

down time for correcting discrepancies, in addition to the cost of correcting those discrepancies (parts, maintenance costs, and labor/manpower). All rental charges and corrected discrepancies are submitted for billing on the 25th of each month.

Please refer to the Rental Agreement for additional information.

Accident Reporting:

All NAVFAC Hawaii U.S. Government vehicles have an Accident Report Packet inside of the vehicle's glove compartment. In the packet, you will find: Standard Form 91, Operator's Report of Motor Vehicle Accident and DD Form 518.

- The U.S. Government is self-insured. No insurance number is required.
- U.S. Government motor vehicles displaying a U.S. Government license plate and motor vehicle identification do not need to show vehicle registration.
- For accidents - All JBPHH emergencies and police assistance, dial 911 to obtain accident report.
- All accidents or abuse must be reported to the Transportation Service Desk.

If off-base, notify local police (HPD: 911).
If on-base, notify JBPHH Security at 449-6373. Do not leave the scene until after the police are finished. Complete SF91 (located in glove box).

GSA Vehicles

Per GSA fleet customer leasing guide, "agency incurred expenses (AIE) are charged by GSA to the customer for items not covered under the lease rate."

GSA Credit Card Assistance –
1-866-472-6711.

Pumping Gas – (1) insert GSA card, (2) enter six digit numbers (between alphas), (3) enter odometer reading, and (4) begin pumping.

Immediately report lost GSA credit cards to NAVFAC Hawaii Transportation.

Directions Bldg. 35

1. From Nimitz Gate proceed down South Avenue.
2. Turn right onto Russell Avenue.
3. Transportation compound is on the left.
4. Visitor parking is outside of the compound's fence line, or just inside to the right.

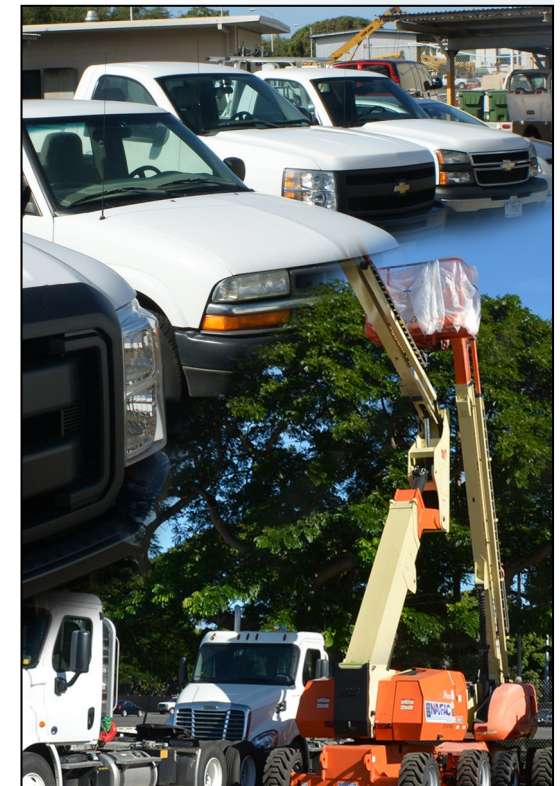
Naval Facilities Engineering Command Hawaii

400 Marshall Road,
Transportation, Bldg. 35
JBPHH HI 96860-3139

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Transportation —Rental



Product/Service Information
February 2017

Transportation—Rentals

Naval Facilities Engineering Command (NAVFAC) Hawaii's Transportation Product Line is comprised of a highly-skilled group of mechanics and specialists who provide customers with a variety of transportation services at Joint Base Pearl Harbor-Hickam (JBPHH).

This brochure is to provide customers with information about Rental vehicles and equipment.

Vehicles & Equipment

Transportation Rentals Division offers the rental of various types of vehicles and equipment to JBPHH tenant commands and transient activities. They include:

- Electric Vehicles
- Bus, Sedans/Vans
- Pick-Up Trucks, Stake Bed Trucks, Box Trucks
- Scissor Lift, Man-Lift, Forklift, Back-Hoe, Loaders, Skid Steer Loaders, Excavators, and Paving Equipment.
- These vehicles and equipment can be rented on either a full-time assignment (B-POOL) or a short-term rental (C-POOL).

How to get rental services?

During normal working hours, please call 474-0475/471-1296. For afterhours rentals, call 449-3100.

Business Hours:

- Monday—Friday 7 a.m. - 2:30 p.m.
- Saturday—Sunday Closed

Billing:

- Class "B" rentals (permanently assigned) will be billed at 160 hours per month.
- Class "C" rentals (short-term use) will be billed based on an 8-hour day including weekends and holidays.

Be sure to call Transportation for rates & availability.

Proper use of a government vehicle?

The use of all Government motor vehicles shall be restricted to official purposes only. The term "official purposes" means that a person must perform travel in their official capacity. This precludes the use government vehicles for personal use. The purpose of the trip must be related to the performance of official duties or in connection *with activities conducted under official authorization. NAVFAC P-300/ DoDM 4500.35*

Handheld Devices Prohibited:

Vehicle operators may not use any electronic handheld device while driving. This includes phones, cameras, and MP3 players. Holding a phone at a stoplight or while paused with the engine running is considered a violation and vehicle operator may receive a fine.

Proof of Insurance:

The U.S. Government is self-insured. Claims against the U.S. Government resulting from the operation of a Government vehicle or equipment should be directed to the agency employing the driver of the vehicle. *Ref: Code of Federal Regulations; Title 28; Chapter 1; Part 14-Administrative Claims Under Federal Tort Claims Act.*

Proof of Vehicle Registration:

U.S. Government motor vehicle displaying U.S. Government license plates and motor identification do not need to register in the jurisdiction where the vehicle is operated. *Ref: Code of Federal Regulations; Title 41; Subtitle C; Chapter 102; Subchapter B; Part 102-34 – Motor Vehicle Management.*

Fueling:

U.S. Government vehicles may be filled by using Navy fueling stations located on JBPHH. Fueling instructions: (1) put VIL key into machine, (2) enter odometer reading, (3) enter fuel pump number, and (4) begin pumping.

Only GSA credit cards may be used at public fueling stations.

Returning Rental:

Upon completion of the rental period, the customer must return the vehicle on the prescribed date of the agreement, re-fueled and clean. All vehicles noted with signs of abuse or misuse will require that discrepancies be corrected. The customer will be billed for the total rental period, to include