SORC Quick Pick

Vehicle Rentals

**Procedures**

For trips *under* 250 miles one-way:

- Turn in **TWO WEEKs** in advance
- All blanks filled out on rental form
- List version of map

For trips *over* 250 miles one-way:

- Turn in **THREE WEEKS** in advance
- Copy of Advisor Acceptance form
- Detailed itinerary
- 2nd approved driver for each car
- All blanks filled out on rental form
- List version of map

If multiple drivers are going to:

- **Different locations**: Separate packets for each driver, each organized by date.
- **Same location**: One packet with one set of maps.

**Driver Registration**

- All drivers must be registered with Motorpool and must renew every academic year.
- Come to SORC to complete this- bring Pitt ID and driver’s license.
- Drivers must be at least 21.
- If requesting a 12-person van, driver must be at least 25.
- All drivers must be Pitt students, faculty, or staff with a current Pitt ID.

**Rental Form**

- Use the Authorization for Student Organization Use of a University Vehicle form found on the SORC website.
- All forms must be typed and filled out completely or they will **not** be accepted.
- List the full names of every passenger and driver.
- There is no guarantee of vehicles unless all procedures are followed.

**Details**

- Key pick-up is in the **Motorpool Office** in Forbes Tower from 9am-4pm Monday-Friday.
- Cars will be held in either Posvar garage or Soldiers and Sailors garage.
- Cars can be returned at any time- there are key drop-boxes in each garage.
- Motorpool Office: (412)-648-7690
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**University Cars vs. Enterprise**

- **Car Availability**
  - Groups will first be assigned a University car
  - If one is not available, Motorpool can arrange an Enterprise rental
- **University car rentals include gas cards, but Enterprise rentals do not.**
- **University car charges are as follows:**
  - 5 person car - $25/day
  - 7 person van - $60/day
  - 12 person van - $85/day
- **Enterprise charges will vary by distance and length of trip.**
- **Rental charges** will automatically be taken from the group SORC account.
- **Other travel expenses** (tolls, parking, etc) will need to be **reimbursed**.

**Charter Buses**

- The Transportation Office can arrange a charter/coach bus rental with Lenzner Travel.
- **Remember**: The P-Card does not work for charter bus rentals.
- **Procedure:**
  - Complete the Charter Bus Request Form with trip information and an itinerary.
  - Bring to SORC for account number and Business Manager signature.
  - Return form to Transportation Office.
- **A professional bus driver will be booked** - students do not drive these buses.
- **Transportation Office**: (412)-624-8801

**Cancellations and Updates**

- **To cancel** a rental, call Motorpool directly.
  - There must be at least 24 hours notice or the group will still be charged.
- **To update** a rental, work with SORC Staff to edit and re-fax forms to Motorpool.