

DATE: July 3, 2024

TO: All Motor Pool Users

FROM: Jonathon Swartz, Administrator *JS*  
Maintenance Division

SUBJECT: FY2025 Motor Pool Rental Rates

The following Motor Pool rental rates are effective July 1, 2024. These rates are for Fiscal Year 2025.

| Class No. | Description           | Assigned Rate | Tier (1) \$3.89 | Tier (2) \$4.39 | Tier (3) \$4.89 |
|-----------|-----------------------|---------------|-----------------|-----------------|-----------------|
|           |                       |               | Usage Rate      | Usage Rate      | Usage Rate      |
| 02        | Small Utilities       | \$1.171       | \$0.200         | \$0.221         | \$0.241         |
| 04        | Large Utilities       | \$1.497       | \$0.288         | \$0.319         | \$0.349         |
| 05        | Hybrid Sedans         | \$1.013       | \$0.192         | \$0.211         | \$0.229         |
| 06        | Mid-Size Compact Cars | \$1.089       | \$0.195         | \$0.215         | \$0.235         |
| 07        | Small Pickups         | \$0.428       | \$0.321         | \$0.353         | \$0.385         |
| 11        | Large Pickups         | \$1.505       | \$0.293         | \$0.324         | \$0.356         |
| 12        | Van, All Types        | \$1.192       | \$0.241         | \$0.267         | \$0.293         |

The dual rate structure will be charged as follows:

1. 8 hours assigned time will be charged for every day you have the vehicle in your possession regardless of the time you pick up or return the vehicle to Motor Pool.
2. The usage rate will be charged for every mile driven.
3. Assigned time plus usage will be your total rental rate charge.

Example – A Class Code 05 -Hybrid Sedan is rented July 10, 2023 and picked up at 10:30 AM. Unit is returned July 12, 2023 at 9:00AM. Unit is driven 300 miles. Rental charge will be as follows:

July 10 - July 12 = 3 days multiplied by 8 hours/day = 24 hours  
 24 hours multiplied by Assigned rate \$0.933 = \$22.39  
 Miles Driven = 300 miles multiplied by Usage rate \$0.190 = \$57.00  
 Total Rental Charge = \$22.39 + \$57.00 = \$79.39

The Motor Pool has received approval from the Legislature to implement tiered usage rates. Based on current fuel prices, Tier (1) is the current usage rate for FY 2023. At the discretion of State Motor Pool and OBPP, the Tier used will depend on current and forecasted fuel prices and Tiers 2 or 3 may go into effect in the event that average fuel prices for the year exceed \$4.39 (Tier 2) or increase above \$4.89 (Tier 3) per gallon. The State Motor Pool and OBPP will work in conjunction to determine when the next tier has been reached and to notify agencies in advance of any rate changes.

- Automatic comprehensive/collision coverage will be provided for all state agencies for

the first 30 days of the lease at no cost to the agency.

- The leasing agency will be responsible for paying a deductible in the event that an accident may occur. The Risk Management & Tort Defense Division will bill agencies the deductible for each loss.
- In the event of an accident, the lessee must immediately notify the Motor Pool at (406)444-2705.
- Questions regarding the comprehensive/collision coverage must be directed to the Risk Management & Tort Defense Division.

All current Motor Pool leaseholders will be contacted and lease information will be brought up to date. If you have any questions concerning the rates, contact Bo Antila at (406)444-6319.

C: Motor Pool Manager