

Rental Vehicle Tracking Cover Sheet

•• Use with vehicles rented through the DNRC Off-Road Rental Contract ••

Dispatch	Incident:		E# or O#:	
	Vendor:		Confirmation#:	
	To order, call vendor's 24 hr. #, provide the vendor a RO, get a confirmation # Ensure incident name & E# are listed as the "renter" IROC naming convention: Vehicle Type (PICKUP, SUV) - Vendor - VIN/License#			
	Vehicle Information			
	Color	Make	Model	
	License #	VIN # (last 6)	Load Range D or E Tires? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Driver or Ground Support	The person in charge of management of the vehicle (the assigned driver, Ground Support, etc...) is responsible for delivering the payment and tracking documents (Equipment Envelope with shift tickets, inspections, rental agreement, etc...) to Incident Finance or the Host Agency			
	<input type="checkbox"/>	Resource Order has all fill information accurately	<input type="checkbox"/>	Vehicle checked in with Finance?
	<input type="checkbox"/>	Shift Ticket start date:	<input type="checkbox"/>	Pre use inspection completed
	<input type="checkbox"/>	Shift Ticket end date:	<input type="checkbox"/>	Post use inspection completed
	<input type="checkbox"/>	Fueled and cleaned for return		
	Damage - if ANY damage occurs, report and document			
<input type="checkbox"/>	Damage report completed and documentation in file	<input type="checkbox"/>	Point of Contact name / phone #:	

Finance	Payments are the responsibility of the finance organization in place when the vehicle is released.			
	<input type="checkbox"/>	OF-286 completed and processed <ul style="list-style-type: none"> Daily rate verified (type of vehicle) Start/end dates correct Unique ID entered as VIN/LIC# Fax/email vendor signature okay, with original government signature Special arrangements documented (ex: car hauler, return dates, etc...) 	<input type="checkbox"/>	Payment submitted to: (admin office for payment)
			<input type="checkbox"/>	Cost: vehicle captured in either e-ISuite or Quick Cost spreadsheet

Closeout	<input type="checkbox"/>	Vehicle returned to vendor & checked in <ul style="list-style-type: none"> Release inspection signed by vendor 	<input type="checkbox"/>	Vehicle has been reassigned <ul style="list-style-type: none"> Complete original payment Start new packet with copy of 1st OF-286 Document tracking on next page
	OR →			

Multiple Incident Tracking

•• Use when tracking vehicles for multiple incidents ••

Incident Name	Incident # (ex: MT-CES-000100)	E #	Start date	End Date	Financial Code	Payment Packet complete	Vendor notified

References

DNRC Rental Contracts, Vendor listing

<https://dnrc.mt.gov/Forestry/Wildfire/vendor-information>

Northern Rockies Contracted Resources Standard Operating Procedures – Quick reference Guide

<http://gacc.nifc.gov/nrcc/dispatch/NRContractedResourcesSOPs.pdf>