

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

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 1-01-04 REVISED: 7-1-23 REVIEWED:7-1-23	EFFECTIVE DATE 7-1-23	POLICY NO: VR-4
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**FY24 Fleet Services Vehicle Rates  
Effective 7/1/2023**

Vehicle Type	Monthly Rate @ 11,429 miles	Excess Mileage	Monthly Rate @ 20,000 miles	Excess Mileage
Mid-Size Vehicle	\$563.62	\$0.44	\$850.20	\$0.42
Compact Vehicle	\$505.64	\$0.37	\$806.78	\$0.39
SUV	\$742.24	\$0.62	\$1,247.72	\$0.66
4x2 Pickup	\$632.29	\$0.51	\$1,072.18	\$0.55
Standard 4x4 Pickup	\$719.63	\$0.60	\$1,155.44	\$0.60
Cargo Van	\$715.98	\$0.60	\$1,180.97	\$0.62
Minivan	\$671.34	\$0.55	\$1,031.95	\$0.53
Lg Passenger Van	\$746.24	\$0.63	\$1,261.57	\$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.**

**FY24 Daily Reservation Rate:**

Vehicle Type	Daily Rate*	Upcharge Rate**	Cost for each mile beyond 100 miles***
Sedan (SED)	\$24.55	\$29.45	\$0.37
Minivan (VN7)	\$32.59	\$39.11	\$0.55
4x2 Pickup (PU)	\$30.69	\$36.83	\$0.51
4x4 Pickup (4X4/PU)	\$34.93	\$41.92	\$0.60
Cargo Van (VN/C)	\$34.76	\$41.71	\$0.60
SUV (SUV)	\$36.03	\$43.24	\$0.62
Lg Passenger Van (VN10, VN15)	\$36.23	\$43.47	\$0.63

**\*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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CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 1-01-04 REVISED: 10-11-23 REVIEWED: 10-11-23	EFFECTIVE DATE 10-12-23	POLICY NO: VR-4
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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>AF</b>	Accident Fee	\$250
<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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