

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

| | | | |
|-----------------------------------|--|----------------------------|--------------------|
| CATEGORY: VEHICLE RESERVATIONS | DATE ISSUED: 1-01-04 REVISED: 07-1-20 REVIEWED: 7/1/20 | EFFECTIVE DATE 07-01-20 | POLICY NO: VR-4 |
| TITLE: RENTAL RATES | | | PAGE 1 OF 2 |

Rates for FY21

Fleet Services Revised Rates

Effective 7/1/2020

| Vehicle Type | Monthly Rate @ 11,429 miles | Excess Mileage | Monthly Rate @ 20,000 miles | Excess Mileage |
|--------------------|--------------------------------|----------------|--------------------------------|----------------|
| Mid-Size Vehicle | \$259.93 | \$0.38 | \$513.77 | \$0.37 |
| Compact Vehicle | \$177.18 | \$0.29 | \$361.63 | \$0.28 |
| SUV | \$480.01 | \$0.53 | \$894.13 | \$0.55 |
| 4x2 Pickup | \$289.71 | \$0.41 | \$583.48 | \$0.41 |
| 4x4 Pickup | \$418.23 | \$0.47 | \$769.63 | \$0.48 |
| Cargo Van | \$339.58 | \$0.46 | \$735.55 | \$0.50 |
| Minivan | \$268.32 | \$0.39 | \$541.13 | \$0.38 |
| Lg Passenger Van | \$470.21 | \$0.52 | \$958.84 | \$0.59 |
| Fleet Link Lg Pass | | | \$607.15 | |
| Fleet Link Minivan | | | \$562.31 | |
| | | | | |

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

Daily Reservation Rate:

| Vehicle Type | Daily Rate* | Upcharge Rate** | Cost for each mile beyond 100 miles*** |
|-------------------------------|-------------|-----------------|---|
| Compact Vehicle | \$8.60 | \$10.32 | \$0.29 |
| Minivan (VN7) | \$13.03 | \$15.63 | \$0.39 |
| 4x2 Pickup (PU) | \$14.06 | \$16.88 | \$0.41 |
| 4x4 Pickup (4X4/PU) | \$20.30 | \$24.37 | \$0.47 |
| Cargo Van (VN/C) | \$16.48 | \$19.78 | \$0.46 |
| SUV | \$23.30 | \$27.96 | \$0.52 |
| Lg Passenger Van (VN10, VN15) | \$22.83 | \$29.09 | \$0.52 |

*The daily rate (above) includes fuel and a daily mileage allotment of 100 miles for out-of-state travel.

**Rate when online reservation portal is not used.

*** An additional charge per mile will be assessed for every mile over the 100 miles per day allotment for out of state travel (see chart above).

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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 Daily Rate of Reserved Vehicle for each day keys are kept |
| DN Detailing Necessary | \$75.00 Minimum |
| FF Fuel Flag | \$50.00 |
| OG Out of Gas | \$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 |
| Other Charges: Lost Fuel Card | \$50.00 |
| Lost Keys | Dealer Price + \$50.00 |
| Damaged or Missing EZ Pass | Transponder Price + \$50.00 |

*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.

UPCHARGE RATE:

A 20% surcharge is applied when a reservation is not made via the on-line portal or mobile app.