

7 PASSENGER HONDA ODYSSEY RENTAL FORM



Outdoor Recreation
242 Fort Mervine Place, #1
Monterey, CA 93944
Phone 831-242-5506
Fax 831-242-6310

Customer Last Name: _____
Number of Vans Requested: _____

Contract No.	Receipt No.	Type: R	Van No(s): ____; ____
For internal use only			

HONDA ODYSSEY VAN RENTAL RESERVATION CONFIRMATION

Date Prepared: ____/____/____ Staff Initials: _____

ISSUE DATE: _____, **TIME:** _____ **RETURN DATE:** _____, **TIME:** _____

DESTINATION: _____ **(Required)** **SPONSOR'S NAMES:** _____

ALL FIELDS ARE REQUIRED

Rank: _____ ID Type (AD, Ret, DoD, Contractor, etc): _____ Expiration Date: _____
 Organization: _____ Supervisor Name (If Military): _____
 Address: _____
 Phone: (____) _____ Fax: (____) _____ EMail: _____
 Emergency Cell: (____) _____ Credit Card #: _____ Visa MasterCard

NOTE:

1. Person named above who is renting an ODR 7 Passenger Honda Odyssey van:
 - a. Must be an authorized user of MWR facilities and services as outlined in Army Regulation 215-1, Chapters 7.
 - b. Must agree by signature or initial all rental policies and conditions described in this contract.
2. Sponsor for individual contracts must be in the vehicle when it is in operation. However, in the case of a military organization, which uses a contracting officer as the sponsor, at least one person from the organization must be in the vehicle. The sponsor need not be the driver. Anyone over the age of 18 may drive. The sponsor must provide the name and driver's license information for anyone who will be driving prior to departure.

PAYMENT INFORMATION: (Person or organization paying for services.)

NAME: _____ **PHONE:** (____) _____ **EMAIL:** _____
ADDRESS: _____
METHOD OF PAYMENT *: _____ **MIPR Number:** _____

* - If you do not have a Military Purchase Request (MIPR) already established and approved by ODR, then you must pay by cash, check or credit card at time of rental or prior.
 - Make checks payable to **POM IMWRF**

DRIVER INFORMATION:

Driver (I): _____ **PHONE:** _____
LICENSE NUMBER: _____ **STATE:** _____ **EXP DATE:** _____
Driver (II): _____ **PHONE:** _____
LICENSE NUMBER: _____ **STATE:** _____ **EXP DATE:** _____
Driver (III): _____ **PHONE:** _____
LICENSE NUMBER: _____ **STATE:** _____ **EXP DATE:** _____

NOTE: The person(s) listed above are the only authorized vehicle operators for this contract. Any damage or loss to the vehicle through unauthorized use by person not listed will result in person(s) listed above being liable for all resulting damages and claims.

Please describe any special needs, requests, or other trip information below.

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HONDA ODYSSEY RENTAL DRIVER POLICY

TO: ODR RENTAL CUSTOMERS

The purpose of this letter is to remind customers only those drivers who have provided current driver information and who have been pre-approved by the ODR Fleet Manager are authorized to drive an ODR vehicle.

ODR vans that are rented by eligible patrons shall not be used for outside businesses or used by contracted (for-hire) drivers.

Eligible patrons who rent ODR vehicles must sign all required forms and agreements attached therein.

ODR vehicles are authorized to operate in California and Nevada only. Taking any ODR vehicle outside of these two states without written authorization from ODR Management is prohibited. If a van is unable to be operated by the customer and is outside California or Nevada, the customer/sponsor shall be 100% financially liable to have the vehicle safely returned to ODR's maintenance yard at the Ord Military Community, Seaside California.

Violation of policies stated in this SOP terminates all conditions, excluding financial obligations, of your rental agreement, places you responsible and will result in termination of future usage.

Michael Foy
Michael.W.Foy@us.army.mil
Manager,
Outdoor Recreation

I certify that I have read, understand, and will comply with the above stated ODR Driver Policy.

