)

An Additional Code User has the same responsibilities as the Code Custodian, including the ability to reserve vehicles through the Blu portal.

**Renter** (Required Role... does **not** need to sign this document)

The Renter is the person whose name appears on the rental agreement. The Renter and any additional drivers must be 18 and over with a valid driver's license. The Renter and additional drivers may be students, staff, or faculty. The Renter and additional drivers may be official department volunteers with prior written acknowledgement of the department head. The Renter is responsible for understanding and adhering to the terms of the rental agreement. When the rental is complete, the Renter must provide the Account Custodian with a copy of the rental agreement and final bill.

**Account Custodian** (Required Role)

The Account Custodian reconciles charges for vehicle rental activity. The Account Custodian and the Code Custodian should be different people. In addition, the Account Custodian should not be a Renter.

The Account Custodian shall:

- Review the monthly Property Management Statement of Charges to ensure that vehicle rental charges are accurate and appropriate
- Inform Fleet Services of any change of Account Custodian or associated contact information

**Agreement**

We agree with the responsibilities and guidelines outlined above.

\_\_\_\_\_  
Code Custodian (Sign)

\_\_\_\_\_  
Account Custodian (Sign)

\_\_\_\_\_  
Code Custodian (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Custodian (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Code User (Sign)

\_\_\_\_\_  
Additional Code User (Sign)

\_\_\_\_\_  
Additional Code User (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Code User (Print)

\_\_\_\_\_  
Date