

# Stockbridge-Munsee Community

Band of Mohican Indians

## Property & Equipment Department

### Fleet Vehicle Rental Form

I (the borrower), \_\_\_\_\_, of \_\_\_\_\_ Department am requesting to reserve the following type/size vehicle: \_\_\_\_\_ for Tribal Business Use. I will need the vehicle for the following date(s): \_\_\_\_\_ to \_\_\_\_\_. I have already provided a copy of my driver's license to the Human Resources Department and I meet the driver eligibility criteria set by Mohican Nation Insurance. I understand I will be responsible for a usage fee equal to the current mileage rate.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

### Availability

\_\_\_\_ We, Property & Equipment Dept., do not have a vehicle available at this time.

\_\_\_\_ We, Property & Equipment Dept., have reserved a vehicle for the following date(s):

From: \_\_\_\_\_ To: \_\_\_\_\_

It is your responsibility to read the reverse side of this form. If you have any questions, we will go over them before you check out the vehicle.

\_\_\_\_\_  
Fleet Coordinator/P&E Designee

\_\_\_\_\_  
Date

### Check-Out/In Information

Odometer Start \_\_\_\_\_

Odometer End \_\_\_\_\_

Total Mileage \_\_\_\_\_ X .535 = \_\_\_\_\_ Total Due

Vehicle condition when check out: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle condition when returned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the borrower, agree the above information is true and correct to the best of my knowledge and agree to the terms stated herein.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Fleet Coordinator/P&E Designee

### Permitted and Prohibited Uses of Tribal Vehicles

1. The major use of a Tribal-Owned vehicle shall be for official business. Vehicles are assigned to applicable departments. Non-business miles are not permissible. Each driver must keep a mileage log. Driver's supervisor is responsible for reviewing mileage records. A copy of the mileage log must be turned in to the Fleet Coordinator monthly.
2. All Tribal-Owned vehicles will be identified as such with a Tribal seal and Tribal vehicle identification number affixed. Modifications to Tribal-Owned vehicles for personal reasons are not permitted; this includes signs, stickers, antennas, etc.
3. Modifications to Tribal-Owned vehicles for operating purposes may be undertaken with the express, written consent of the Public Works Director.
4. Installation and/or use of any radar-detection device (fuzz busters) in a Tribal-Owned vehicle is strictly prohibited.
5. The use of a Tribal-Owned vehicle for personal gain is prohibited. This includes using a tribal vehicle to deliver goods or services for personal reasons or using the vehicle for car pools where the riders make payments that the driver retains for himself/herself.
6. NO SMOKING will be allowed in rental vehicles.
7. Operators shall not engage in text messaging while driving.
8. Unauthorized persons are not permitted in any Tribal-Owned vehicle, except drivers may render assistance to disabled motorists in emergency situations. Family members may not ride in Tribal-Owned vehicles unless for work purposes. When the company of family members is desired for business trips, the employee should use his/her own car and request reimbursement at the rate equal to the approximate cost of operating a Tribal-Owned vehicle.
9. All personal items and garbage must be removed from the vehicle prior to returning. Your program will be charged a \$20 cleaning fee if the P&E Department has to clean out the inside of the vehicle.

**P&E Responsibilities**

P&E will be responsible to check each item listed below each day, prior to the vehicle being assigned or leased and the employee will sign and date:

- Oil
- Transmission Fluid Level

\_\_\_\_\_  
Fleet Coordinator/P&E Designee

\_\_\_\_\_  
Date

**Service, Maintenance and Driver Responsibilities**

1. The driver will be responsible to check each item listed below each day, during the term of lease/ rental period:
  - Oil
  - Transmission Fluid Level
2. On the road fueling and minor repairs:
  - a) The Department/ Program is responsible to provide all consumables during the lease/ rental period.
  - b) If a minor repair occurs on the road (windshield wiper, flat tire, etc.), you should fix the problem (retain all receipts) and contact the Fleet Coordinator with information as to the incident.
3. If a major breakdown occurs on the road (e.g. blown engine, transmission failure) drivers should contact the Fleet Coordinator for assistance and instructions for getting work done by calling (715) 793-4886.
4. All vehicles must receive a complete safety check annually. The Fleet Coordinator is responsible for coordination.
5. Drivers are responsible for immediately reporting all accidents or damage to the vehicle to the Fleet Coordinator, Mohican Nation Insurance, appropriate divisional manager and local law enforcement personnel.
6. Drivers are personally responsible for the cost of traffic citations and violations, including parking tickets. Drivers must immediately notify Mohican Nation Insurance upon receiving any traffic citations and/or Violations.
7. Upon return of any Tribal-Owned vehicle, or at any time with a personally assigned vehicle, report any problems with the vehicle that you think might constitute a safety or liability hazard to the Fleet Coordinator

BY SIGNING BELOW I ACKNOWLEDGE READING AND UNDERSTANDING ALL OF THE ABOVE:

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date