Sponsor Signature: _____ Date: _____

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OPERATOR'S VEHICLE CONDITION CHECKLIST

VEHICLE #: _____ DATE CHECKED OUT: _____

OPERATOR'S NAME (print): _____

UNIT/ACTIVITY: _____ RANK/GRADE: _____

OPERATOR'S SINGATURE: _____

Prior to use of any of the above cited vehicles, the operator named will check each item listed below for safe and serviceable condition.

Any defects found are to be noted on the reverse side of this form.

I. UNDER HOOD: (**FOR RENTALS 14 DAYS OR LONGER**)

1. () RADIATOR (coolant level, cap secure, hoses)
2. () FAN BELTS
3. () ENGINE OIL LEVEL
4. () BRAKE FLUID LEVEL
5. () AUTOMATIC TRANSMISSION FLUID LEVEL
6. () WINDSHIELD WASHER FLUID LEVEL
7. () LEAKS (water, fuel, oil, exhaust, etc. Describe on reverse)
8. () BATTERY (terminals, electrolyte level, check spark plugs, wires)
9. () POWER STEERING FLUID LEVEL

II. VEHICLE BODY CONDITION:

1. () **TIRES** (for noticeable wear and proper inflation, **CHECK DAILY**)
2. () DENTS AND SCRATCHES (describe on reverse side of form)
3. () MIRRORS & WINDOW GLASS (for cracks, holes)
4. () WARNING LIGHTS (brakes, flashers, clearance & turn signals)
5. () HEADLIGHTS (high & low beam)
6. () WINSHIELD WIPER BLADES
7. () EXTERIOR CLEANLINESS
8. () DOOR HANDLES AND KNOBS

III. INTERIOR OF VEHICLE:

- | | |
|-------------------------------------|---------------------------------------|
| 1. () INTERIOR CLEAN | 8. () SPARE TIRE, JACK, & TIRE TOOLS |
| 2. () HORN OPERATIONAL | 9. () STEERING |
| 3. () DOOR HANDLES & KNOBS | 10. () REARVIEW MIRROR |
| 4. () INSTRUMENT PANEL GAUGES | 11. () WARNING TRIANGLE |
| 5. () BRAKES (including emergency) | 12. () ASH TRAYS EMPTY |
| 6. () BRAKE PEDAL FREE PLAY | 13. () DOME LIGHTS |
| 7. () SEAT BELTS | |

IV. OPTIONALS

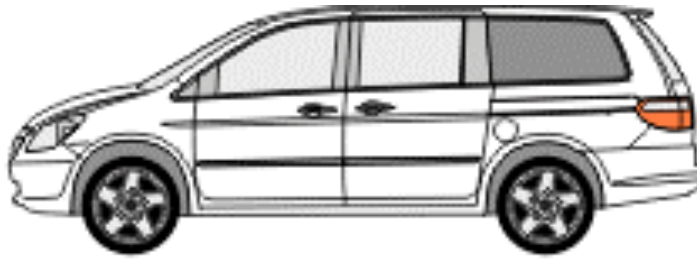
1. () TIRE CHAINS
2. () SKI RACK

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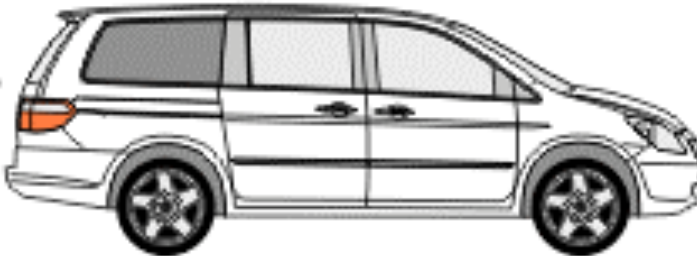


OPERATOR'S VEHICLE CONDITION CHECKLIST NOTED DEFECTS

Mark and describe the defect found.



