

NWCG Rental Car Task Group Recommendations



Task Group

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Tasking

- Purpose: Validate current business practices and consider alternative methods for providing rental cars in support of incident assignments.
- Objective: Provide an array of effective mechanisms for incident-going personnel to obtain transportation during incident assignments
- Deliverable: Provide a recommendation to the IBC regarding effective and efficient mechanisms for renting vehicles in support of incident response. Cost efficiency should be taken into consideration or should at least be identified as a factor for each type of approach.

Current Methodologies

Several of the Geographic Areas have developed rental vehicle agreements, processes and procedures based on their individual capabilities and needs. All agreements allow for interagency use and provide off-road coverage to support operational needs. Each provides standard operating procedures including claims settlement. The identified users requiring transportation support are ADs, single resources, IMTs and crews.

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Best Practices – Procurement Terms and Conditions

After carefully reviewing all the options available, the task group has outlined what they believe are the best practices for terms and conditions in developing incident blanket purchase agreements (BPA). *See Attachment B: Best Practices - Procurement of Rental Vehicles*

- Allow for multiple vendors
- Allow for multiple operators
- Allow for payment to be made with government-issued travel card with off-road coverage.
- Allow for centralized billing by state and agency for AD, IMT, Incident Pool Vehicles and Single Resources (without government-issued travel card).
- Allow for identification of how rental vehicle is to be paid, payment contact information, and how the rental is assigned at the time of order (O# or E#). *See Attachment C: Sample Order Forms*
- Allow for interagency use
- Define scope of work that describes operational use.
- Define what is wear and tear based on operational use.
- Define provisions for determining delivery/pick up fees (this could be via driver or transport).
- Define provisions for assessing a cleaning fee.
- Allow for payment to be made from vendor invoice, not an OF-286 Emergency Equipment Use Invoice.
- Allow for use outside of geographic area
- Allow for online reservations
- Define how vehicle reassignments will be documented and tracked; whether vehicles can be returned to a location other than where rented, and any associated drop-fees. *See Attachment D: Sample Tracking Forms*

Best Practices – Claims Settlement

All current I-BPAs provide direction on claims settlement based on each geographic area's capabilities. These include: defining the claims process based on type of user (IMT, AD, and Single Resource), submission of claims documentation, and establishment of responsible party for claims settlement. *See Attachment C: Best Practices – Claims Settlement*

Best Practices – Other Transportation Options

- DoD US Government Rental Agreement <http://www.defensetravel.dod.mil/site/rental.cfm>
 1. Allows for multiple vendors

2. Allows for multiple operators; request “all authorized licensed drivers” be noted on the agreement.
 3. Provides liability coverage under Government Administrative Rate Supplement (GARS); this is a \$5 per day fee listed on the rental contract at time of pick-up.
 4. Allows for use of personal funds (cash, personal check & personal credit card) to procure rental.
 5. Allows for off-road use provided it is approved in writing when rental is picked up.
- GSA Short Term Rental (STR): <http://www.gsa.gov/portal/content/102675>
 1. Allows for multiple vendors
 2. Allows for multiple operators; request “all authorized licensed drivers” be noted on the agreement.
 3. Short term rental program – Minimum of 30 days; can be extended up to 120 days
 4. Orders are placed through Authorized Point of Contact using a GSA Billing Office Account Code (BOAC). Highly recommend agency fleet and budget staff be involved for payment processing.
 5. Rental is paid through centralized billing, charged to appropriate fund code.
 6. Uses RSVP award schedule
 7. Allows for off-road use
 8. Fuel cards are available for rentals upon request; highly recommend fuel cards be ordered immediately when ordering vehicles and request overnight delivery of fuel cards.
 - GSA RSVP: <http://www.gsa.gov/portal/content/104999>
 1. Allows for multiple vendors <http://www.gsaelibrary.gsa.gov/ElibMain/SinDetails?scheduleNumber=48&executeQuery=YES&specialItemNumber=411+2>
 2. Allows for off-road use if negotiated at time of order; need to make sure vendor understands intended use.
 3. Task order or BPA can be established in advance to expedite needs during emergency situations.
 4. Must be established by a Procurement Official; paid with credit card
 5. Vendors with Disaster/Recovery icon next to their name allow state and in some cases local government to procure products and services from this contract. See individual agreements for terms and conditions.
 6. Must have a person’s name associated with each vehicle as the renter
 7. Orders are placed with National Coordinator; picked up with a local vendor. Coordination with local vendor, dispatch, IMT and procurement official is necessary for tracking of vehicles.
 8. Coordination is necessary during transition periods for tracking and payment purposes.
 9. Vehicles are returned to vendor location where picked up unless otherwise negotiated.

- Agency Fleet Holdovers:
 1. Minimum 4 month commitment; Fixed Ownership Rate (FOR) must be paid with appropriated funds not Wildland Fire Suppression Funds.
 2. Mileage and damages may be charged to suppression funds
 3. Requires pre-season coordination with Fleet; may have limited availability
- Mob Center/Transportation Hubs:
 1. Pacific Northwest Geographic Area is looking into utilizing GSA STR Program to have vehicles assigned to mob centers; vehicles would be checked out and returned to Mob Center.
 2. Northern Rockies Geographic Area is looking into utilizing GSA STR program to establish transportation hubs around the geographic area. Each hub would have a designated Hub Manager to track vehicles by incident/usage. Procurement would be made by utilizing a large fire support code. Initial order would be for prepositioning; vehicles would be checked out individually or could be relocated as a group based on need.
- Agreements – Other:
 1. National and Geographic Area solicitations, Incident only EERAs and commercial items; claims process is defined in terms and conditions of each agreement.
 - Crew Carrier Buses - School Bus type (National solicitation)
 - Vehicles with Drivers (National solicitation (VIPR template) or Incident only EERA)
 - Coach Buses (procured commercially)

Recommendations

The task group recommends using a BPA as the procurement instrument for competitively soliciting rental vehicles, whether it is done nationally or locally. The group has developed a checklist of items to consider and have identified BPA components to be included in the development of a BPA. *See Attachment A: BPA Checklist*. The group has also developed additional recommendations designed to provide better support, tracking and cost containment.

