ACCRU Vehicle and other Motorized Equipment Rental Policy
(Revised March 2014)

A. The University of Alberta has agreed to provide the following services to ACCRU:
   1. Arrange for vehicle licensing, credit card service and any other services required to ensure that
      ACCRU vehicles operate to an acceptable standard. This includes trucks, ATVs, Snowmachines,
      boats and trailers.
   2. Provide, as requested, maintenance, repairs, and other services to equipment deemed serviceable
      by the Vehicle Pool. This includes all vehicles, tractors, laboratory trailers, boats, portable
      generators and other powered equipment
   3. Store Trucks and trailers as needed.
   4. Supply technical advice, as required, regarding vehicle or equipment purchases and operations

B. ACCRU vehicles and other equipment may be used only on ACCRU/University business - no
   exceptions. A charge is made to the researcher for use of the vehicle or other equipment
   calculated on a time plus actual kilometres-used basis for trucks, and a time basis for other
   equipment. The rate schedule is based on the actual operations, maintenance and depreciation costs
   incurred by the vehicles/equipment and includes such items as maintenance, oil, and repairs. To rent
   a vehicle or other equipment complete the form Equipment Loan Request Form located on the
   ACCRU website. Where information on budget is requested on the form we only require a list of
   supporting agencies/groups and an estimate of the annual total of that support. Note that more
   than one piece of equipment may be requested on an individual form. You may wish to contact
   ACCRU via email at kummer@ualberta.ca once you have made an online request to ensure it was
   received.

C. All drivers of ACCRU vehicles must have current authorization to drive University of Alberta
   vehicles. Information on becoming authorized is available on the Department of Biological Sciences
   Driving Requirements webpage and on the University’s U Drive Safe pages. Prior to releasing a
   vehicle ACCRU will check to ensure that all proposed drivers are authorized to drive. However it is
   the user’s responsibility to comply with University regulations in this regard if refusal or delay of use
   are to be avoided.

D. The person(s) to whom an ACCRU vehicle or other equipment is released is responsible for the
   following:
   • Ensuring that the vehicle is used only for ACCRU/University business.
   • Ensuring that all vehicle drivers are authorized to drive University vehicles
   • Ensuring that only University of Alberta employees or registered collaborators and volunteers
     are allowed to ride in ACCRU vehicles. More information on Collaborators and Volunteers can
     be found on the Dept of Biology website. Official guests of ACCRU may be authorized as
     passengers in ACCRU vehicles but only as specifically designated by ACCRU personnel.
   • The security and safe operation of the vehicle until it is returned to ACCRU or its storage area
     in the case of ATV’s, Snowmachines, boats and trailers.
   • Ensuring that all University of Alberta requirements and regulations regarding
     occupational health and safety are understood and observed by the users of the
     equipment. See the Facilities and Services (Safety) section of the Department of
     Biological Sciences website at http://www.biology.ualberta.ca/.
   • Ensuring that users have the required training and certification to operate the
     equipment including the defensive driving course and boat operation training and
     certification.
• Ensuring that documentation of non-owned auto/property insurance coverage has been provided for non-University of Alberta users.

• Ensuring the vehicle or other equipment is brought in for scheduled maintenance, or if in the field, that the scheduled maintenance is carried out and recorded. See ACCRU Truck Maintenance Requirements, and please use provided truck maintenance forms. If repairs are required while in the field, users must contact the ACCRU Research Facilitator at 780-720-7684 (cell) for authorization.

• Ensuring that the vehicle receives an oil change every 7000 kilometres. Receipts must be retained and submitted to ACCRU as evidence of proper maintenance. If an oil change is not completed prior to 7000 kilometres the driver will be charged an excess $200 fee for each missed oil change as well as the cost of the delayed oil change.

• Ensuring that the vehicle or other equipment is washed and cleaned regularly. 4x4 Trucks especially are to be regularly thoroughly cleaned of mud and/or snow and ice. This includes under-carriage and wheels, especially when mud is packed into the brake pad/disc areas. We expect the vehicle or equipment to be returned in a similar state of cleanliness in which it was received. Any cleaning costs incurred to restore the equipment to the state of cleanliness in which it was received will be charged to the user.

