

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 that in addition to the fees charged for the vehicle use I will be responsible to provide the consumables after the initial tank of gas is provided for the term of this rental period.

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.

Property & Equipment Staff Signature

Date

Check-Out/In Information

Odometer Start _____

Odometer End _____

Total Mileage _____ X .575 = _____ 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

Property & Equipment Staff Signature

Permitted and Prohibited Uses of Tribal Vehicles

1. Non-business Mileage: The primary and major use of a Tribal-Owned vehicle shall be for official business. Non-business miles are not permissible. Each driver’s supervisor is responsible for reviewing mileage records.
2. Mounting trailer hitches and towing for personal reasons are not permitted. Hauling loads with the Tribal-Owned vehicle which could structurally damage the vehicle is prohibited. Some examples would be hauling firewood, sod, and/or gravel.
3. All Tribal-Owned vehicles will be identified as such, and modifications to Tribal-Owned vehicles for personal reasons are not permitted; this includes signs, stickers, antennas, ect....
4. Modifications to Tribal-Owned vehicles for operating purposes may on be undertaken with the express, written consent of the Asset Director.
5. Installation and/or use of any radar-detection device (fuzz busters) in a Tribal-Owned vehicle is prohibited.
6. The use of a Tribal-Owned vehicle for personal gain, such as delivering goods or services, or car pools where the riders pay the driver more than their prorata share of the non-business reimbursement rate are prohibited.
7. Unauthorized person(s) are not permitted in any Tribal-Owned vehicle, except drivers may render assistance to disable motorists in emergency situations. Family members may not ride in Tribal-Owned vehicles. When the company of family members is desired on 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.
8. The use of a Tribal-Owned vehicle for the purpose of “jumping or jump starting” another vehicle is strictly prohibited.
9. NO SMOKING will be allowed in any Tribal-Owned Vehicles.
10. 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

P&E Employee

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 Property & Equipment Dept. Manager 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 Facilities Maintenance Manager for assistance and instructions for getting work done by calling (715) 881-1208 or (715) 326-0133.
4. All vehicles must receive a complete safety check each year. The Property & Equipment Facilities Manager is responsible for coordination of the safety checks.
5. Drivers are responsible for immediately reporting all accidents or damage to the vehicle to the Facilities Maintenance Manager and to the 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 Facilities Maintenance Manager.

Questions

Additional questions about tribal driver and vehicle protection should be referred to the Facilities Maintenance Manager.

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

Borrower’s Signature

Date