- Highly discourage the use of personal credit cards for procurement of rental vehicles. While there are current options that allow for this, it places employees at undue risk for personal liability should there be damage claims. This primarily is a concern with the AD workforce.
- Highly recommend looking into agency travel regulations and electronic travel systems to allow for the procurement of rental vehicles through Agency centralized billing account (CBA)-Suppression accounts. Currently, these CBA accounts can only be used to procure air travel.

- Highly recommend that Agency Administrators limit authorization of rental vehicles based on the position/qualification needed and not the person's hiring authority. For example an AD PTRC may need transportation to/from an incident, but the position doesn't require a rental vehicle in order to successfully perform the functional duties on the incident. Transportation could be provided by other means.
- Recommend, as a cost containment measure that IMTs document in their key decision logs efforts taken to return underutilized rental vehicles and consider using agency owned vehicles on the incident.
- Require IMTs to identify IMT mobilization needs and strategies by identifying rostered members who require rental vehicles, car-pooling efforts and utilization of Bus/Coach Bus to transport several team members and gear from a centralized meeting point to the incident.
- Recommend implementing and requiring utilization of a Tracking and Accountability Form. *See Attachment E: Sample Tracking and Accountability Form*
- Recommend when authorizing rental vehicles that the type of rental vehicle required be considered.
 - Rental Vehicle authorized (off-road coverage required)
 - Rental Vehicle authorized (off-road coverage is not required)
- Recommend that when filling orders in ROSS, subordinate rental vehicle requests not be allowed. For resources ordered on an O# request, documentation of rental vehicle authorized on the overhead resource order will serve as the resource order for the vehicle. For crews requiring rentals, the C# request will include documentation that the rental vehicles are authorized and will serve as the resource order for the vehicles. Incident pool rental vehicles will be issued E# requests.
- Recommend Standard Operating Procedures be developed jointly by the Procurement Official(s) and Dispatch at the appropriate organizational level (local, GACC, National) to provide a common understanding of how transportation tools are to be ordered, utilized and paid. *See Attachment F Sample Standard Operating Procedures*

Concerns

Questions were raised concerning personal liability of the purchase card holder when procuring vehicles with multiple drivers through the GSA RSVP program. Per the Office of General Counsel (OGC), under the purchase card guidelines, liability for transactions made by authorized cardholders is borne by the Government. OGC recommends using caution; attention needs to be paid to the terms and conditions of the rental agreement between the vendor and GSA. Terms and conditions vary between vendors. Use of multiple drivers may actually violate the terms of the rental agreement. There are a multitude of situations such as fines, parking tickets, damage claims that may arise with the procurement of these vehicles. According to OGC, it is important to note that much of how each situation would be treated appears to be based upon the terms and conditions and any umbrella agreements that may exist between the vendor and the agency. Outcomes may vary from situation to situation.

References and Tools

Attachment A	BPA Checklist
Attachment B	Best Practices – Procurement of Rental Vehicles
Attachment C	Best Practices – Claims Settlement
Attachment D	Sample Vehicle Order Forms
Attachment E	Sample Vehicle Tracking Forms
Attachment F	Sample Tracking and Accountability Form
Attachment G	Sample Standard Operating Procedures (SOPs)

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BPA Checklist

Considerations for determining scope of work, types of vehicles needed and sources

Scope of Work: The vehicle rental needs of the government and availability of the vendor's vehicles during an emergency cannot be predetermined. As a result, placement of orders cannot and should not be guaranteed. It is recommended that when defining the specifications of the BPA, that a description of operational use is included. An example of this is: *Resources furnished under this agreement may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include but is not limited to unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions (including environmental smoke smell in the interior of the vehicle). As a result, by entering into this agreement, the contractor agrees that what is considered normal wear and tear under this agreement may be in excess of what the vehicle is subjected to under normal operations and is reflected in the rates.*

The BPA should also contain a section that defines what is considered damage beyond normal wear and tear based on use. Damages beyond what is defined as normal wear and tear under the terms and conditions of the agreement would be handled as a contract claim. Some examples of these are:

- Scratches over 2 inches if scratch is through the paint and cannot be buffed out on the body of the vehicle. A test for this would be if a finger nail catches on the scratch when running the finger nail over the painted surface.
- Dents larger than 2 inches or multiple dents per panel.
- Undercarriage damage that compromise the structure, safety or operability of the vehicle.
- Any unusual wear to the interior of the vehicle such as rips, tears, and broken parts.
- Tires that are damaged due to off road use such as flats caused by punctures; missing chunks of tread, destruction of sidewall or unusual wear patterns. Government has the option to replace damaged tire(s) with a brand name or equal replacement. Costs may be borne by the vendor, by the government or shared based on remaining useful life of the damaged tire. An example of this would be, for the purpose of determining useful life, 40,000 miles will be used as the tire useful life.

Types of vehicles needed: Define what types of vehicles are most desirable based on typical need. These may include:

- Compact or medium-sized passenger cars
- SUV (small, midsize or full size)
- ½, ¾ ton or 1 ton (with towing capabilities) pickups, 2x4, 4x4, crew or quad cabs
- Van (Refer to Agency and State regulations for passenger endorsement)
- Stake Trucks (14 or 24 foot bed)
- Box Trucks (16 or 24 foot)

Attachment A

Sources: Look at what is available locally. Adequate competition is most desirable; small businesses such as used car lots may be a good source in less metropolitan areas.

- National rental vehicle companies
- Local rental vehicle companies
- New and used car lots

BPA components

- Allow for multiple vendors
- Allow for multiple operators
- Allow for payment to be made with government-issued travel card with off-road coverage.
- Allow for centralized billing by state and/or agency for AD, IMT, Incident Pool Vehicles and Single Resources (without government-issued travel or purchase card).
- Allow for identification of how a rental vehicle is to be paid, payment contact information, and how the rental is assigned at the time of order (O# or E#).
- Allow for interagency use
- Define scope of work that describes operational use.
- Define what is wear and tear based on operational use.
- Define provisions for determining delivery/pick up fees (this could be via driver or transport).
- Define provisions for assessing a cleaning fee.
- Allow for payment to be made from vendor invoice not an OF-286 Emergency Equipment Use Invoice.
- Allow for use outside of geographic area
- Allow for online reservations
- Define how vehicle reassignments will be documented and tracked; whether vehicles can be returned to a location other than where rented; and any associated drop-fees.

