

Stockbridge-Munsee Community

Fleet 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, Fleet Department., do not have a vehicle available currently.

_____ We, Fleet Department., 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 Mechanic/Public Works Designee

Date

Check-Out/In Information

Odometer Start _____

Odometer End _____

Total Mileage _____ X current mileage rate= _____ 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 Mechanic/Public Works 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 Mechanic 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 Fleet Mechanic must clean out the inside of the vehicle.

Fleet Mechanic Responsibilities

Fleet Mechanic/Designee 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 Mechanic/Public Works Designee _____ Date _____

Service, Maintenance and Driver Responsibilities

1. The Fleet Department is responsible to provide all consumables during the lease/ rental or assignment period.
2. If a minor repair occurs on the road (windshield wiper, flat tire, etc.), you should fix the problem (retain assigned vehicle credit card receipts) and contact the Fleet Mechanic 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 Mechanic for assistance and instructions for getting work done by calling his office (715) 793-5151 or cell (715)-851-7453. The Fleet Department will be responsible for all costs.
4. When assigned a tribal-owned vehicle, all garbage must be removed from the vehicle weekly, and the vehicle should be washed and vacuumed monthly. This cost will be covered by the Fleet Department through the Little Star Convenience Store.
5. All vehicles must receive an annual complete safety check and inspection. The Fleet Mechanic is responsible for coordination of the safety checks and inspections.
6. Drivers are responsible for immediately reporting all accidents or damage to the vehicle to the Fleet Mechanic, Mohican Nation Insurance, appropriate divisional manager and local law enforcement personnel.
7. 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.
8. Operators of any Tribal-Owned vehicle must report any problems with the vehicle that you think might constitute a safety or liability hazard to the Fleet Mechanic.

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

Borrower’s Signature _____ Date _____