- C = CUT
- B = BRUISE
- H = HOLE
- D = DENT
- BR = BROKEN
- M = MISSING
- S = SCRATCH
- P = PATCH



HondaMV_004

Honda Odyssey
Back Windshield Size 23.0 x 59.5

1/20th Scale

The following defects were noted during the operator's check of the van:

I. UNDER HOOD:

II. VEHICLE BODY CONDITON:

III. INTERIOR OF VEHICLE

Defects listed above were verified on/by: _____
(Date) (ODR Personnel)

The van had a full tank of gas on the day of rental: (Initial) _____

The interior of the van was free of spots and stains: (Initial) _____

I assume additional fees for cleaning and / or gas fill-up if not brought back in the condition it was checked out: (Initial) _____

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-CUSTOMER RETAINS-

Please complete this form and leave it on the front seat of the vehicle along with the vehicles keys.

MANDATORY VEHICLE CLEANING CHECKLIST

- () Exterior reasonably cleaned.
- () Interior reasonably cleaned and free of excess dirt and debris.
- () Clean all ashtrays.
- () Sweep floor, scrub and wipe down if necessary.
- () Place all seatbelts on seats in position (not bundled up).
- () Insure the vehicle gas level is at the required amount or no less than the amount when it was checked out.

DO NOT HOSE DOWN THE INSIDE OF THE VEHICLE!!!

VEHICLE POST TRIP REMARKS

(Please let us know if you had troubles with the vehicle)

OPERATOR'S NAME: _____

VEHICLE # (s): _____

OPERATOR'S SIGNATURE: _____

DATE: _____

VEHICLE #: _____ **CHECKED BY:** _____ **of OUTDOOR REC.**

on _____ **(date).**

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STANDARD OPERATING PROCEDURES (SOP) – Van Rental Update (07-April – 2009)

ATZP – DFMWR

I. THE COST OF USING THE ODR VEHICLE(S) ARE AS FOLLOWS:			
a)	Mon - Thu	\$ 89	Monday - Thursday
	Weekend	\$179	Friday/ Sat - Mon
	Weekly	\$479	7 days
	Holiday Weekends	\$259 & \$319	Fri /Sat-Tue & 4-day holiday
b)	A minimum of \$50 down-payment is required to reserve a vehicle. Full payment, including reservation fee, is required before vehicle is rented.* * <u>If vehicle is rented for official government transportation and paid via purchase request, an accepted purchase request approval must be signed by ODR management and in place prior to vehicle rental.</u>		
c)	Rental periods begin the day prior no sooner than 1500 and end the day after the rental period no later than 1200. Early pickup or late drop-off are authorized, but may incur an additional charge of \$45 per occurrence. Please notify Outdoor Recreation at (831) 242 – 5506 for late drop-offs.		
d)	If a vehicle is turned in late, a minimum of a one day charge will be assessed. Charges will be assessed for each day late. If the late return inconveniences another customer, additional charges will be assessed in the amount required to provide service to the inconvenienced customer up to 5 times the daily rate.		
e)	All vans must be checked out and returned during normal operating hours with an ODR staff member. Exceptions shall be approved on a case-by-case basis by ODR management.		
2. ELIGIBILITY REQUIREMENTS			
a.)	Eligibility for usage of ODR rental vehicles is determined by AR 215-I Chapter 7. Proof of eligibility must be provided at the time of reservation.		
3. LICENSING REQUIREMENTS			
a.)	A valid driver's license must be provided by any driver determined to be operating any rented ODR vehicle. Licensing requirements will be determined by use of the current DMV and California Vehicle Code. Licensing requirements are based on military status, residency, and type of vehicle rented and use of the vehicle. A copy of the driver's license will be required at the time of issue.		
b.)	Individuals who are under suspension, or pending unfavorable personnel action or who have had their post driving privilege suspended are ineligible to use these vehicles. No one but the authorized driver is permitted to drive the vehicle, unless they are an alternate driver authorized by ODR in advance and they meet all other requirements in the SOP.		
4. INSURANCE REQUIREMENTS			
a.)	It is <u>strongly</u> recommended the user obtain personal insurance meeting the minimum requirements for California. The vehicle(s) are covered by RIMP Insurance, however AR 215-I clearly states that in the event of loss or damage the blame should be placed on the user. In order to avoid total financial liability in the event of an accident, the user should obtain separate individual insurance.		
b.)	No DFMWR Outdoor Recreation vehicles are to be driven out of country.		
c.)	A copy of proof of insurance or a statement of intent to self-insure will be required at the time of issue.		
5. RESERVATIONS			
a.)	Recommend reservations be in advance.		
b.)	Reservations will be taken on a first come first serve basis. Prior to accepting the reservations the customer must provide the following:		
	i.)	Proof of License	
	ii.)	Proof of insurance, or statement of intent to self-insure	
	iii.)	A completed reservation request, fully acknowledging receipt, understanding and intention to comply with policies stated herein. All applicable information must be provided with signatures.	
c.)	If a question arises about damage, tardiness, insufficient fuel level, cleanliness, etc. Questions will be resolved by the Equipment Center Office Manager and Director. The customer is responsible for clearing the account within 3 working days.		
d.)	ODR cannot guarantee a vehicle. Should a situation arise whereby a reserved vehicle is not available, the deposit		

