



## State Travel Management Program

*"Working Together To Serve Colorado"*



### Auto Rental Driver Responsibilities

#### 3 PARTICIPANT RESPONSIBILITIES

##### 3.1 PROPER USE OF VEHICLE:

Participant agrees the rental vehicle will not be used:

- A. by a driver who is under the influence of alcohol or any prohibited drugs.
- B. for any illegal purpose.
- C. to push or tow another vehicle unless the vehicle is equipped for towing and is specified in the rental agreement.
- D. to carry passengers or property for hire.
- E. in a test, race or contest.
- F. by an unlicensed driver.
- G. by a person other than an authorized Traveler with the minimum driver requirements.
- H. outside of the United States except where such use is specifically authorized by the Contract.
- I. off paved, graded or maintained roads, or driveways, except when the Contractor has agreed to this in writing beforehand. SUV's, cargo vans and pick-up trucks shall be allowed, without Contractor's prior written agreement, to operate off paved, graded or maintained roads and driveways or roads open for use by high-clearance vehicles (Maintenance Level 2 definition for roads in National Forests)
- J. by a driver who allows more passengers to occupy the vehicle than there are seatbelts or who does not require all passengers to comply with applicable seatbelt and child restraint laws.
- K. by a driver who is under 18 years of age
- L. by a driver or occupant who is smoking.

**3.2** Participants shall not use passenger vans with a capacity of 10 or more passengers to transport children in the twelfth (12<sup>th</sup>) grade or younger for school related functions.

**3.3** Participants shall not operate or use passenger vans with a capacity of 10 or more passengers in the District of Columbia, the States of Florida, Iowa, Maine, Massachusetts, New York, Rhode Island and the country of Canada.

**3.4 FULL FUEL TANKS:** Participant shall return a vehicle to the Contractor with a full tank of fuel, or partially filled if the vehicle is an AFV that uses compressed natural gas. If Participant returns the vehicle to Contractor with less than a full tank of fuel, Contractor may invoice Participant for the missing fuel at the average retail cost of fuel for the market at the return location.