

Towing Agreement

7/6/2011

To Transportation Service's Customers,

RFS # _____

The use of our vehicles to tow trailers places a heavy strain on the tow vehicle, particularly the vehicle's transmission. It has been necessary to replace several transmissions due to overheating of the transmission fluid, which has resulted in total transmission failure.

Heat is an automatic transmission's greatest enemy!

The ability to provide vehicles cost-effectively to all departments is dependent upon every department prudently managing and controlling the use of the vehicles under their short or long term stewardship.

This policy is being established for the safety of our drivers and passengers, the protection of the University's vehicle assets, and to ensure the University's ability to continue to provide vehicles suitable for towing, without creating an inequity for departments that do not require towing. This policy will safeguard all other departments from subsidizing the added costs associated with this category of use.

In order to continue to offer vehicles for this type of use, the following policies are in effect:

- Inspect trailer hook-up periodically. Check safety chains, hitch ball, coupler, wiring, etc.
- Vehicle must be driven with transmission in "Tow Mode". Push button at end of gear selector. Trailer symbol on dashboard will light. 
- When climbing steep hills or long grades, place transmission in a lower gear, such as 3rd or 2nd and reduce vehicle speed. This will help reduce heat generation in transmission.
- Monitor transmission temperature gauge on vehicle's dashboard. ***Never allow temperature to exceed last indication line in the white (not red) area of gauge.***
- Pull off to side of road to let vehicle cool, if necessary. This may take an hour or more.
- If the above guidelines are not followed, resulting in a transmission failure, the renting department will be responsible for the expenses required to replace or repair the transmission as well as to recover the vehicle.
- Upon vehicle's return, transmission's maximum temperature will be reviewed using computer data and/or temperature-indicating labels.

These changes are necessary to operate as a viable, self-supporting entity. We truly appreciate your business and look forward to a continued relationship with all of the departments using our services.

I have read and agree to the above terms:

Account # _____ Date _____

Print Name _____ Sign _____