

**State of Delaware  
Fleet Services  
OPERATING POLICIES AND PROCEDURES**

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 1-01-04 REVISED: 7-1-2024 REVIEWED: 7-1-2024	EFFECTIVE DATE 07-01-24	POLICY NO: VR-4
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**FY25 Fleet Services Vehicle Rates  
Effective 7/1/2024**

Vehicle Type	Monthly Rate @ 11,429 miles	Excess Mileage	Monthly Rate @ 20,000 miles	Excess Mileage
Mid-Size Vehicle	\$650.49	\$0.52	\$976.77	\$0.49
Compact Vehicle	\$565.10	\$0.43	\$879.90	\$0.44
SUV	\$888.10	\$0.77	\$1345.13	\$0.71
4x2 Pickup	\$715.65	\$0.59	n/a	n/a
Standard 4x4 Pickup	\$858.95	\$0.74	\$1,281.15	\$0.67
Cargo Van	\$805.55	\$0.69	\$1,594.46	\$0.87
Minivan	\$740.20	\$0.62	\$1,257.71	\$0.66
Lg Passenger Van	\$880.34	\$0.76	\$1,279.76	\$0.67
Fleet Link Lg Pass	n/a	n/a	\$1,012.31	n/a
Fleet Link Minivan	n/a	n/a	\$1,203.99	n/a

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

**FY25 Daily Reservation Rate:**

Vehicle Type	Daily Rate*	Upcharge Rate**	Cost for each mile beyond 100 miles***
Sedan (SED)	\$27.43	\$32.92	\$0.43
Minivan (VN7)	\$35.93	\$43.12	\$0.62
4x2 Pickup (PU)	\$34.74	\$41.69	\$0.59
4x4 Pickup (4X4/PU)	\$41.69	\$50.03	\$0.74
Cargo Van (VN/C)	\$39.10	\$46.93	\$0.69
SUV (SUV)	\$43.11	\$51.73	\$0.77
Lg Passenger Van (VN10, VN15)	\$42.73	\$51.28	\$0.76

**\*The daily rate (above) includes fuel and a daily mileage allotment of 100 miles of travel.**

**\*\*Rate when online reservation portal is not used.**

**Payment**

Fleet requires payment of all IV's and Invoices be processed within 30 days. Failure to provide payment for vehicle usage may result in termination of driving privileges and/or termination of a Blocked Vehicle.

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*Additional Charges*

<u>Abbreviation</u>		<u>Charge</u>
<b>KK</b>	Kept keys Beyond Reservation	Full Daily Rate of Reserved Vehicle for each day keys are kept
<b>LC/NS</b>	Late Cancellation / No Show	Full Daily Rate of Reserved Vehicle
<b>DN</b>	Detailing Necessary	\$75.00 Minimum
<b>FF</b>	Fuel Flag	\$50.00
<b>CF</b>	Failure to Recharge Electric vehicle	\$50.00
<b>OG</b>	Out of Gas	\$125.00
<b>RC</b>	Vehicle Returned to Wrong Parking Area	\$125.00
<b>EA</b>	Extreme Abuse	See Fleet Administrator
<b>UU</b>	Unauthorized Use of State Vehicle	See Fleet Administrator
<b>Other Charges:</b> Lost Fuel Card		\$50.00
	Lost Keys	Dealer Price + \$50.00
	Replacement EZ Pass	Transponder Price + \$50.00

**Excess Mileage Rate**

Varies by vehicle type. Contact Fleet Services for specific mileage rates.

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