

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER 11.04.022	PAGE 1 of 3
	Policy and Procedure		EFFECTIVE DATE June 30, 2000	
SUBJECT Wet Rental		SUPERSEDES 11.04.022	DATED 4/2/96	
TITLE State Equipment Fleet	CHAPTER Equipment Use, Care, and Maintenance	APPROVED BY <p style="text-align: center;">Signature on File</p>		

Purpose and Scope:

Introduction:

The Statewide Equipment Fleet (SEF) provides equipment on several different programs, including Wet Rental. Refer to SEF Procedure 11.05.013 for a complete description of the various equipment status definitions. The purpose of a Wet Rental is to provide a vehicle that is serviced and maintained by SEF for a flat monthly fee that is charged to the user.

Wet Rental services do not include certain types of costs. The purpose of this procedure is to define what services are included within the Wet Rental fee and what items are not included.

Responsibility/Performance	
SEF Managers:	Ensure adherence to this procedure.

Definition:

Wet Rental: A designated equipment or vehicle status indicating a unit receives full maintenance as part of its monthly charge rate.

Distribution

All holders of the Procedure Manual, all SEF Procedure Manual holders, and Regional Managers.

Procedure:

A. Services Provided.

1. Wet Rental Services include preventive maintenance (PM), repairs due to normal

wear and tear, warranty repair, and tire repair and replacement (for exceptions, see SEF Procedure 11.04.023 on Tire & Chain Provisions and B.1.a below). It also includes make up fluids (antifreeze, oil, etc.) and adjustments associated with normal maintenance.

2. For Wet Non-Rental vehicles and equipment refer to DPDR 11.05.013 for information on repair restrictions and user charges.

B. Items Not Provided.

The following items will not be provided within the operating rate for Wet Rental vehicles and equipment:

1. Tires and tire accessories
 - a. Studded and mud and snow tires (if different from the original tires that came with the vehicle) are not furnished as part of the Wet Rental rate except for the Department of Public Safety Class (DPS) 115 and 116 vehicles and steering axle tires on DOT&PF/M&O plow trucks.
 - b. Tire chains.
2. Jump start or cold start if due to user negligence.
3. Repair of accident damage.
4. Services and breakdown repairs caused by user negligence.
5. Towing services required due to operator negligence or accident.
6. Repair or service to accessories not considered the responsibility of SEF. Examples include:
 - a. Radio and communications equipment other than OEM AM/FM radio.
 - b. Gun racks except for DPS.
 - c. Light bars and emergency lighting except for DPS, DOT&PF/M&O, DNR Forestry and Parks, and vehicles equipped with safety strobe lights and other work lighting.
 - d. Other user installed accessory equipment not included on the original equipment purchase or not considered a standard part of the unit.
7. Gas additives except those authorized by SEF personnel.
8. Ice scrapers, dust cloths, vehicle brushes and brooms, maps, air fresheners, etc.
9. Wear items such as cutting edges, bits, teeth, shanks, pins, sweeper broom cores, etc.
10. Accessory equipment such as paint guns, steam hoses, extension cords, etc.

11. Fuel.

C. Charges For Non Wet Rental Services:

1. User agencies will be charged on a billable work order for services outside the scope of those provided in A above and for those in B above.
2. Vehicle credit card charges for Wet rental vehicles cannot be made for items outside the scope of A above except in emergencies after verbal or written authorization from the SEF District Equipment Manager.
3. In weekend and after hour situations or in other cases where the SEF personnel cannot be contacted, the employee using the vehicle is expected to follow their departmental procedures or use reasonable judgment.
4. Any credit card charge for wet rental repair services will be billed to the customer on the monthly SEF bill. A deletion of the charge or refund will be made by SEF upon completion of a valid SEF correction request form or a written memo from the user department concerning the situation and the charges.

D. Attachments.

1. Many pieces of Wet Rental heavy equipment are equipped with various attachments that are removed and reinstalled on a seasonal basis; i.e. sanders, plows, and snow wings. SEF will perform required changes of attachments as part of the Wet Rental service.
2. All costs for labor, travel, materials, and contractual items for this work will be charged to the attachment Property Control Number (PCN).
3. This service will be provided once a year per attachment unless other mutually agreed to arrangements are made with SEF.
4. SEF will recover the expense of mounting and dismounting attachments through the operating rates for the attachments.
5. For Dry and Non-Rental vehicles and equipment, SEF will provide mounting and dismounting services for attachments as requested with all costs to be charged to the user requesting the service.