BPA Administration

Rental vehicles require a great deal of management and oversight. Consider how the BPA is going to be administered and provide written direction. This direction should include who has the authority to place orders against the BPA. Define roles, responsibilities with an emphasis on accountability for the incident management team as well as the single resource/driver. Developing tracking mechanisms outside of ROSS that include vehicle identification, vendor and incident information, payment direction and basic information on the driver(s) will help in the overall success of the BPA administration. *See Attachments D-G*

Claims Settlement

Provide direction on claims settlement. Based on intended use (interagency), consideration should be given to each agency's capabilities and authorities. Direction should include defining the claims process based on type of user (IMT, AD, Single Resource and Incident Pool Vehicles), submission of claims documentation, and establishment of responsible party for claims settlement.

Best Practices Procurement of Rental Vehicles

Geographic Area BPAs

Forest Service, Region 5 BPA:

- Single Vendor – Enterprise
- Allows for multiple operators
- Allows for multiple use – (off-road, AD, IMT, Incident Pool Rigs); currently no mechanism to address Crews.
- Allows for payment with Gov't issued travel card, includes "off-road" use.
- Allows for centralized Vendor billing to FS AQM Service Zones
- Offers flat delivery/ pickup fee
- Allows for flat rate detailing fee
- Allows for IMTs to track cost, but payment is made from Vendor invoice not incident created use invoice.
- Allows for interagency use

Forest Service, Region 6 BPA:

- Single Vendor - Enterprise
- Allows for multiple use – (off-road, AD, Crew, IMT, Incident Pool Rigs); off-road use must be ordered and paid under IBPA; can't pay with travel card or personal funds.
- Allows for multiple operators
- Allows for IMTs to track cost, but payment is made from Vendor invoice not incident created use invoice; shift tickets are required.
- Allows for interagency use

Great Basin BPA:

- Multiple Vendors
- Allows for multiple operators
- Allows for payment with Gov't issued travel card, includes "off-road" use.
- Allows for multiple use – (off-road, AD, Crew, IMT, Incident Pool Rigs)
- Allows for centralized billing by State & Agency for ADs, IMTs, Incident Pool Rigs or single resources without Agency provided travel cards.
- Offers delivery/pickup within defined mileage radius.
- Allows for identification for how rental is to be paid payment contact and who/how the rental is assigned at time of order.
- Allows for flat rate detailing fee.

Attachment B

- Allows for IMTs to track cost, but payment is made from Vendor invoice not incident created use invoice.
- Allows for interagency use
- Allows for use outside of GACC
- Allows for reservations to be made online.

Northern Rockies Agreement:

- Multiple Vendors
- Allows for multiple operators
- Allows for off-road use
- Allows for interagency use
- IMTs/Users are required to keep shift tickets; use invoice is submitted to host incident agency payment center.

US Government & GSA Agreements

DoD US Gov't Rental Agreement: <http://www.defensetravel.dod.mil/site/rental.cfm>

- Multiple Vendors
- Allows for multiple operators; request “all authorized licensed drivers” be noted on the agreement.
- Provides liability coverage under Government Administrative Rate Supplement (GARS); this is a \$5 per day fee listed on the rental contract at time of pick-up
- Allows for use of Personal funds (cash, personal check & personal credit card) to procure.
 - Allows for use of Prepaid or Gov't sponsored debit cards; this is currently being looked into.
- Allows for off-road use provided it is approved in writing when rental is picked up.

GSA STR: <http://www.gsa.gov/portal/content/102675>

- Multiple Vendors
- Allows for multiple users; request “all authorized licensed drivers” be noted on the agreement.
- Short term rental program – Minimum of 30 days; can be extended. Contract period is for 60 days.
- Orders are placed through Authorized Point of Contact using a GSA Billing Office Account Code (BOAC). Highly recommend Agency Fleet, Budget and/or Acquisition be involved for payment processing.
- Rental is paid through centralized billing, charged to appropriate fund code.
- Uses RSVP award schedule
- Allows for off-road use.
- Can get fuel cards with rental; High recommend that fuel cards are ordered immediately when ordering vehicle and request overnight delivery of fuel cards.

RSVP: <http://www.gsa.gov/portal/content/104999>

- Multiple Vendors <http://www.gsa.library.gsa.gov/ElibMain/SinDetails?scheduleNumber=48&executeQuery=YES&specialItemNumber=411+2>
- Allows for off-road use if negotiated at time of order; need to make sure vendor understands intended use.
- Task order or BPA can be set up in advance to expedite needs during emergency situations.
- Must be set up by procurement official; paid with credit card.
- Vendors with Disaster/Recovery icon next to their name; vehicles are available to Federal, State and in some cases local government. Once assigned agency assigns drivers
- Must have a person's name associated with each vehicle
- Orders are placed with Nat'l Coordinator; picked up with local vendor. Coordination with local vendor, dispatch, IMT and procurement official or BUYT is necessary for tracking of vehicles.
- Coordination is necessary during transition periods for tracking and payment purposes.
- Vehicles are returned to Vendor location where picked up unless otherwise agreed to.

Other Options

Agency Fleet Holdovers:

- Minimum 4 month commitment; FOR must be paid with appropriated funds (not SU)
- Mileage and damages can be charged to SU
- Requires pre-season coordination with Fleet; may have limited availability

Mob Center/Transportation Hubs:

- R6 is looking into utilizing GSA STR to have vehicles assigned to mob centers; vehicles would be checked out and returned to Mob Center.
- NR is looking into utilizing GSA STR program to establish transportation hubs around the geographic area. Each Hub would have a designated Hub manager to track vehicles by incident/usage. Procurement would be made utilizing a large fire support code. Vehicles would be checked out individually or could be relocated as a group based on need.

Transportation – Other

- Forest Service (National and Regional) VIPR Competitive solicitations; claims process is defined in terms and conditions of each agreement.
 - Buses
 - Coach Buses
 - Crew Carriers
 - Vehicle w/Drivers

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Best Practices

Claims Settlement - Rental Vehicles

Geographic Area BPAs

Forest Service, Region 6 BPA:

- Defined claims process based on type of user (IMT, AD, Single resource, procured with travel card). Claims documentation is completed on incident and submitted to R6 Fire & Aviation Contracting Team for settlement.

