



## City of St. John's Corporate and Operational Policy

**Policy:** 03-10-08   Rental of Vehicles and Equipment

**Status:**

**Issued By:** Public Works and Parks

**Revision No:** 1

**Revision Date:** 2002/01/14

**Date of Original Council  
Approval:**

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 10 Vehicles

**Title:** 08 Rental of Vehicles and Equipment

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### **Purpose**

Procedures and guidelines for the rental of vehicles and light and heavy equipment.

### **Policy Statement**

1. The Fleet Division will be responsible for the rental of all vehicles and heavy equipment, including those requested by Departments other than Engineering and Works. No monitoring, fuel, mechanical repairs, nor any other service will be provided to any vehicle unless so obtained, in accordance with this policy.

2. All requests for a rental of a vehicle or piece of equipment other than those which are pre-arranged for use on standing offer agreements must be made with a formal written request to the Manager of Fleet Services. The formal request must be complete in specifying the vehicle or equipment type, size, purpose and budget charge for the intended assignment. This request must be provided by an individual with suitable spending authority for the estimated cost.

Verbal and written requests from authorized personnel for vehicles and equipment available through standing offer agreements may be forwarded directly to the Fleet Clerks who will initiate the Release Purchase Order in order to expedite processing.

3. Upon receipt of such a request, the Fleet Division will determine the most economical available means of meeting the stated needs of the user. This will include consideration of any reasonable

options as to vehicle type, size, capacity or use of an existing fleet vehicle, if available. But no such substitution will be considered if it renders the vehicle unsuitable for the intended use, or directly conflicts with any specification or exclusion stated and justified by the user.

4. If the preferred vehicle or piece of equipment meets or exceeds the requirements of the user, then the Fleet Division will make arrangements to rent it immediately, and will advise the user when it is available to pick up.

5. If the preferred vehicle or piece of equipment incorporates some substitution or alternate specification, then the Fleet Division will confirm final suitability with the user, prior to obtaining the vehicle.

6. Except for short-term rental of heavy equipment and vehicles of periods of less than two weeks, all rented vehicles and equipment shall have the City crest installed, and this shall remain in place from first use until the end of the rental period.

7. The Fleet Division, in consultation with the Accounts Department, will maintain regularly updated guidelines by which annually recurring long-term rentals may be financially compared to the option of purchasing such a vehicle for permanent addition to the City fleet. In the event of this later option proving to be more viable, then such a purchase will be given due consideration (in its proper perspective with respect to other fleet replacements and additions) in the next budget preparation.

8. The Fleet Division will monitor all rented vehicles, and will submit reports on a monthly basis to the City Manager and to Department Heads, advising of the status of all rentals.

### **Application**

### **Responsibilities**

Fleet Division, Equipment and Vehicle Users.

### **Definitions**

### **References/Appendix**

### **Monitoring and Contravention**

### **Approvals**

Department of Engineering & Works Policy Manual, Item No. 1103. Public Works and Environment Standing Committee report - December 18, 2001; Regular Meeting of Council - January 14, 2002.

**Review Period**

**Available to Public**

- ☐ Yes
- ☐ No