

## Registered Student Organizations may now Request use of University Vehicles

Historically, the state insurance policy has prohibited RSOs from utilizing university vehicles. To better serve the needs of the RSOs, Risk Management, Facilities Management, and the Dean of Students Office have worked together to procure commercial insurance that would apply to the use of fleet vehicles by university RSOs.

Vehicles covered by this insurance include selected four-door sedans, mini-vans, and an ADA-accessible van. Vehicles available to RSOs are limited and available on a first-come, first-served reservation basis.

RSOs must request fleet vehicles and submit driver information at least two weeks in advance of the anticipated travel. Vehicles should be requested by the RSO advisor through the Agile Fleet Commander Reservation system ([ilstu.agilefleet.com](http://ilstu.agilefleet.com)). RSOs that wish to request a university vehicle must have a university account number. The account number must be entered into the Agile Fleet System as part of the vehicle request process.

In addition, any RSO member or faculty/staff advisor who will be driving on behalf of the RSO will need to enter their driver information into the Agile Fleet System. Each driver can access the Agile Fleet System individually to enter this information. Drivers must be either members or the faculty/staff advisor of the RSO requesting the vehicle.

All RSO drivers must:

- (a) be a member or advisor of the RSO that is requesting the vehicle. The RSO must currently be registered and active on the Illinois State University campus.
- (b) be a currently enrolled ISU student or currently employed faculty or staff member at Illinois State University
- (c) be at least 20 years old
- (d) have a valid Illinois driver's license
- (e) sign a Driver's License Certification, Vehicle Usage Consent and Waiver (available from Facilities Management)
- (f) permit Facilities Management to check their Motor Vehicle Record (the driving record criteria is available from Facilities Management upon request)

Questions about RSO usage of university vehicles may be directed to the Student Involvement Center at 438-3212 or [studentorganizations@ilstu.edu](mailto:studentorganizations@ilstu.edu).