Forest Service, Region 5 BPA:

- Defined claims process based on type of user (IMT, AD, Single resource, procured with travel card). Claims documentation is submitted to the supporting Acquisition Service Area for the incident; Area Leads will assign the claim to the appropriate CO for settlement.

Great Basin BPA:

- Defined claims process based on type of user (IMT, AD, Single resource, procured with travel card).
 - **Single Resource with Govt. issued credit card:** Damages – Claims and damages will be settled separately by the employee’s servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. Accountability for damages will be determined by the home unit.
 - **Single Resource without Govt. issued credit card:** Damages – Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter’s charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms shall be submitted to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual’s hiring unit.

- **Incident Pool Rigs (Transportation Units, Ground Support):** Damages – Ground Support Unit Leaders are responsible for ensuring the completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation shall be submitted to the appropriate payment contact, who will coordinate with their servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The Ground Support Unit Leader and/or vehicle operator may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the vehicle operator may be held financially accountable for a portion of the claim

Northern Rockies Agreement:

- Claims settlement is agency specific and is the responsibility of the incident agency.

US Government and GSA Agreements

DoD US Gov't Rental Agreement:

<http://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf>

- Provides liability coverage under GARS
- **Section 15** defines authorized drivers as “persons authorized to operate vehicles rented under this Agreement, if properly licensed, include the renter, and without additional charge, the renter's fellow Government travelers in official travel status while acting within the scope of their employment duties. Such additional drivers need not be listed on the rental agreement. Government employees who are age 18 or older, if otherwise eligible, may rent and operate vehicles under this Agreement when on authorized Government travel.”
- **Section 18** outlines damage liability with exceptions (18.b and 19.b) and billing of damages. Neither the Government nor Government renters will be responsible for loss or damage to the vehicle except as stated paragraph 18.b, including 18.b.12, “Operation of the vehicle off paved, graded, Federal, state, or professionally maintained roads, or driveways, unless the Company has agreed to such operation in writing at the time of rental.” “When loss or damage is due to an exception stated above, the Company will submit bills directly to the Government agency employing the renter to the attention of the renter at the official work address noted in Section 17.... If the renter’s employing Government agency denies liability on the basis that the renter or other authorized driver was not operating the vehicle for official travel at the time of the loss, the Company may handle the matter directly with the renter. In such a circumstance as described in subparagraph b. (14) above, the Company’s sole remedy shall be with the person who caused the damage or the Government agency whose employee caused the damage to the rented vehicle. If the Government employee was not acting within the scope of employment (which determination shall be made by the renter’s employing agency), the Company may pursue whatever legal remedies available under applicable law.”

Attachment C

- **Section 19 (b)** outlines accident reporting procedures...“When there is an accident involving the rented vehicle, the renter will obtain a police report for the Company if one has been made and is reasonably available. The renter will contact the Company as soon as practicable after an accident and fill out a Company accident report when requested to do so. The Company must advise the renter that under some state laws failure to report an accident may result in the employee being charged with cost of repairs to the rented vehicle. In the event of an accident, damage or loss to the rental vehicle, proof that the renter was on authorized Government travel may be requested by the Company, and must be provided by the renter or the renter’s agency.”
- **Section 22** addresses prohibited charges to government travel charge card or personal credit card: Pre-charging or placing holds on credit or charge cards with the estimated amount of the rental and making adjustments when the car is returned is prohibited. Rental car companies may request an authorization on the credit or charge card of record to ensure that the credit or charge card is active and will allow for appropriate funding of rental car expenses. The Company signing this Agreement acknowledges and fully agrees that charging the renter’s Government or personal charge/credit card for damage to the rental vehicle is prohibited when the renter or authorized driver, as the case may be, was on authorized duty when renting the vehicle and within the scope of employment when the damage was caused, and the rental was booked under the terms of the Government Agreement... Rental vehicle charges may be applied to Government managed centrally billed accounts; *however*, this tax exempt transaction requires prior coordination between the account manager and the rental car company.

RSVP:

- Damages are paid by using agency, paid for in 60 days; review the contractor terms and conditions for Insurance and Damage Liability requirements and detailing fees. Many of the Contractors terms and conditions have a line item for cleaning vehicles, discuss with contractor when the cleaning line item will be enforced. Discuss and agree on what the Contractor’s policy is for damage beyond normal wear and tear.

GSA STR:

- Claims resolution is between Agency and GSA; Agency may be authorized by GSA to make repairs or GSA will make repairs and bill for damages, this can take up to 2 years.
- GSA won’t be involved in the resolution of accidents or any type of vehicle damage that occurs to the rented vehicles in so far as the rental company and the customer debate issues of fault. Only in the event of charges resulting from such damage appearing on invoices submitted to GSA Fleet (and subsequently billed to the customer) will GSA be involved.

Other Options

Agency Fleet Holdovers:

- Agency specific processes are followed.

Attachment C

- Federal Agency Vehicle Property Damage – Incident Response FAQs outlines damage causation and repairs, normal wear and tear and tires. http://www.nwcg.gov/branches/pre/ibc/faqs/property_damage_faq.pdf

Transportation – Other

- Forest Service (National and Regional) VIPR Competitive solicitations; claims process is defined in terms and conditions of each agreement.
 - Buses
 - Coach Buses
 - Crew Carriers
 - Vehicle w/Drivers

Rental Vehicle Request Form

Name of Traveler	Position on Incident	Resource Order Number	*Government Issued Credit Card Yes/No	Type of Vehicle Requested	4x4 Requested Yes/No	To be Completed by Incident Agency	
						Rental Company	BPA Agreement Number

* All travelers with Government issued credit cards are required to purchase rental cars with their government issued credit card.

IMT Point of Contact	Phone Number	Email or Fax

Local Agency Point of Contact (Name of Personnel Placing Order)	Phone Number	Email or Fax

Payment Contact Name:	Phone Number	Email or Fax

GEOGRAPHIC AREA
 Bureau of Land Management
 Forest Service
 National Park Service
 Bureau of Indian Affairs
 U.S. Fish & Wildlife Service
 State(s) of xxxx

VENDOR: A COPY OF THIS FORM MUST BE RETURNED WITH MONTHLY BILLING STATEMENT IF ANY OF THE LISTED VEHICLES WILL BE INVOICED THROUGH THE BPA PAYMENT PROCESS.

