



HPUL VEHICLE RENTAL GUIDELINES FOR PERSONAL USE BY TRIBAL MEMBERS

GENERAL INFORMATION

- Vehicle renters must be a Tribal member and at least 18 years of age.
- All drivers of the rental vehicle must possess a valid and current driver's license.
- All drivers must be listed on the Vehicle Reservation Form and be qualified to be insured.
- A copy of ALL drivers' license(s) and proof of each driver's vehicle insurance is required prior to every rental.

RESERVATIONS, RATES, & DEPOSITS

- The vehicle must be reserved with the HPUL Transportation Director via the Vehicle Reservation Form. (No Phone Reservations).
- Vehicles can be rented for a minimum of at least one (1) day and for up to seven (7) days at the rate of \$25.00 per day for a mini-van, crossover, or 12-passenger van.
- The Tribal member must present payment per vehicle for the requested rental period, including a \$100.00 security deposit for each mini-van, crossover or 12-passenger van.
- No reservations can be confirmed until the Vehicle Reservation Form and all applicable fees/deposits are received at the HPUL Tribal Office.

SECURING INSURANCE COVERAGE

- The Tribal member utilizing the Tribe's vehicle insurance must make reservations at least four (4) days in advance of vehicle pick-up to allow time to determine if the driver(s) is/are qualified to be insured.
- The Tribal member agrees to utilize her/his own FULL COVERAGE (Liability, Comprehensive, Collision) insurance or pay \$25.00 per day to be covered as a driver under the Tribe's vehicle insurance policy.
- Should the vehicle be damaged while in the Tribal member's possession, the Tribal member agrees to utilize her/his own personal insurance to make the required repairs or to pay the deductible of the Tribe's insurance, if the Tribal member has contracted to use the Tribe's insurance policy.

PLEASE READ AND INITIAL THE FOLLOWING:

- ✓ _____ The Tribal member agrees to fill the fuel tank at the indicated fuel level checked below before returning the vehicle. **Gas Tank Level: FULL_____ 3/4_____ 1/2_____ 1/4_____**
- ✓ _____ Failure to fill the tank at the prescribed fuel level will result in an additional penalty charge of \$20.00 per quarter (1/4) tank for the crossover or minivan.
- ✓ _____ A \$30.00 penalty charge will be assessed per quarter (1/4) tank of fuel for 12-passenger vans.
- ✓ _____ All penalty charges pertaining to fuel level requirements will be deducted from the deposit.
- ✓ _____ The Tribal member is responsible for providing the necessary safety-seat(s) for all age, height/weight requirements that are appropriate for babies/children/youth passengers.
- ✓ _____ The Tribal member assumes responsibility for any moving violations, citations, bridge or road tolls, etc. while operating the vehicle and/or while in her/his possession.
- ✓ _____ It is the Tribal member's responsibility for all lost keys and/or lock-out situations. Replacement keys range from \$10.00 to \$350.00 depending on type of key (simple, chipped, hub).
- ✓ _____ The vehicle must be returned clean, free of debris/garbage/trash or interior/exterior damage or the deposit will be forfeited for cleaning/repair costs.
- ✓ _____ The Tribal member must return the Red Emergency/Safety Bag with keys upon return of the vehicle.

HPUL DRIVER & PASSENGER GUIDELINES

- ❖ NO Smoking / Tobacco use
 - ❖ NO use of Cell Phones / Electronic Devices by the Driver while in transit.
 - ❖ NO Illegal Weapons or Firearms
 - ❖ NO Possession of Drugs or Alcohol
 - ❖ NO PETS / except for Guide Dogs
 - ❖ NO Driving under the Influence
 - ❖ NO Speeding or Negligent Driving
 - ❖ All Passengers are Required to use Safety Belts and to use appropriate Child Safety-Seating
- ✓ _____ The Tribal member Agrees to Abide by the "HPUL Driver & Passenger Guidelines".



**Tribal Member Vehicle Rental Guidelines for Personal Use
HPUL Vehicle Reservation Form**

**MEMBER RESERVATIONS ARE ACCEPTED ON STRICT AVAILABILITY AND HPUL
OFFICE, STAFF OR EVENTS WILL BE MADE A PRIORITY ABOVE ALL.**

*A copy of ALL drivers' license(s) and proof of each driver's vehicle insurance is required prior to every rental.
Renter must pay ALL fees in order to accept/process any HPUL vehicle reservation.*

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Renter's Name: _____ Date: _____

Driver's License State, Number & Expiration: _____

Telephone #: _____ OR Email: _____

Reservation Dates: _____
PICK-UP DATE RETURN DATE

Vehicle Choice: Crossover (5-PASSENGER) Mini Van (7-PASSENGER) 12 Passenger Van

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List names & driver license (DL) #'s, state & expiration date of all other potential drivers for this rental:

Name: _____ DL#: _____ EXP _____

Insurance Name: _____ Policy#: _____

Name: _____ DL#: _____ EXP _____

Insurance Name: _____ Policy#: _____

Name: _____ DL#: _____ EXP _____

Insurance Name: _____ Policy#: _____

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NOTE:
 Circle or mark the vehicle diagrams below for any dents, scratches and/or other visible damages at the time of your vehicle's departure & at the time of the vehicle's return.

