



# Ogden Regional Center KeyValet Vehicle Rentals

## Overview

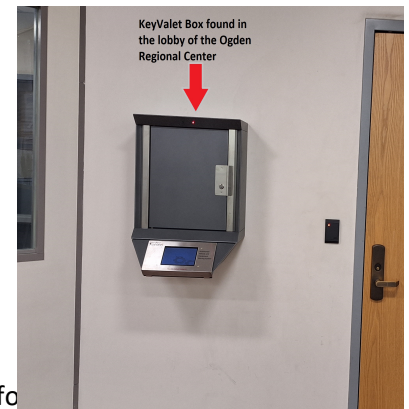
Located in the hallway of the lobby at 2540 Washington Blvd. in Ogden, the KeyValet vehicle rental system is to be used by State employees when your department doesn't have a vehicle available for your business needs. KeyValet rentals are charged based on the size of the vehicle reserved and on a 24 hour basis. Rentals must be picked up within 30-minutes before or after the reserved time. If this time has lapsed, your reservation will be automatically canceled and a new reservation must be made. On demand reservations can be made by using the web link found below or can be made at the KeyValet box by pressing the "Quick Pickup or Return" option on the Key Valet box's computer screen then completing the fields as prompted. Rentals are first come, first served and there will be a limited number of vehicles available, so plan ahead accordingly.

## How to get access to the KeyValet

Speak with your fleet manager to get KeyValet permission added to your Operator ID. [Fleet Manager List by Department](#)

## Driver's Responsibilities

- To learn how to reserve a vehicle, please use the following link - [Rent a Vehicle](#)
- Before starting your trip, complete a quick walk around of the vehicle and report any damage, excessive dirtiness, cracked windshield, bad tires or fuel not on full to: 855-358-8824 opt. 1.
- Use the vehicle's fuel card found in the glove box or center console to fill the car before **short distance, refilling the vehicle is required.** When prompted for a PIN at the fuel pump, input your State employment ID number, then when prompted for "mileage" enter the **actual** mileage found on the vehicle's odometer.
- Before returning your vehicle, remove all belongings and trash from vehicle. If a car wash is needed after your rental, you can use the fuel card to purchase a car wash at gas stations that have automated car washes. Purchase the car wash at the time of refueling when prompted at the pump.
  - Fees-
    - Failure to input the correct driver PIN number and odometer reading at the fuel pump, or failing to fuel the vehicle before returning - **\$50.00**
    - Not canceling a reservation - **The cost of a 24 hour rental**
    - Returning the vehicle excessively dirty - **\$40.00**



## Hours

**Weekdays 8AM-5PM**

*-24/7 access given on a case by case basis*