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VEHICLE RENTAL ORDER FORM

GEOGRAPHIC AREA

Bureau of Land Management
 Forest Service
 National Park Service
 Bureau of Indian Affairs
 U.S. Fish & Wildlife Service
 State(s) of *xxxxx*

Date:		Requestor/Authorized Ordering Official:	
Rental Car Company and Phone Number:		BPA Number:	
Incident Name/Number:		Charge Code:	
Vehicle Type (s):			
Vehicle year:	Make:	Model:	Color:
License Plate # and State:			
Renter Name:		Resource Order Number (E or O#):	
Renter's Contact Number:			
How will this order be paid? <input type="checkbox"/> Government Employee Credit Card (Coordinate with employee at time of pickup/drop off) <input type="checkbox"/> Invoiced through BPA Payment Process			

(Vendor must submit this order form with invoice package to the payment contact listed below.)

Payment Contact Name:
Payment Contact Phone Number:

Attachment D

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INCIDENT VEHICLE RENTAL – USE ENVELOPE

BLANKET PURCHASE AGREEMENT

NOTE TO FINANCE: THIS IS NOT AN EERA

THIS ENVELOPE MUST REMAIN IN/WITH THE VEHICLE AND MUST BE RETURNED TO LOCAL UNIT TRANSPORTATION FOR PAYMENT PROCESSING

BPA VENDOR (circle one) <i>If more than one, list all vendors here</i> BPA NUMBER	example: ENTERPRISE example: DBB073002
RENTAL VEHICLE MAKE/MODEL	
RENTAL VEHICLE LICENSE NUMBER	

INCIDENT NAME	INCIDENT NAME	INCIDENT NAME	INCIDENT NAME
INCIDENT/PROJECT ORDER NUMBER	INCIDENT/PROJECT ORDER NUMBER	INCIDENT/PROJECT ORDER NUMBER	INCIDENT/PROJECT ORDER NUMBER
EQUIPMENT RESOURCE ORDER #			
OVERHEAD ASSIGNED (NAME)	OVERHEAD ASSIGNED (NAME)	OVERHEAD ASSIGNED (NAME)	OVERHEAD ASSIGNED (NAME)
OVERHEAD RESOURCE ORDER #			
DATE/TIME ASSIGNED	DATE/TIME ASSIGNED	DATE/TIME ASSIGNED	DATE/TIME ASSIGNED
DATE/TIME RETURNED	DATE/TIME RETURNED	DATE/TIME RETURNED	DATE/TIME RETURNED
DATE/TIME REASSIGNED	DATE/TIME REASSIGNED	DATE/TIME REASSIGNED	DATE/TIME REASSIGNED

FORMS:

- _____ EQUIPMENT RESOURCE ORDER (FOR EACH INCIDENT ASSIGNED)
- _____ OVERHEAD RESOURCE ORDER
- _____ COPY OF BLANKET PURCHASE AGREEMENT
- _____ COPY OF RENTAL CAR AGREEMENT
- _____ OF-296 VEHICLE/HEAVY EQUIPMENT INSPECTION CHECKLIST (PREUSE)
- _____ OF-296 VEHICLE/HEAVY EQUIPMENT INSPECTION CHECKLIST (POSTUSE)
- _____ INCIDENT BPA EQUIPMENT RENTAL SHEET CON'T

RETURN ENVELOPE WITH VEHICLE TO: (Example below, modify info for local use)

TRANSPORTATION COORDINATOR:

Incident Agency:

Address:

PHONE NUMBER:

CELL PHONE:

DISPATCH CENTER:

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INCIDENT VEHICLE TRACKING AND ACCOUNTABILITY FORM

RENTAL VEHICLE CHECK-OUT	INCIDENT NAME	DATE PREPARED	TIME PREPARED
RENTAL VEHICLE RETURNED TO:	CITY, STATE	DATE RETURNED	TIME RETURNED

Resource Order # _____ Rental Vehicle # _____ Vehicle License Plate w/State _____

Make _____ Model _____ 2WD 4WD Color _____

Rental Company _____ Contact _____

Address _____ City, State _____

Checked out to: _____ Valid Driver's License checked Resource Order # _____

In Lieu of Letter for AD/Casual Hire Inspected for Damages – Out Inspected for Damages - Returned

I acknowledge that by signing this form I am responsible for the care and safe operation of this vehicle. I will report any damage immediately to Ground Support. I understand that this vehicle belongs to the incident and is being provided to me for use on the incident. It will be turned in promptly to Ground Support before I demobilize from the incident in good condition with all supplies and garbage removed. Any reassignment of this vehicle will be approved by the Incident Agency, documented through the Ground Support Unit and tracked by resource order in ROSS.

Operator Signature _____ Date _____ Position _____

Checked in by _____ Date _____ Position _____

Checked out to: _____ Valid Driver's License checked Resource Order # _____

In Lieu of Letter for AD/Casual Hire Inspected for Damages – Out Inspected for Damages - Returned

I acknowledge that by signing this form I am responsible for the care and safe operation of this vehicle. I will report any damage immediately to Ground Support. I understand that this vehicle belongs to the incident and is being provided to me for use on the incident. It will be turned in promptly to Ground Support before I demobilize from the incident in good condition with all supplies and garbage removed. Any reassignment of this vehicle will be approved by the Incident Agency, documented through the Ground Support Unit and tracked by resource order in ROSS.

