

## Policy: Fleet Management – Short-Term Vehicle Rentals

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

### Short term vehicle rentals

#### 1. Purpose

The purpose of this policy is to describe the laboratory's requirements for short term vehicle rentals.

#### 2. Scope / Applicability

This policy applies to all laboratory employees and users.

#### 3. Policy

Vehicles may be rented to conduct official Laboratory business if the existing fleet cannot meet transportation requirements.

- 3.1. A vehicle may be rented for a maximum of one hundred and twenty (120) days.
- 3.2. Enter vehicles rented for 60 days or more into the fleet management database.
- 3.3. Requests for rental vehicles must be submitted and approved via electronic requisition.

#### 4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. **The Fleet Manager** implements procedures in support of this policy.
- 4.4. **All FNAL personnel and users** renting a vehicle must abide by this policy.

**5. Definitions**

N/A

**6. Resources**

N/A

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott <small>Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 10:02:45 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.03.05 16:44:58 -06'00'</small>