

GENERAL ADMINISTRATION MANUAL

VOLUME 2: HIGHWAYS AND PUBLIC WORKS POLICIES

TITLE: VEHICLE RENTALS POLICY

EFFECTIVE: August 1, 1994

UPDATED: May 20, 2010

1 SCOPE

1.1 Authority

This policy is issued under authority of Cabinet meeting #94-32 dated August 1, 1994.

1.2. Application

This policy applies to all departments, as defined in Policy 2.1.

1.3 Purpose and Principles

The purpose of this policy is to establish the responsibility of Highways and Public Works to coordinate vehicle rental services for all government departments, as required.

2 ROLES AND RESPONSIBILITIES

2.1 Highways and Public Works

2.1.1 To ensure that the government obtains the required service at reasonable cost, the Department of Highways and Public Works will coordinate vehicle rental requirements for all departments.

2.1.2 Supply Services will determine the source of supply based on tenders and/or quotations received, initiate a contract with the supplier, and advise the requesting department of arrangements made.

2.1.3 Supply Services shall adhere to all applicable environmental performance standards, as adopted by the Yukon Government from time to time, in the acquisition of rental vehicles.

2.2 Departments

- 2.2.1 All requests for rental vehicles shall be forwarded to Supply Services, Department of Highways and Public Works.
- 2.2.2 A department requiring a rental vehicle shall complete a "Request for Transportation" (form YG1995), retaining copy #3 and forwarding copies #1 and #2 to Supply Services.
- 2.2.3 For emergency use, the requesting department may make arrangements directly with the supplier and, upon completion of the trip, forward the necessary paperwork to Supply Services.