OFFICIAL USE ONLY

Departure Received By: _____

Rental \$25.00 x _____ days \$ _____

Insurance \$25.00 x _____ days \$ _____

Deposit (i.e. UP TO \$100.00) \$ _____

Total Paid \$ _____

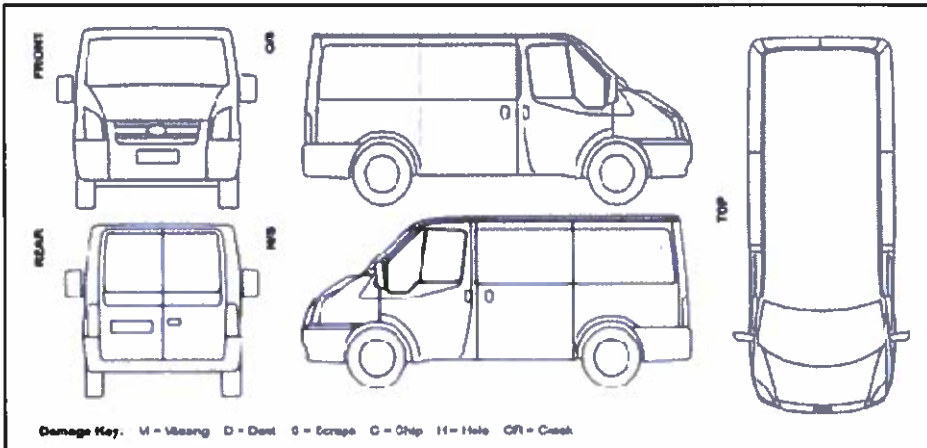
Deposit Amount Returned \$ _____

Reason/Notes: _____

Return Received By: _____

Renter's Signature: _____ Date: _____

DEPARTURE DIAGRAM:

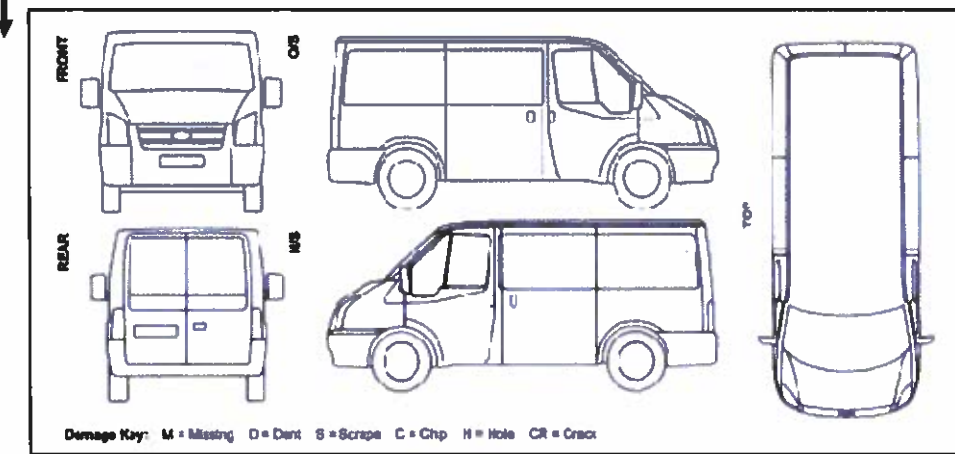


DEPARTURE FUEL:

Full 1/2 Tank
 3/4 Tank 1/4 Tank
 Empty

Departure Odometer Reading:

RETURN DIAGRAM:



RETURN FUEL:

Full 1/2 Tank
 3/4 Tank 1/4 Tank
 Empty

Return Odometer Reading:

Tribal Member Signature: _____ Date: _____

By signing above I agree to all of the terms and conditions explained in the Tribal Member Vehicle Guidelines for Personal Use. Furthermore, I understand any costs incurred by the Tribe resulting from my usage of the vehicle may be recouped by the Tribe from any available funds received and/or due to me i.e. Prop 1-A/RSTF, Job Incentive, Stipends, Paycheck, etc.

HPUL Staff Signature: _____

Approved Denied Pending _____ Date