

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 1-01-04 REVISED: 07-01-07	EFFECTIVE DATE 07-01-07	POLICY NO: VR-4
TITLE: RENTAL RATES			PAGE 1 OF 2

Rates for FY08

Block Vehicle Charge:

Fleet Services Revised Rates
Effective 7/1/2007

Vehicle Type	Mileage Limit of 11429		Mileage Limit of 20000	
	Monthly Rate	Excess Mileage Rate	Monthly Rate	Excess Mileage Rate
Sedan	\$445.00	\$0.47	\$735.00	\$0.44
4x2 Trucks	\$490.00	\$0.51	\$750.00	\$0.45
Cargo Vans	\$465.00	\$0.48	\$700.00	\$0.42
Mini-Vans	\$465.00	\$0.48	\$745.00	\$0.45
4x4	\$545.00	\$0.57	\$830.00	\$0.50
SUV	\$480.00	\$0.50	\$840.00	\$0.50
Lg Passenger Van	\$525.00	\$0.55	\$845.00	\$0.51
Full Size Sedan	\$525.00	\$0.55	\$770.00	\$0.46

Note: These Rates represent the most common vehicles. For information on speciality vehicles contact Fleet Services.

Reservation Rate:

Daily Rates for Reservations

Vehicle Type	Daily Rate	Full Rate with 20% Surcharge
Sedan	\$21.60	\$25.92
4x2 Trucks	\$23.79	\$28.55
Cargo Vans	\$22.57	\$27.08
Mini-Vans	\$22.57	\$27.08
4x4	\$26.46	\$31.75
SUV	\$23.30	\$27.96
Lg Passenger Van	\$25.49	\$30.59
Full Size Sedan	\$30.58	\$36.70

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TITLE: RENTAL RATES (CONT'D)

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Additional Charges

<u>Abbreviation</u>		<u>Charge</u>
UU	Unauthorized Usage	Full Rate of Reserved Vehicle
KK	Kept keys Beyond Reservation	Full Rate of Reserved Vehicle
DN	Detailing Necessary	\$75.00 Minimum
FF	Fuel Flag	\$25.00
OG	<i>Out of Gas</i>	\$125.00
RC	Vehicle Returned to Wrong Site (including not parking in designated pool site area)	\$125.00
EA	Extreme Abuse	See Fleet Administrator
LC	Late Cancellation	Daily Rate
NS	No Show	Full Rate of Reserved Vehicle (with 20% surcharge)
Other Charges:	Lost Fuel Card	\$40.00
	Lost Keys	Dealer Price
	Damaged EZ Pass	\$29.50

*LC – Anything less than 2 ½ hours notice of cancellation before departure or up to 1 hour after dispatch time.

Excess Mileage Rate

Varies by vehicle type. Call Fleet Services for Rates.

SURCHARGE RATE:

All rentals are charged full rate which includes a 20% surcharge if reservation is not made by fax, email, intranet or internet and received at least 2.5 business hours prior to pick up.

Phone reservations are charged full rate which includes 20% surcharge.

TWO WEEK RENTALS:

Effective November 1, 2006, two week rentals will now include charges for weekends and holidays. There will be no pro-rating of two week rentals for days the vehicle is not used, unless the remaining period is entirely cancelled. Consecutive two week rentals that continue beyond 3 months will result in a vehicle blocked to the agency.

Reminder: A vehicle reserved from a pool for two weeks is to be operated ONLY by the persons whose names appear on the reservation.