Operator Signature _____ Date _____ Position _____

Checked in by _____ Date _____ Position _____

INCIDENT VEHICLE TRACKING AND ACCOUNTABILITY FORM

Checked out to: _____ Valid Driver's License checked Resource Order # _____

In Lieu of Letter for AD/Casual Hire Inspected for Damages – Out Inspected for Damages - Returned

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Operator Signature _____ Date _____ Position _____

Checked in by _____ Date _____ Position _____

Checked out to: _____ Valid Driver's License checked Resource Order # _____

In Lieu of Letter for AD/Casual Hire Inspected for Damages – Out Inspected for Damages - Returned

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Operator Signature _____ Date _____ Position _____

Checked in by _____ Date _____ Position _____

Checked out to: _____ Valid Driver's License checked Resource Order # _____

In Lieu of Letter for AD/Casual Hire Inspected for Damages – Out Inspected for Damages - Returned

I acknowledge that by signing this form I am responsible for the care and safe operation of this vehicle. I will report any damage immediately to Ground Support. I understand that this vehicle belongs to the incident and is being provided to me for use on the incident. It will be turned in promptly to Ground Support before I demobilize from the incident in good condition with all supplies and garbage removed. Any reassignment of this vehicle will be approved by the Incident Agency, documented through the Ground Support Unit and tracked by resource order in ROSS.

Operator Signature _____ Date _____ Position _____

Checked in by _____ Date _____ Position _____



STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INTRODUCTION

To assist in incident mobilization efforts, the Great Basin Incident Business Group has established Blanket Purchasing Agreements (BPA) to be used in the support of protecting lands for fire suppression, severity, and all-hazard incidents. This document provides the process for utilizing the BPAs listed below:

GREAT BASIN BLANKET PURCHASE AGREEMENTS
Enterprise Car Rental
Hertz
Rush Truck
Salmon Motors
Ely Car Rental

Prior to utilizing a rental car on an emergency incident the proper mode of transportation must be determined. The mode of transportation must result in the greatest advantage to the Government and be approved in advance by the incident agency (via the resource order) and the employee's supervisor.

When use of a rental car has been approved, most agency policy limits the vehicle size to compact vehicles only. Employees may be approved to upgrade rental vehicle size under the following circumstances:

1. To accommodate the transportation of additional government equipment that is so large that it cannot reasonably fit into a compact vehicle.
2. Travelers will be accessing areas of extremely rough terrain, which would require the use of a Sport Utility Vehicle with off road capabilities to ensure safe travel.
3. Sharing a rental vehicle with other employees.

It is recommended that line-going personnel rent large SUVs or ¾-ton pickups. These vehicles are equipped with higher ground clearance and E-class rated tires.

For longer term assignments (i.e., fire pre-positions and details) rentals may be procured and paid under the centrally billed account to avoid potential credit availability issues with charge cards. Users will need to submit spreadsheets or other documentation that indicates which fires and dates the vehicle should be charged to. Arrangements for this documentation should be made at the time of rental between the user and the payment office.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

EMPLOYEE WITH A GOVERNMENT-ISSUED CHARGE CARD

A government employee, that has a government-issued charge card, shall utilize this BPA and pay (for themselves only) using that charge card at the time of rental. This option allows the employee to arrange and pay for their own travel, but fall within these terms and conditions unique to incident support (i.e. claims, off road use, etc.).

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. A resource order will be generated for the employee incident assignment, specifying in the "Special Needs" block that a rental vehicle is authorized.
3. The employee may reserve the vehicle by:
 - a. Enterprise Rentals Only - Reserving online at: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=GRBASIN. Online reservation instructions can be found at: <http://gacc.nifc.gov/gbcc/business.php>.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Employee **MUST** provide either a Vehicle Rental Order Form (Form B-1) or the above-mentioned resource order via fax, email or in person. Employee must specify if a 4X4 or all-wheel vehicle is required at the time of order.
4. The employee shall provide their charge card number at the time of rental. Per the BPA terms and conditions, pre-charging or placing holds on charge cards is prohibited, including pre-authorization fees.
5. The employee will obtain a copy of the rental agreement. The rental agreement should contain either the customer number or the incident number and resource order number. Employees must ensure their government-issued charge card has been utilized on the rental agreement at the time of rental. If an employee encounters resistance to utilization of the employee's government-issued charge card, contact the local dispatch center or incident business personnel for assistance.
 - a. Employee will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. The employee responsible for the vehicle is required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection shall include the body, undercarriage and roof of the vehicle. Any existing or questionable pre-existing damage should be documented with photos (camera or phone) and discussion/documentation with the rental car lot agent. Ensure that pictures reflect the damage in terms of size and depth.
7. A copy of the commercial rental agreement and resource order should be retained by the renter as supporting documentation for the charge card expense. In the event the renter is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be retained as supporting documentation for the charge card expense.
8. All vehicles shall be returned in the condition received (fueled and clean). If this is not possible, it is the employee's responsibility to contact a local representative to assist in the re-fueling and/or cleaning of the vehicle. The employee responsible for the vehicle is required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection should include the body, undercarriage and roof of the vehicle. All damage should be documented with photos (camera or phone). Ensure that pictures reflect the damage in terms of size and depth.
9. Employee will obtain a final invoice from the rental car company. Documentation contained in the glove box should be retained for employee charge card statement reconciliation.
10. Damages – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation (photos, etc.) shall be submitted to the local incident business or administrative point of contact, who will coordinate with the employee's servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. Accountability for damages will be determined by the home unit.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

EMPLOYEE WITHOUT A GOVERNMENT-ISSUED CHARGE CARD

Orders for vehicles under this category, utilizing this BPA, shall only be placed by dispatch, buying team members, or other authorized officials. Employees without charge cards are NOT authorized to order vehicles for themselves.

