

FLEET MANAGEMENT

RENTAL VEHICLE POLICY

Rental vehicles, picked-up after

4pm WILL NOT be charged the daily rate.

Rental vehicles that are to be returned by 8:30am WILL BE

charged the full day. if NOT returned at specified time.

Rental vehicles picked up on Fridays & used the following

week shall be charged the weekend. 24 hour notification of cancellation

given the limited amount of rental vehicles, IF 24 hour notification is not

given, the department may be charged for that day.