

GREENVANS | Thanks for booking your rental with us!

The following sheet features everything you need to know about your upcoming rental.

PRIOR TO PICK UP

1. DOCUMENTATION FOR DRIVERS AND INSURANCE

In order to operate one of our vans we'll need proper documentation for your drivers and their insurance. There are several options for providing this documentation depending on your needs and whether you can insure the rental yourself.

HOW SHOULD I INSURE MY GREENVANS RENTAL?

First you'll need to understand what insurance is necessary to cover a Greenvans rental. Read through our [Insurance Explainer](#) for more information.

| OPTION ONE "My drivers and I all have personal auto policies." | OPTION TWO "I work for an entity that can provide Commercial Insurance coverage (COI)." | OPTION THREE "I don't have insurance and can't obtain a COI." |
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| <p>WHAT WE NEED FROM YOU</p> <p>Photo or scan of the driver's license for each driver.</p> <p>Photo or scan of insurance documentation for each driver (clearly stating name, policy number and expiration date).</p> <p>Please note that each individual driver will need to provide an insurance policy covering them. Your personal insurance will not cover anyone not on that policy.</p> | <p>WHAT WE NEED FROM YOU</p> <p>A Certificate of Insurance (COI) that meets or exceeds our requirements.</p> <p>Contact us for the list of our commercial insurance requirements. Speak with your supervisor or commercial insurance provider in order to obtain your COI. By showing them the requirements, they should be able to write up a policy in a timely manner.</p> | <p>WHAT WE NEED FROM YOU</p> <p>Photo or scan of the driver's license for each driver. All driver's licenses must be provided prior to the start of your rental.</p> <p>We can provide Full Insurance Coverage (liability + collision protection + additional supplementary insurances) out of all our branches. The pricing varies by branch.</p> <p>Check here for an explanation of the insurance options we provide.</p> |

2. RELEVANT PICK UP INFORMATION

Please let us know who will be picking the van up, your flight information, and other relevant details.

3. TOLLS

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| <p>OPTION ONE</p> <p>During your rental, you are welcome to bring and use your own EZ-Pass or equivalent transponder to cover any toll fees. This is the least expensive and simplest way to handle any tolls. In most states, the EZ Pass rate is lower than the pay-by-plate rate, and it can take anywhere from several days to several weeks for pay-by-plate bills to arrive.</p> | <p>OPTION TWO</p> <p>You can opt to use our third party pay-by-plate service. You'll be automatically billed by Global Tolling Services (GTS) for tolls through your Greenvans reservation with the card on file. The third party service charges a fee of \$4.95 plus the cost of the toll(s) for each day that you go through a toll booth.*</p> <p><small>*If you don't pass through a toll on a given day, you won't incur the service fee for that day. The service fee is capped at 10 days, so on longer rentals, you won't be charged for more than 10 days of service fees. Keep in mind that pay-by-plate charges may not appear until after your rental has concluded due to processing delays.</small></p> |
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4. YOUR SEATING ARRANGEMENT

Choose from one of the following options or contact us to discuss a custom seating configuration.



○ CHILD SEAT LATCH HOOKS

WITH NO ROWS REMOVED

Seating for 15 passengers (including the driver) and limited cargo space.



○ CHILD SEAT LATCH HOOKS

WITH ONE ROW REMOVED

Configured as an 11 passenger van (including the driver) with storage behind the 3rd row of seats. Cargo area dimensions: 2.7' x 5.6' x 5.5'.



○ CHILD SEAT LATCH HOOKS

WITH TWO ROWS REMOVED

Configured as an 8 passenger van (including the driver) with plenty of cargo space behind the 2nd row of seats. Cargo area dimensions: 5.8' x 5.6' x 5.5'.

PICKING UP YOUR VAN

1. BRING YOUR LICENSE AND INSURANCE (IF YOU'RE USING YOUR OWN)

We will need to verify them against what we have on file and make sure you have proper documentation when driving our vans.

2. BRING A DEBIT OR A CREDIT CARD TO PAY THE REMAINING BALANCE AND A \$500 SECURITY DEPOSIT

UPON RETURNING YOUR VAN

There are 4 post-rental fees that you may accrue unless you plan accordingly.

FUEL CHARGE

Our vans always have a full tank at pick up, so we ask that you return it that way! Otherwise we charge \$17 per 1/8th a tank.

MILEAGE FEE

We allow 300 free miles per day on your rental (accumulative). Any miles put on past your limit will accrue a fee of \$0.39 per mile.

For rentals less than 10 days long, you can purchase unlimited miles package for \$250.

CLEANING FEE

We ask that you remove any organic material, food waste, drinks or loose trash from the van before you return it. While you won't need to vacuum the vehicle before returning, we ask that any food or sticky materials that may have gotten stuck to the interior of the van be removed.

We reserve the right to charge a cleaning fee of up to \$500 depending on the severity of the case.

SMOKING FEE

Any evidence of smoking in the van including but not limited to visible ash, cigarette butts, or a lingering smell of smoke will incur a \$500 smoking fee.