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. Resource order will be generated for the employee incident assignment, specifying in the "Special Needs" block that a rental vehicle is authorized.
3. Dispatch or other authorized officials (i.e., incident business personnel, buying teams, GB hiring officials) will reserve a rental vehicle for the employee upon receipt of a resource order authorizing the rental. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online. The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 3. above may reserve vehicles that will be centrally billed.
 - b. All Vendors: Authorized personnel listed in 3. above may contact the rental car vendor directly to make arrangements for the rental. Complete the Vehicle Rental Order Form (Form B-1) and provide via fax, email or in person to the vendor. A Vehicle Rental Order Form is **REQUIRED** before the vendor can arrange any rental unit. The Vehicle Rental Order Form (Form B-1) should specify if a 4X4 or all-wheel vehicle is required. The Vehicle Rental Order Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided. A copy of the Vehicle Rental Order Form shall be forwarded to the payment center contact listed on the form.
4. Vendor will contact the renter within 2 hours of the order to arrange delivery or pickup.
5. The employee will obtain a copy of the rental agreement. The rental agreement should contain either the customer number or the incident number and resource order number. Customer numbers can be obtained by local dispatch or incident business personnel. Renters must ensure their personal charge card has not been provided for the vehicle rental. If personnel encounter resistance to utilization of the centrally billed account, contact the local dispatch center or incident business personnel for assistance. **DO NOT PROVIDE PERSONAL CHARGE CARD INFORMATION** to the rental agency.
 - a. Renter will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. The renter responsible for the vehicle is required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection shall include the body, undercarriage and roof of the vehicle. Any existing or questionable pre-existing damage should be documented with photos (camera or phone) and discussion/documentation with the rental car lot agent. Ensure that pictures reflect the damage in terms of size and depth.
7. A copy of the commercial rental agreement should remain in the glove box of the vehicle at all times until vehicle is returned to vendor.
 - a. In the event the renter is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be kept with the original documentation.
8. At the end of the incident, unless otherwise approved, vehicles shall be returned to point of pickup in condition in which it was received (fueled and clean). If this is not possible, it is the renter's responsibility to contact a local representative to assist in the re-fueling and/or cleaning of the vehicle. The employee responsible for the vehicle is required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection should include the body, undercarriage and roof of the vehicle. All damage should be documented with photos (camera or phone). Ensure that pictures reflect the damage in terms of size and depth.
9. The vendor will invoice through the BPA Payment Process to the contact listed on the Vehicle Rental Order Form.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

10. Damages – Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. The renter shall submit forms/photos/documentation directly to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INCIDENT POOL VEHICLES (TRANSPORTATION UNITS, GROUND SUPPORT)

Orders for vehicles under this category, utilizing this BPA, shall only be placed by buying team members or other authorized officials.

Procedures:

1. All vehicle operators must possess a valid State-issued driver's license.
2. Resource orders (one per vehicle) will be generated for the vehicles by Dispatch. Resource orders will specify the type of vehicle needed (i.e., 4x4, ½-ton, sedan, etc.)
3. Dispatch or other authorized officials (i.e., buying team members) will reserve rental vehicle(s) upon receipt of a resource order(s) authorizing the rental. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online. All incident pool vehicles will be centrally billed.
 - i. Centrally Billed - The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 3. Above may reserve vehicles that will be centrally billed.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Authorized officials will complete the Rental Vehicle Request Form (Form B-2) and provide via fax, email or in person to the vendor. The Rental Vehicle Request Form is **REQUIRED** before the vendor can arrange any rental unit. The Rental Vehicle Request Form should specify if a 4X4 vehicle is required. The Rental Vehicle Request Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided.
4. Vendor will contact the renter within 2 hours of the order to arrange delivery or pickup.
5. Personnel assigned to pick up the vehicle(s) will obtain a copy of the rental agreement. The rental agreement should contain either the customer number or the incident number and resource order number. Customer numbers can be obtained by local dispatch or incident business personnel. Personnel must ensure a personal charge card is not been provided for the vehicle rental. If personnel encounter resistance to utilization of the centrally billed account, contact the local dispatch center or incident business personnel for assistance. **DO NOT PROVIDE PERSONAL CHARGE CARD INFORMATION** to the rental agency.
 - a. Renter will decline the following:
 - i. Any and all insurance coverage options
 - ii. Prepayment of fuel upon return of the vehicle
6. Personnel assigned to pick up the vehicle(s) are required to perform a pre-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection shall include the body, undercarriage and roof of the vehicle. Any existing or questionable pre-existing damage should be documented with photos (camera or phone) and discussion/documentation with the rental car lot agent. Ensure that pictures reflect the damage in terms of size and depth. Any photos taken should be provided to the Transportation Unit or Ground Support Unit upon delivery of the vehicle.
7. A copy of the commercial rental agreement shall remain in the glove box of the vehicle at all times until vehicle is returned to vendor.
 - a. In the event the vehicle is reassigned to an additional incident prior to returning the vehicle to the vendor, the resource order for the new incident (specifying that a rental car is authorized) should be kept with the original documentation.
8. Support units responsible for the pooled vehicles shall maintain a log of operator use and a log of damages for each vehicle on a daily basis. The logs will be forwarded to the appropriate payment contact and a copy of the logs placed in the incident fire package at the conclusion of the incident.
9. At the end of the incident, vehicles should be fueled prior to leaving the incident. Whenever possible, vehicles should be returned in a cleaned condition. If this is not possible, it is the incident's responsibility to contact a local representative to assist in the re-fueling and/or cleaning of the vehicle. Vehicle shall be returned to point of pickup. Personnel responsible for the return of the vehicles are required to perform a post-use inspection of the rental vehicle according to the rental company's procedures/forms. Physical inspection should include the body, undercarriage and roof of the vehicle. All damage should be documented with photos (camera or phone). Ensure that pictures reflect the damage in terms of size and depth. Any photos taken should be provided to the appropriate payment contact (see 11. Damages below).
10. The vendor will invoice through the BPA Payment Process to the contact listed on the Rental Vehicle Request Form.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

11. Damages – Ground Support Unit Leaders are responsible for ensuring the completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Personnel returning the vehicle shall submit forms/photos/documentation directly to the appropriate payment contact, who will coordinate with their servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the vehicle operator's home unit. The Ground Support Unit Leader and/or vehicle operator may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the vehicle operator may be held financially accountable for a portion of the claim.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INCOMING SINGLE RESOURCE ORDERS

Occasionally, single resources will fly into the Great Basin and need rental cars upon their arrival at the airport. Use the following process to reserve rental cars for this need.

