



UtahStateUniversity

## **POLICY MANUAL**

### **OPERATING POLICIES AND PROCEDURES**

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**Number 5301**

**Subject: Leased Vehicle Dammage Recovery Fund**

**Effective Date: July 25, 2000**

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#### **5301.1 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).

#### **5301.2 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.