• Immediately reporting collisions (accidents) involving ACCRU vehicles to the ACCRU Office and to University of Alberta Campus Security Services (780-492-5050). If damages are in excess of $1000, local law enforcement authorities must also be notified. In the case of a collision the driver / supervisor will be responsible for the deductible if an insurance claim is submitted as per U of Alberta vehicle policy.

• Reporting faulty operation of the vehicle directly to the ACCRU Research Facilitator or by means of the "Defective Reporting Cards" supplied with the vehicle or other equipment if available,

• Observing all traffic regulations as the driver is personally responsible for all infractions and penalties.

Note: If a Log Book is included with the equipment (Trucks have them), the user must complete entries in the Log Book including, but not restricted to, type and cost of maintenance performed, and service provider. Receipts must be retained and submitted to ACCRU as evidence maintenance or repairs have been performed. Any repairs required while in the field must be pre-approved by ACCRU. In general, repairs that are not related to damage as a result of an accident or misuse will be paid by ACCRU. See guidelines regarding accidents and safety above.

Lack of maintenance and cleaning of ACCRU equipment while in the field is a serious matter and could result in extra charges to the user and/or disqualification of the user for future use of equipment.

E. Reporting and Acknowledgment

ACCRU requests that individuals using ACCRU equipment provide periodic progress reports documenting the research carried out and outlining the contribution of ACCRU in making equipment available. Photographs (digital images) and a description of the activity being undertaken featuring ACCRU equipment in use, along with identification of the users pictured, can be submitted at any time and will be much appreciated. Contact the ACCRU Research Facilitator for an email address to which digital images may be sent.

Acknowledgement of ACCRU support in publications, poster sessions, seminars and the like would be very much appreciated. At the conclusion of the study, a copy of the Thesis or Abstract of the Thesis, and any publications that result are also requested.
F. Rate Schedule

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Rate/Day</th>
<th>Rate/Week</th>
<th>Rate/Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>4x4 3/4T c/w inch/canopy</td>
<td>$60.00</td>
<td>$350.00</td>
<td>$1200.00</td>
</tr>
<tr>
<td>4x4 1/2T</td>
<td>$50.00</td>
<td>$320.00</td>
<td>$1200.00</td>
</tr>
<tr>
<td>Truck mileage</td>
<td>100 Free Km 0.20 thereafter</td>
<td>1000 Free Km. 0.20 thereafter</td>
<td>3000 Free Km. 0.20 thereafter</td>
</tr>
<tr>
<td>Quad ATV c/w winch</td>
<td>$80.00</td>
<td>$200.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Snowmachine</td>
<td>$80.00</td>
<td>$200.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>16' Boat/Motor/Trailer</td>
<td>$40.00</td>
<td>$150.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Jet Boat Electrofisher</td>
<td></td>
<td></td>
<td>$1400.00</td>
</tr>
<tr>
<td>Utility/Box Trailer</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Quad Trailer 10'</td>
<td>$25.00</td>
<td>$60.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Tandem Trailer 16'</td>
<td>$35.00</td>
<td>$75.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

ACCRU covers the cost of registration for all vehicles listed here. Fuel may be purchased at the Vehicle Pool at a discounted rate but such costs are the responsibility of the user. Trucks are to be serviced every 7,000 km while on extended use in the field. These costs are the responsibility of the user and documentation that maintenance has been performed must be provided to ACCRU. Routine maintenance of other equipment used on an extended basis (e.g., monthly rental of quads, skidoos, boats, trailers) will be the responsibility of the user.

NOTE:
1. These rates are subject to change based on our experience with costs.
2. There is significant and often conflicting demand for use of ACCRU equipment, especially for items such as trucks, quads, trailers, snow machines, satellite phones and other radios. Consequently, charges for use of the ACCRU equipment will commence/end on the dates requested by the applicant and/or approved by ACCRU. Consequently researchers should be as precise as possible as far as the period of use is concerned. Requesting reservation of ACCRU equipment just in case it cannot be found elsewhere is not an acceptable strategy.
3. Requests for extension of the period of use can be made and will be approved unless there is an existing request from other users.
4. Equipment returned prior to the date agreed upon and authorized by ACCRU will not be subject to charges beyond the actual return date unless other requests have been refused as a result of the initial users request and subsequent use.