1. All vehicle operators must possess a State-issued driver's license.
2. The incident agency dispatch will receive the rental card need via the sending dispatch center or ROSS. Dispatch should complete the Vehicle Rental Order Form (Form B-1) with information for those needing a rental car reservation.
3. Dispatch will forward the Vehicle Rental Order Form to the buying team or other authorized official who will be placing the order with the rental car company.
4. Dispatch or other authorized officials (i.e., buying team members) will reserve rental vehicle(s) upon receipt of a resource order authorizing the rental. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online.
 - i. Government-Issued Charge Card - The web link for those vehicles that will be paid with a government-issued charge card is: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=GRBASIN.
 - ii. Centrally Billed - The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 4. Above may reserve vehicles that will be centrally billed.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Authorized officials will complete the Vehicle Rental Order Form (Form B-1) and provide via fax, email or in person to the vendor. A Vehicle Rental Order Form is **REQUIRED** before the vendor can arrange any rental unit. The Vehicle Rental Order Form should specify if a 4X4 or all-wheel vehicle is required. The Vehicle Rental Order Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided for those resources listed on the spreadsheet that do not have a Government-issued charge card. The Vehicle Rental Order Form should specify "Government Employee Charge Card" those employees listed on the spreadsheet who possess a Government-issued charge card.
5. Vendor will contact the buying team member or other authorized official within 2 hours of the order to confirm the order and vehicle pickup instructions.
6. Buying team member or other authorized official will fill in the car rental company name on the spreadsheet and return the spreadsheet to the single resource or other designated contact.
7. Single resource arrives at airport and retrieves vehicle from assigned rental car location.
 - a. Employees who are in possession of a Government-Issued charge card are to follow the procedures listed under "Employee With a Government-Issued Charge Card" and are expected to rent the vehicle with their Government-Issued Charge Card.
 - b. Employees who do not possess a Government-Issued charge card are to follow the procedures listed under "Employee Without a Government-Issued Charge Card".

At the end of the incident, vehicles shall be returned in the condition in which they were received (fueled and clean) to point of rental unless other arrangements have been made.

For those rental vehicles that will be billed against the BPA, the vendor will invoice through the BPA Payment Process to the contact listed on the Vehicle Rental Order Form.

DAMAGES

Employees With Charge Card – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation (photos, etc.) shall be submitted to the local incident business or administrative point of contact, who will coordinate with the employee's servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

forward a copy of all documentation and claim adjudication results to the employee's home unit. Accountability for damages will be determined by the home unit.

Employees Without a Charge Card - Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. The renter shall submit forms/photos/documentation directly to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

INCOMING INCIDENT MANAGEMENT TEAM ORDERS

On occasion, Incident Management Teams (IMT) will fly into the Great Basin and need rental cars upon their arrival at the airport. Use the following process to reserve rental cars for this need.

1. All vehicle operators must possess a State-issued driver's license.
2. The incident agency dispatch will receive the IMT roster. Dispatch should submit Rental Vehicle Request Form (Form B-2) to the incoming Incident Commander (IC) or their designee. IMT designee will complete the spreadsheet with information for those needing a rental car reservation and will return the Rental Vehicle Request Form to Dispatch.
3. Dispatch will forward the Rental Vehicle Request Form (Form B-2) to the buying team or other authorized official who will be placing the order with the rental car company.
4. Dispatch or other authorized officials (i.e., buying team members) will reserve rental vehicle(s) upon receipt of a resource order(s) authorizing the rental and Form B-2. Authorized personnel can reserve vehicles by:
 - a. Enterprise Rentals Only - Reserving online.
 - i. Government-Issued Charge Card - The web link for those vehicles that will be paid with a government-issued charge card is: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=GRBASIN.
 - ii. Centrally Billed - The web link to reserve vehicles that will be centrally billed can be obtained from local dispatch or incident business personnel. Only personnel listed in 4. above may reserve vehicles that will be centrally billed.
 - b. All Vendors - Contacting the rental car vendor directly to make arrangements for the rental. Buying team members or other authorized officials will complete the Rental Vehicle Request Form (see Form B-2) and provide via fax, email or in person to the vendor. The Rental Vehicle Request Form is **REQUIRED** before the vendor can arrange any rental unit. The Rental Vehicle Request Form should specify if a 4X4 or all-wheel vehicle is required. The Rental Vehicle Request Form shall specify "Invoiced through BPA Payment Process" and the appropriate contact information provided for those resources listed on the spreadsheet that do not have a Government-issued charge card. The Rental Vehicle Request Form should specify "Government Employee Credit Card" those employees listed on the spreadsheet who possess a Government-issued charge card.
5. Vendor will contact the buying team member or other authorized official within 2 hours of the order to confirm the order and vehicle pickup instructions.
6. Buying team member or other authorized official will fill in the car rental company name on the spreadsheet and return the spreadsheet to the IC or other designated contact.
7. IMT arrives at airport and retrieves vehicles from assigned rental car locations.
 - a. Employees who are in possession of a Government-Issued charge card are to follow the Procedures listed under "Employee With a Government-Issued Charge Card" and are expected to rent the vehicle with their Government-Issued Charge Card.
 - b. Employees who do not possess a Government-Issued charge card are to follow the procedures listed under "Employee Without a Government-Issued Charge Card".

At the end of the incident, vehicles shall be returned in the condition in which they were received (fueled and clean) to point of rental unless other arrangements have been made.

For those rental vehicles that will be billed against the BPA, the vendor will invoice through the BPA Payment Process to the contact listed on the Rental Vehicle Request Form.

DAMAGES

Employees With Charge Card – Claims and damages will be settled separately by the employee's servicing contracting officer and should not be billed to the rental charge card. The employee is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. Forms and other documentation (photos, etc.) shall be submitted to the local incident business or administrative point of contact, who will coordinate with the employee's servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will

STANDARD OPERATING PROCEDURES GREAT BASIN RENTAL CAR PROGRAM

forward a copy of all documentation and claim adjudication results to the employee's home unit. Accountability for damages will be determined by the home unit.

Employees Without a Charge Card - Claims and damages will be settled separately by the servicing contracting officer and should not be billed a renter's charge card. The individual assigned to the vehicle is responsible for completion of the appropriate forms and photos of damage. The OF-289, Property Loss or Damage Report or SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness shall be completed. The renter shall submit forms/photos/documentation directly to the local incident business or administrative point of contact, who will coordinate with the servicing contracting officer. Refer to the Interagency Incident Business Management Handbook (chapters 30 and 70) for specific information. The servicing contracting officer will forward a copy of all documentation and claim adjudication results to the employee's home unit. The individual may be contacted to assist in the processing of the claim for damages. If any negligence is determined, the individual may be held financially accountable for a portion of the claim. This will be determined by the individual's hiring unit.

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EXHIBITS - Form B-1 – Vehicle Rental Order Form
Form B-2 – Rental Vehicle Request Form