



POLICY MANUAL

OPERATING POLICIES AND PROCEDURES

Number 513

Subject: Leased Vehicle Dammage Recovery Fund

Effective Date: July 25, 2000

513.1 POLICY

USU Motor Pool will offer departments an optional daily rate charge to cover damage to a short-term leased Motor Pool vehicle (vehicles leased less than a year).

513.2 Procedure

USU Motor Pool will ser up a damage recovery fund by offering departments a \$2 per day optional charge on cars and vans when leasing a vehicle. If a department chooses to pay this charge, Motor Pool will be responsible for any repair bill if the vehicle is damaged. This charge will cover the insurance policy \$500 deductible for damage. If the department chooses not to pay the additional daily charge, then the department will be responsible for the \$500 deductible charge or anything less.