

## **UCSF/Thrifty Rent-a-Car Vehicle Rental Procedure**

This is the procedure for renting a vehicle from Thrifty Rent-a-Car for UCSF employees and authorized representatives.

1. Contact Thrifty Rent-a-Car at (415) 788-8111 ext. 3 to request a vehicle. Rates start at about \$35.00 per day (plus tax) for an economy car. The Thrifty agent can provide you information about other available cars and rates. Rates include unlimited mileage, insurance, tax, and pick-up and delivery charges. Fuel is the renting department's responsibility.
2. Complete a Vehicle Reservation Request Form (provided by Thrifty) and fax it back to Thrifty at (415) 474-5364. Be sure to provide all the requested information, including a proper Fund & DPA number for recharge.
3. Thrifty will deliver and retrieve the vehicle to and from your work-site. If your work-site is at the Parnassus Campus, the vehicle will be delivered to the MU Parking Garage. You will pickup the key(s) and Rental Agreement\* from the UC Parking Office, MU-26, G Level (office hours: 8:00AM-4:45PM, M-F). UC Parking staff will direct you to the vehicle and provide you with a voucher to exit the garage.
4. Return the vehicle at the time and place that was arranged with Thrifty\*\*. If returning to the MU garage, park the vehicle on the G Level, where it was originally delivered, and return the keys to the UC Parking Office. If the office is closed, deposit the key(s) in the yellow "After Hours Pool Car Key Drop" box. The box is located on G level, in the MU garage where you picked up the vehicle, on a green pillar labeled "79".
5. If you keep the vehicle longer than originally planned, be sure to notify Thrifty so they can reschedule vehicle pick-up.
6. Please call UC Parking and Transportation at 476-2566, if you have any questions.

### **UCSF Parking and Transportation Staff**

**\* Have the customer sign a copy of the Rental Agreement when issuing vehicle keys. File the Agreement in the binder labeled "Thrifty Rental Agreements".**

**\*\* Call Thrifty when the customer returns a vehicle or when key(s) are left in the After Hours Pool Car Key Drop box. Log call date, time and name of the Thrifty agent on the copy of the Rental Agreement.**



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# UCSF

## Reservation Request

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Customer Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

DPA/Fund #: \_\_\_\_\_

Vehicle type request: \_\_\_\_\_

Please circle one of the following:

### Delivery

Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

***All Deliveries will be delivered to the Parking and Transportation office located at:  
Parking garage Level G***

### Pick Up

Pick Up Date: \_\_\_\_\_ Pick Up Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Vehicles are available for pick up at:  
350 O'Farrell St., San Francisco, CA 94102 (between Mason & Taylor)  
Tel. # (415) 788-8111 ext. 2245

Reservation Requested By: \_\_\_\_\_

Authorized By: \_\_\_\_\_

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Please fax this request to Thrifty Car Rental @ (415) 474 5364

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