**Fleet Vehicle Check Out**

**Valid Uses**

Fleet vehicles may be used for any Tribal function *as per* the Vehicle & Fleet Policy. The only passengers allowed in any vehicle are those on official Tribal business. No exceptions!

**· Pets** are not allowed in Tribal vehicles, the exception being Service animals.

**Reservations**

Vehicles can be reserved by calling ext. 2193 or ext. 2192 or you may email your request, to Fleet Management Services, or in person at the old Purchasing building. You must provide a fund number and dates of trip when reserving a vehicle. **All forms will be completed by Fleet Management Services**.

Please make your vehicle reservation at your earliest convenience so that Fleet may accommodate all requests.

**· No person** may drive a Tribal vehicle that is **NOT** listed on the Vehicle Authorization Form.

**Cancellations**

Please notify Fleet Management Services 24 hours in advance of any cancellation so we can make the vehicle available for another department or program (except for weather related).

**Eligible Drivers**

All drivers must possess a valid driver's license. All drivers who are **not** employees of the Tribe must have an approved Vehicle Authorization Form (also available at Fleet Management Services) signed by the Fleet Services Manager or Centralized Services Director.

**Pick-up**

Keys will only be given to the person(s) driving the vehicle unless arrangements have been made in advance. Keys can only be picked up during normal office hours.

**Return**

Please contact Fleet Management Services if the vehicle should be brought back later than originally scheduled (without prior approval) which may result in an inconvenience to the next user.

**Fuel**

All vehicles have individual Exxon fuel WEX cards. It will be necessary for you to enter correct odometer reading and driver ID# to complete transaction. If you have any problems with stations accepting this card please call the number on the back of the card (1-800-622-9882). If you continue to have problems please let us know ASAP.

**Road Side Assistance**

Currently the fleet vehicles do not have roadside assistance with the exception of GSA vehicles. If you have a problem or need roadside assistance please contact the Fleet Management Services at (509) 634-2193, (509) 634-2192 or after hours (509) 978-9004, (509) 978-9017.