# RENTAL VEHICLES FOR INCIDENT USE

## NORTHERN ROCKIES EERA (MT DNRC Solicitation)

## Roles & Responsibilities Checklist

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| DISPATCH | - Utilize Vendor’s 24 hour contact number and place order with Vendors Designated Representative (for the Specific Location, if available).  
- Create the Resource Order Request to the specific vendor/location.  
- If the vehicle if for Ground Support & not for an individual employee – ensure that the DRIVER knows what to do with the Resource Order and the rental paperwork.  
- Document Vendor Vehicle Reference/ Unit ID number on resource order. (The vendor should supply this when you place the order, if they don’t know it – it is the driver, who picks up the vehicles, responsibility to call Dispatch and provide this number!)  
- Notify Employee/Driver if Fill information is needed to complete resource order (Vehicle Make/model, color, last 6 digits of VIN, and License Plate number.  
- >>>PROVIDES RESOURCE ORDER |
| VENDOR | - Insures the vehicle invoice references the AGENCY, INCIDENT, and RESOURCE ORDER #.  
- Confirm to Dispatch at the time the order is placed that an appropriate vehicle is available at the requested location.  
- Notifies the vehicle pickup location that the vehicle is being rented under the EERA and that the Resource Order is the Employee’s/Drivers authority to rent the vehicle – the vendor’s agent will NOT ask the employee/driver for a credit card.  
- Provide the Vehicle Reference/Unit ID number to Dispatch at the time the order is placed (if known). |
| EMPLOYEE/DRIVER | - When picking up the vehicle – MUST provide Dispatch with the FILL information which includes: Vehicle make, model, color, last 6 digits of the VIN#, Lic #, AND ~ the Vendors vehicle ID# (Reference/Unit #). THIS INFORMATION IS REQUIRED! AND IS CRITICAL FOR SUCCESSFUL PAYMENT.  
- Fill out the Beginning Shift Ticket for the vehicle with the Date, Time, and Beginning Mileage.  
- Fuel is charged to the incident – purchase via either an Agency purchase card or an established BPA at the incident. (Note: if you have to purchase any fuel with your own funds – you can claim them on your Travel Voucher – even though you did not directly rent the vehicle.)  
- Confirm where you are to return: The Vehicle □ and The Paperwork □ ~ DO NOT just take the vehicle to a Dispatch center or the Airport and leave it (unless you were SPECIFICALLY DIRECTED TO DO SO)!!  
- >>>PROVIDES SHIFT TICKET & ENSURES INSPECTION IS DONE |
| IMT/Logistics/ Ground Support or Dispatch Center Motor Pool | - Complete vehicle inspection when it arrives in camp. Verify that VIN#, Vendors id#, make & model are correct.  
- Ensure that Shift Tickets are complete with Beginning Mileage, Date, Time, & mileage used. (Mileage overage is computed over the entire rental period – NOT for each day!)  
- Complete vehicle release inspection. - REQUIRED  
- Confirm where you are to return: The Vehicle □ and who will process the payment Paperwork □ for each vehicle.  
- >>>PROVIDES VEHICLE INSPECTION (OF-296) |
| FINANCE (IMT) | - Check Method of Travel in I-Suite and for each person with either A/R (for Air & Rental) or REN (for Rental) confirm that you have the correct daily & mileage rate information; what payment instrument will be used to pay for the rental (OF-286 thru the Incident Agency payment center or Buying Team cc).  
- Enter daily cost for each rental using appropriate I-Suite method based on payment instrument.  
- Work with IBA or Agency Business rep to make sure you are processing incident rental vehicles per their Agency requirements.  
- At demob - Any outstanding/unpaid rental vehicles (and their paperwork) should be identified and turned over to the Incident Agency.  
- >>>Payment Documents:  
  - (>> Resource Order, Vendor Rental document, Shift Tickets with beginning & ending mileage; and release inspection signed by vendor if possible) |
| DRIVERS >>>> | |

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**Finance (IMT)**

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- Work with IBA or Agency Business rep to make sure you are processing incident rental vehicles per their Agency requirements.
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**Drivers >>>>**

- >>>Payment Documents:
  - (>> Resource Order, Vendor Rental document, Shift Tickets with beginning & ending mileage; and release inspection signed by vendor if possible)