

## Rental Vehicles

### Frequently Asked Questions

Q1. Can a rental vehicle be delivered to / collected from my address instead of my base?



Rental vehicles can be delivered to, and collected from, a home or office address as long as the route you are taking in the vehicle does not take you past your base.

Q2. Can a rental vehicle be delivered when I'm not at home?



Yes. The vehicle supplier will post the keys and paperwork through your letterbox if no one is available to accept delivery. The vehicle should be checked for pre-existing damage before use and the supplier must be contacted immediately if damage is discovered that is not documented on the vehicle paperwork. If the supplier cannot access your individual letterbox, e.g. top-floor flat with communal lobby, you must request delivery to an office location instead of your home.

Q3. Who is insured to drive the rental vehicle?



The vehicle is insured by a corporate policy and coverage applies to all employees who hold a full current driving licence. The vehicle should only be used for business journeys as personal use, e.g. commuting, will invalidate the coverage.

Q4. Do I need to refuel the rental vehicle?



The vehicle will typically be delivered with a full tank and should be returned to the same level at the end of the booking. The cost of fuel can be claimed back as an expense on a monthly T&S claim form by attaching the fuel receipt and entering the details into the 'other expenses' section.

Q5. What happens with penalty charges & notices?



You shall be liable as the driver of the vehicle should any fixed penalty offence, penalty charge notice, excess or penalty charge for parking or bus lane contraventions, penalty charges incurred under a road user scheme of the undernoted be issued during your rental vehicle booking period.

Aberdeenshire Council will provide your details to the relevant enforcement bodies if they are requested. Any administrative charges levied by the supplier as a result of the above charges being issued will be passed to your employing service.