

Vehicle Rental Policy –Nova Scotia Power (Meter and Inspection Services)

Reference: VP 08 01	Revision: 1.0
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	Date: Revised: 2014 12 03

1.0 INTRODUCTION

Fleet Services focus is to ensure that meter services employees who use company provided vehicles have the appropriate vehicle for their role. When a company owned vehicle is not available (ie: a vehicle is in for maintenance/repairs and there are no fleet vehicles to borrow) a rental vehicle can be used in its place. Fleet services works to control rental vehicle use throughout the company due to the high cost of renting as well as the need to adhere to NSPI branding and standards. Still there will always be situations where renting is the only option. Fleet services has outlined a procedure that is to be followed for these times.

2.0 PROCEDURE

- i. When a vehicle is in need of repairs the employee is to inform, via email, Rick Dykeman (Fleet Customer Specialist (902-428-7558)), or Troy Fraser (Garage Supervisor (902 564-6774 ext 3439)) with the vehicle number, vehicle issue/concern as well as the estimated repair time.
- ii. The employee is to provide the vendor doing the repair with their contact name and phone number as well as the contact information for their supervisor, so the vendor can reach the employee when the work is completed.
- iii. It is the employees responsibility to get an estimated completion date and to follow up with the vendor to ensure that they are aware when the vehicle is ready to be picked up.
- iv. When looking for a replacement vehicle, check within your department first, then your respective depot for a vehicles that can be used for the downtime. A vehicle from the regional will need approval by the supervisor.
- v. If nothing is available within the department or in the depot, fleet will attempt to accommodate the employee with a fleet appointed vehicle. If a vehicle is not available Rick or Troy will approve a rental
- vi. If the duration of the rental is to be longer than 5 days, Fleet Manager, Jack Abraham is to be contacted by email.
- vii. Procurement has a rental agreement in place with **Enterprise Rent-a-Car**. An alternate company can be used if Enterprise cannot supply a vehicle or there is not a vendor location in the employees area of work.
- viii. Upscale or premium vehicles are not allowed. It is the employees responsibility to rent a vehicle that is similar the company vehicle that they currently use. **(ie: if your current vehicle is a 4x2, do not rent a 4x4)**
- ix. If the employee is not scheduled to work on the weekend, rentals are to be returned on Friday. A new rental contact is to be started on the following Monday to avoid weekend costs. Check with your respective rental agency to see if they offer drop off and pickup services.
- x. When the original vehicle is ready, either Rick or Troy are to be contacted by the employee and the rental vehicle is to be returned the same day unless approval is given for an extension.
- xi. If a rental is kept longer than the original vehicle is out of service, or any of these guidelines are not met, costs will be the responsibility of the renter.