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	will be refunded in full. Customers are strongly encouraged to check on the status of the vehicle two days prior to use.
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6. VEHICLE ISSUE / RETURN

- a.) Vehicle(s) will not be issued until all the proper documentation has been completed.
- b.) Vehicle(s) will be issued to the licensed driver (ONLY) with a full tank. Drivers shall be responsible for fuel (Unleaded ONLY). Vehicles are to be returned clean, both exterior and interior. (See form attached). Always bring all documentation, especially the cash receipt with you, in order to check in and out a vehicle.
- c.) Thoroughly and carefully complete the "Condition Checklist" prior to accepting the vehicle. Failure to do so may result in additional charges.
- d.) No one but the authorized driver is permitted to drive the vehicle, unless they are an alternate driver authorized by ODR, in advance and they meet all other requirements in the SOP.

7. REFUNDS AND CANCELLATIONS

- a.) Cancellations within 7 days may result in the loss of the deposit depending on van availability. Unclaimed refunds will be forfeited in 30 days. All refunds will be mailed normally take 2 – 3 weeks to process.

8. ACCIDENTS AND MECHANICAL BREAKDOWNS

- a.) Any accident or mechanical breakdown will be reported no matter how minor, to include any vandalism, to ODR Office as soon as possible. Emergency repairs and towing services will be coordinated with ODR Office. If the vehicle becomes inoperable, a report by telephone is to be made to ODR Monday through Friday 0800 – 1800 hours, at (831) 242 – 5506. Saturday and Sunday and after duty hours, drivers are to call (831) 760 - 6477 Primary or (831) 760 – 2019 Secondary. No repairs will be made **PRIOR** consent from ODR. In case of vehicle breakdown ODR will not be responsible for any expenses incurred, by the customer as a result of a breakdown except for prior authorized vehicle repair. Any other expenses incurred, missed connections, lodging, etc., will be responsibility of the customer. There is not exception to this policy.
- b.) Should an accident occur, Form 91 must be completed. Be sure to obtain name(s) of all parties involved, their insurance companies, addresses and telephone numbers, the law enforcement agent(s) name, jurisdiction, organization (CHP, sheriff, city police), badge number, police report number and a copy of the report, if available; prepare a complete memorandum indicating the date, time, exact location, driver's name and all other information fully and in as much detail as possible. ODR must be notified immediately by following the same instructions as in 8a. A police report is essential even if the incident involves an accident without other party (collision with tree, etc.) or is of a minor nature. It is critical in all cases of vandalism, theft or hit-and-run damage to complete Form 91. **ILLEGAL SUBSTANCES WILL NOT BE PERMITTED IN THE VEHICLE AT ANY TIME. NO SMOKING IN ANY ODR VEHICLE AT ANY TIME.**
- c.) Daily preventative maintenance is to be performed by the driver prior to the daily use of the vehicle. The maintenance will include checking the levels of the radiator water, oil, battery water, tire pressure, operational condition of lights, windshield wipers, and other safety equipment.

END OF SOP