

VEHICLE SHORT-TERM RENTAL

NAVFAC TRANSPORTATION VEHICLE REQUEST FORM

Submit all request services (72) hours prior to desired time. Please contact Dispatch the day prior after 1300
ALL REQUESTS WILL BE CANCELED IF NOT PICKED UP BY END OF DAY REQUESTED WITHOUT NOTIFICATION.

Toll Roads are not Authorized for Government Vehicles the requestor is responsible to pay for any violations.

Any request over 100-mile radius must have a letter on Command Letterhead.

NAVFAC policy is to provide government owned vehicles when available **NOT TO EXCEED 90 days**. If no government, vehicle is available then commercial vehicles may be requested **NOT TO EXCEED 90 days** with command funding.

All accident documents are emailed to: *The base e mails listed above* AND navfac_sw_transportation_accidents@us.navy.mil

NAVFAC DISPATCH ONLY

DATE REQUEST WAS RECIEVED-

Contact the appropriate Dispatch Office with all breakdowns or maintenance issues during working hours of (0600 - 1530 M-F) **** DO NOT DO MAINTENANCE YOURSELF****

TO BE FILLED OUT BY REQUESTER

Command		Point of Contact		Telephone Number	
E MAIL-		Date		Pick up Time	
CNIC / REIM		Start Date:		Start Time:	
UIC :		End Date:		End Time:	

TYPE OF RENTAL: GOVERNMENT U-DRIVE

COMMERCIAL

() LOCAL () OUT OF TOWN DESTINATION:

Quantity	Type (sedan, van, p/u, 1 or 2 Ton stake truck)	Quantity	Type(sedan, van, p/u, 1 or 2 Ton stake truck)

ALL STAKEBED RENTALS WILL BE A MAX OF 3 DAY RENTAL AND MAX OF 2 RENEWALS DUE TO USEAGE REQUIREMENTS

NO PASSENGER VAN ISSUED WILL BE USED TO HAUL CARGO DO NOT REMOVE ANY SEATS OR SEAT PINS THESE ARE SAFTEY DEVICES / ***PLEASE FUEL WITH REGULAR FUEL ONLY!!!!******

Additional info/ Reason for Rental (justification is needed for any vehicle rental above and beyond the allocated vehicles as well as commercial vehicles)

Authorized By / Print :

Signature:

Date: