

University of New Mexico Vehicle Rental Procedures

(Revised November 2015)

The University of New Mexico Automotive Center provides 11-passenger vans for rental by UNM departments and sanctioned student organizations. All drivers, or potential drivers, are required to possess a valid driver's license as well as a UNM Defensive Driving certificate available through the UNM Safety & Risk Services. Copies of these must be provided to the Automotive Center at the time the vehicle is picked up.

Vehicles may be reserved up to a year in advance. At the time of reservation, a valid department index number must be provided to reserve the vehicle. If a reservation is not cancelled within 24 hours of the reservation date, the department will be charged for a one day rental. All charges for use of the vehicle including rental charges, fuel usage and any damages to the vehicle will be applied to the department index provided. Charges cannot be split into separate indexes.

To reserve a vehicle please call 277-1133 or 277-6816. The following information will be required at the time of reservation:

1. Department requesting the rental
2. Organization code
3. Index number for charges
4. Contact name, phone number(s) and e-mail address.
5. Rental dates
6. Name(s) of those who will be operating the vehicle

At the time of rental, the following procedures will be followed:

1. Vehicle pick up times are between 8:00 AM and 5:00 PM Monday through Friday, excluding University holidays.
2. Vehicles are picked up at and returned to the UNM Automotive Center (Bldg. 216) on Tucker, just east of University Blvd.
3. Copies of valid driver's licenses and Defensive Driving certificates of all vehicle operators, including the person picking up the vehicle, must be provided.
4. Inspect the vehicle with the Automotive Center employee and note any damages and ensure the fuel tank is full.
5. UNM fuel cards will be provided for rentals that will require refueling. Save all receipts and note the mileage at the time of fueling on the receipt.
6. Vehicles are to be returned to the UNM Automotive Center. If vehicles are returned after hours, please park the vehicle along the north fence line. Do not leave the vehicle at the fuel pumps or under the covering. Secure the vehicle and place the keys, fuel cards, and any receipts in the "Mail" key return slot located south of the main entrance door on the west side of the facility.
7. The account number previously provided will be invoiced the following week.

If you have any further questions or would like to make a reservation please call 277-1133 or 277-6816.