

City of Dillingham Action Memorandum

Agenda of: January 15, 2015

Action Memorandum No. 2015-01

Subject:

Adoption of Vehicle/Equipment Rental Policy

City Manager: Recommend Approval

Signature: Rose Loeck

Route to	Department Head	Signature	Date
X	Finance Director	<i>Carol Shade</i>	12/23/14
X	Public Works Director	<i>Wally Loeck</i>	12/29/14
X	Port Director	<i>[Signature]</i>	12/21/14
X	City Clerk		

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The Finance & Budget Committee is recommending the City Council adopt the Vehicle/Equipment rental rates listed in Resolution No. 2015-01.

The Committee also recommended that a policy be developed that will provide staff the criteria needed to rent vehicles or equipment to the public. The Vehicle/Equipment Rental Policy is included under New Business, Action Memorandum No. 2015-01. The policy was developed using the Fleet Management Operating Procedures as a guide.

Action Memorandum No. 2015-01

Summary Statement continued:

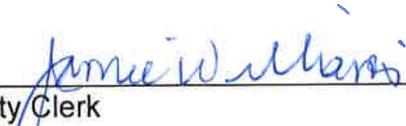
PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on January 15, 2015



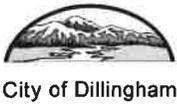
Mayor

ATTEST:

[SEAL]



City Clerk



POLICIES AND PROCEDURES

Title	VEHICLE/EQUIPMENT RENTAL	Reference	Fleet Management Operating Procedures
Policy Number	01.15	Recommended	Dillingham City Council
Effective Date	February 1, 2015	Issued By	Mayor Alice Ruby

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POLICIES AND PROCEDURES

I. PURPOSE

To establish policies and procedures to ensure that the City of Dillingham's vehicles and motorized equipment if rented to external parties is done in a manner that provides the best possible support to City operations through health, safety, economical and environmentally responsible fleet management.

II. POLICY

- A. City of Dillingham will provide vehicle/equipment locally for rent to external individuals/businesses when the vehicle/equipment is not available from the private sector.
- B. City of Dillingham will provide vehicle/equipment for rent using a qualified and properly licensed City employee to operate the vehicle/equipment as a first priority.
- C. City of Dillingham will provide vehicle/equipment for rent to an external party to operate if the individual that is operating the vehicle/equipment provides:
 - a copy of their Class A license to operate the vehicle/equipment;
 - provides at least three recommendations to their ability to operate the vehicle/equipment;
 - provides copies of their insurance and workmen's compensation documents; and if
 - the Public Works Director approves the individual to operate.
- D. No vehicle/equipment will be operated with a known safety deficiency.

III. GENERAL PROCEDURES

- A. Vehicle/Equipment Rental Operators shall have some or all of the following when applicable:
 - 1. Maintain the proper operator license and provide copy to the City.
 - 2. Maintain a current State and City Business License and provide a copy to the City.
 - 3. Maintain a minimum certification of insurance and Workers Compensation as required under AS 23.30 naming all employees and provide proof of insurance.
 - 4. Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than One Million (\$1,000,000).
 - 5. Proof of vehicle liability insurance including applicable Uninsured/Underinsured coverage with limits of liability not less than One Million (\$1,000,000) dollars per occurrence combined.

POLICIES AND PROCEDURES

6. Proof of single limit bodily injury and property damage insurance.
7. All insurances, Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance as described in items 3 - 6 shall include an endorsement stating the following: Sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.
8. Comply with all Federal, State, and local laws relating to the operation of assigned vehicle/equipment.
9. Inspect assigned vehicle/equipment prior to operation. The inspection will include, but not be limited to the following safety items depending upon vehicle/equipment type:
 - a. Water and oil levels
 - b. Foot and emergency brakes
 - c. Head, tail and brake lights
 - d. Turn signals
 - e. Tire pressure and tire condition
 - f. Windshield wipers
 - g. Mirrors
 - h. Visual damage (dents, large scratches, cracked windows, etc.)
 - i. Water and oil levels
10. Report deficiencies discovered through operator's inspection, which are beyond the operator's capability, to the Public Works Director for repair.
11. Not put vehicle/equipment in motion until all occupants are restrained by seat belts.
12. When an accident occurs when operating a rented vehicle or equipment the operator is to complete an accident report form and related workmen's compensation form as soon as possible.
13. The Rental operator is responsible for cleanliness of the vehicle/motorized equipment assigned. A \$100 cleaning fee will be assessed if the equipment is not return in its original state.
14. If the vehicle/equipment is misused the Public Works Director will investigate and make a determination if any vehicle/equipment misuse or abuse has occurred and report to the City Manager to make a record of non-rental use in the future for the external party.
15. A rental agreement will be drawn up by the City Manager for the rental of the vehicle/equipment that will specify the vehicle/equipment rented, rate of the rental, term of the rental agreement, where the equipment will be used and for what purpose. Unless otherwise stated, equipment rates are based on specified clock hours.

POLICIES AND PROCEDURES

IV. RESPONSIBILITIES

A. Public Works Director is responsible for:

1. Planning, directing, managing, coordinating and supervising the rental of vehicles and equipment for the City of Dillingham.
2. Assuring that the operator of the rented vehicle/equipment is qualified and has the appropriate licensure and insurances specified above.
3. Accompany renter for inspection of the vehicle/equipment before and after use and sign document that identifies any deficiencies. Inspection shall follow item III 9 in above General Procedures.
4. Provide rental contract after determining qualification of driver to be signed by the City Manager.
5. Delegating in writing the responsibility for implementing and complying with the provisions of this policy to the appropriate staff.
6. Re-enforce vehicle and equipment operator awareness to:
 - a. reduce vehicle and equipment idling time;
 - b. practice good driving habits and strict adherence to traffic rules;
 - c. use and maintain daily, weekly, or other equipment checklist to insure the vehicle or equipment is in a safe and operable working condition; and
 - d. maintain the proper operator license and comply with Federal, State, and local laws relating to the operation of motor vehicles and equipment.

B. Rental Operator who are approved for rental of vehicle/equipment shall:

1. Inspect vehicle/equipment with Public Works Director or designee prior to getting vehicle/equipment and signing a document identifying any deficiencies noted.
2. Prior to taking vehicle/equipment, provide copy of licenses, insurances, workmen's compensation and references to the Public Works Director or designee.
3. Sign contract as provided by Public Works Director.
4. Report any issues to Public Works Director when inspecting the vehicle/equipment after rental contract is terminated.
5. Not put vehicle/equipment in motion until all occupants are restrained by seat belts.
6. Not install, nor allow being installed, any additional electrical or electronic equipment such as stereo, CBs, light, light charger and radio chargers in any city vehicle/equipment. Equipment of this type will be installed by the Shop or an approved City vendor.