

YORK COLLEGE OF PENNSYLVANIA  
INTEROFFICE MEMORANDUM

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*Department of Campus Safety*



**Fleet Vehicle Safety and Driver Certification Program**  
**Appendix A: Fee Schedule**

<b>Description</b>	<b>Fee</b>
1. Failure to return vehicle in clean condition.	\$15.00
2. Failure to complete or turn in required paperwork, receipts, credit cards, key, etc.	\$20.00
3. Failure to complete odometer readings.	\$25.00
4. Failure to cancel reservation.	\$25.00
5. Failure to return vehicle without full gas tank.	\$50.00
6. Maintenance and Misuse Fine (i.e., leaving lights on, draining vehicle battery, leaving vehicle unsecure, other vehicle damage, and other occurrences not specified).	\$50.00

**Table 1: Fee Schedule**

