



UVCM Fleet Rental Program

UVCM vehicles can be used to conduct UVCM related business only.

Fleet Pool Inventory

Spy hill Campus

- Unit 0121 – Chevrolet Express Van – 2 passengers/cargo van
- Unit 0534 – Toyota 4 Runner – 8 passengers
- Unit 0544 – Toyota 4 Runner – 8 passengers
- Unit 0550 – Toyota 4 Runner – 8 passengers

Foothills Campus

- Unit 0067 – Toyota Sienna Van – 7 passengers
- Unit 0471 – Toyota 4 Runner – 8 passengers
- Unit 0545 – Toyota 4 Runner – 8 passengers
- Unit 0555 – Toyota 4 Runner – 8 passengers

Rates:

Rental Rates

- Hourly (under 3 hours) - \$10 + fuel
- ½ day (4 hours) - \$30 + fuel
- Daily - \$60 + fuel
- Weekly (including weekend) - \$360 + fuel
- Monthly - \$1250 + fuel

Other fees

- Late return fee - \$50/hour
- Return without a full tank of fuel - \$50 plus fuel cost

*re-fuel is not required for short trips (less than 1/10 fuel tank used). If a vehicle is picked up without a full tank of gas, please attached a picture of the fuel gauge as well as the fuel receipt to Cheqroom or UVCMSupport@ucalgary.ca and it will be deducted from the final billing.

Reservation system

- Please ensure all drivers have completed Risk Management's: [Driver's Registration Form](#)
- Driver will need to complete training before being grant access to the booking system (a training video will be available at the end of Feb 2024)
- Booking, check out, and check in processes can be made through <https://app.cheqroom.com/>
- Please leave at minimum **30 minutes** between bookings
- A reservation without the proper billing information (fund, project, dept, etc) will be cancelled without notice

User Policy

- Driver is responsible for returning the vehicle with a full tank of gas, and in the same condition that it was taken out, personal belonging/garbage taken out, and if necessary, inside of vehicle needs to be vacuumed, and outside of vehicle runs through a car wash
- Drivers (or budget owners) are responsible and will be billed for all parking, and traffic violations incurred while the vehicle is signed out in their name
- Campus security must be notified immediately at 403-220-5333 in case of a collision, especially if an injury is involved
- Any damage to the vehicle caused by negligence not covered by insurance shall be billed to the budget owner

Billings

- Billings will be done quarterly, please contact UCVMsupport@ucalgary.ca if you require the billing to be completed before the quarter