

MEMORANDUM

BERING STRAIT SCHOOL DISTRICT

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BREVIK MISSION • DIOMEDE • ELIM • GAMBELL • GOLOVIN • KOYUK • SAINT MICHAEL
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August 8, 2013

TO: All Staff

FROM: Mark Vink

SUBJECT: Rental Vehicles

In the past year the District has had numerous claims submitted by rental car companies for damages to vehicles. Claims from rental car companies received after the fact and not from the employee renting the car is not acceptable.

In order to minimize the cost to the District and our insurance company, please follow these steps when renting a vehicle for district use.

1. When obtaining your vehicle, **give the vehicle a thorough inspection and have the agent write down ANY damage including stone chips to the paint or glass, scrapes, dents, scuffs to the paint, damage to the interior, worn tires, or any thing else seen that is not correct. It does not matter how minor the damage seems to you, if you see anything, have them write it down. A small chip in the windshield will cost the District a new windshield.**
2. If you start to drive the vehicle and it **does not drive properly, return it for a different vehicle.**
3. **Should you damage the vehicle, please contact me** so that I can call our insurance company and have our insurance adjustor review the damage. In addition to my phone number and e-mail address above, my home number is 624-5909 and my skype name is mark.vink1. If you are in a situation where it is after hours and you are returning the vehicle, take pictures with your camera, phone, computer, or however you can.
4. Should you be involved in an accident, it is imperative to **contact me** as soon as possible after contacting the police.
5. Upon returning the vehicle, **please re-inspect the vehicle and have the agent of the rental car company sign off that there was no damage to the vehicle.**

If these procedures are not followed, you may incur a personal charge for any damages incurred.

