

# TSOB Taylorsville KeyValet Vehicle Rentals

### **Overview**

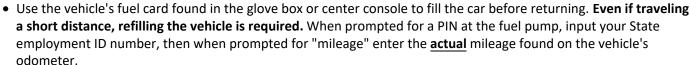
Located at 4315 S 2700 W in Taylorsville, the KeyValet vehicle rental system is to be used by State employees when your department doesn't have a vehicle available for your business needs. KeyValet rentals are charged based on the size of the vehicle reserved and on a 24 hour basis. Rentals must be picked up within 30-minutes before 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. 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.



- 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.
  - o 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



