

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 11.05.014	PAGE 1 of 3
	EFFECTIVE DATE June 16, 2000	
SUBJECT Rental Pool Vehicles and Equipment	SUPERSEDES DPDR 11.05.014	DATED 4/2/1996
TITLE State Equipment Fleet	CHAPTER Equipment Assignment, Replacement, and Disposal	APPROVED BY Signature on File

PURPOSE AND SCOPE

Introduction:

State agencies have a need to rent State Equipment Fleet (SEF) vehicles and equipment on a short-term basis. Most of these rentals are for two weeks or less. The purpose of this procedure is to establish guidelines for establishing and operating Daily Rental Pool vehicles and equipment within SEF.

Responsibility/Performance:

SEF Headquarters:	Ensure adherence to these procedures.
SEF Regional Managers and Superintendents:	Manage the Daily Pools.
User Agencies:	Ensure compliance with procedures on returning pooled vehicles.

Definition:

Short Term Rental: Any rental of a vehicle that is not permanently assigned.

DISTRIBUTION

All holders of the Procedures Manual, all SEF Procedure Manual holders, SEF Regional Managers and Superintendents.

PROCEDURE

- A. Rental Pool vehicles and equipment in appropriate numbers may be established at each SEF District primary shop location at Anchorage, Fairbanks, Juneau, Nome, and Valdez. Rental Pool units for secondary locations may be established as demonstrated need may require.

- B. The number and type of units established in Rental Pools are subject to approval by the Statewide Fleet Manager. These procedures apply only to units approved for assignment to a Rental Pool. There is no guarantee that daily rental pool vehicles will be available at a given location at a given time. The availability of daily rental pool vehicles will be on a first come, first served basis.
- C. Rental Pool units are to be available exclusively for use by rental customers with short-term needs. To the degree possible, Rental Pool units should be in good mechanical condition, and present a good appearance inside and out. Rental Pool units are to be maintained in a clean, ready-to-issue status at all times.
- D. Daily Rental Pool vehicles will be assigned to a pool vehicle group for billing purposes. Pool vehicle groups will have a daily rate established.
- E. The Daily Rental Rates will be reviewed annually with all other SEF rates and approved by the Governor's Office of Management and Budget (OMB).
- F. The daily rate for light duty pool vehicles will include normal maintenance and fuel. Normal maintenance but not fuel will be included in the rate for all other vehicle groups.
- G. Rental Pool units are to be returned in the same condition as received less normal wear and tear. Any damage, accident, abuse, third party damage, etc. to a Rental Pool unit while assigned to the customer will be the responsibility of that customer. (See Procedure 11.04.001.) Customers must return vehicles to the same location as picked up unless prior approval is received from the local SEF Manager. Any altered return location will be noted on the Rental Form.
- H. All rentals of pool vehicles shall be documented on a standard SEF Rental Form (Attachment A). All SEF locations will use the same Rental Form. The Rental Form will serve as a Reservation/Check-out/Check-in/Assignment form and will be the source document for billing customers.

Attachment:

Attachment A: SEF Rental Form.

SEF CHECK OUT/IN SHEET

Vehicle # _____ Assigned Location _____ Class _____
 Description _____
 Department/Section _____ Phone # _____
 Point of Contact _____
 Collocation Code: _____ Required From _____ to _____

CHECK OUT	CHECK IN
DATE _____	DATE _____
MILES/HOURS _____	MILES/HOURS _____
*TIME CHECKED OUT _____	*TIME CHECKED IN _____

* User will be charged for a complete day regardless of the time of day unit is returned.

UNIT DEFICIENCIES: _____

Type of Assignment: WX DX Daily Rental \$ _____ Weekly Rental \$ _____
 Added Unit Replacement for _____ Replaced By _____
 Wet Non Dry Seasonal Use Loaner/No Charge

Change in Class From _____ To _____ Billing Status Change From _____ to _____
 Explanation: _____
 Signature: _____ Date: _____

The following conditions apply to all X class rentals:

- **Prior to issuance** of any x class equipment, the user must agree to pay all cost to bring the vehicle into a safe and reliable condition and further agree to pay for any and all preventive maintenance inspection and emission testing and repairs.
- **After issuance** any excessively costly repairs will result in the equipment being declared excess or the user paying for repairs whichever is deemed in the best interest of the State by the Regional Equipment Manager. If the unit is deemed mechanically unsafe, it will immediately be removed from service and an effort will be made to locate another suitable unit.
- For WX units: All fuel and minor repairs, such as tire repair and minor parts, will be charged against the vehicle at no cost to the user. However the users agree to pay a percentage of the replacement rate (depreciation cost) and the fixed operational rate per month. For DX units: The user agrees to pay a percentage of the replacement rate (depreciation cost).
- "X" class units are to be considered a loan from SEF for low or short term usage. (**"X" class units are not considered permanent nor are they replaceable.**)
- Users are responsible for returning the unit to the SEF shop where it was received unless prior arrangements have been approved by the Equipment Manager.
- In the event of an emergency, all units will be returned upon the Equipment Manager's request.

I have read and understand the above agreement and agree to the conditions stated herein.

 Printed Name & Title

 Signature

 Date