

NERV
(NATIONAL EMERGENCY RENTAL VEHICLES)
TRAVELER RENTAL VEHICLE CHECKLIST

TRAVELER/OPERATOR NAME & CONTACT INFO: Name: Phone #: Email: Agency:	HOME UNIT SUPERVISOR NAME & CONTACT INFO: Name: Phone #: Email:
HOST DISPATCH CENTER CONTACT INFO: Phone: Email: <i>(The host dispatch unit reserving the vehicle for the individual driver, the local unit, or for incident ground support)</i>	INCIDENT NAME INCIDENT # (i.e., XX-XXX-XXXXXX) RESOURCE ORDER #: RENTAL AGREEMENT #:
BEGINNING MILEAGE:	<p>Person-to-person transfers can only be facilitated by dispatch. THIS SECTION SHOULD ONLY BE FILLED OUT BY DISPATCH</p> <p>Was this vehicle reassigned? YES NO (If YES, then fill in New Traveler/Operator information below)</p> <p>NEW TRAVELER/OPERATOR NAME & CONTACT INFO: Name: Phone #: Email: Date of reassignment: Resource Order #:</p>
ENDING MILEAGE OF VEHICLE WHEN RETURNED OR TRANSFERRED:	
VEHICLE MAKE/MODEL:	
VEHICLE PLATE# / STATE:	
VEHICLE VIN #:	

This checklist is required to be e-mailed to the NERV Program pre- and post-mobilization:
SM.FS.NERV@usda.gov

- I have a valid state-issued driver's license.
- I have fulfilled/understand my local unit's/agency's driving program requirements, training, and paperwork.
- I will ensure that "Rental Vehicle Authorized" is noted on all resource orders associated with my assignment(s) to ensure payment coverage of the vehicle and that the appropriate vehicle type was rented.
- I will decline all insurance coverage options when picking up the vehicle.
- I will decline the pre-paid refueling option when picking up the vehicle and will ensure the vehicle is returned with a full tank of gas.
- I will perform a pre-use inspection when picking up the vehicle and take note of any damages (including photos). Damages will be discussed/noted on the rental vehicle diagram with rental agency personnel.
- I am responsible for the custody of the vehicle and tracking its use from pick-up to return or vehicle transfer.
- If the vehicle is damaged in travel status or at the incident, I will complete the required forms listed in the NERV SOP, arrange for an investigation and contact my hiring supervisor to inform him/her of the damages and status of the paperwork and damaged vehicle. Upon return of the vehicle, forms/photos will be submitted to my hiring unit's incident business lead or administrative point of contact and NERV.
- When the vehicle is transferred by dispatch to a new traveler, to the home unit dispatch, or to incident ground support, I will complete the required NERV documents as indicated below and e-mail them to the NERV Program in the required PDF format and file naming convention.
- The NERV **Cover Sheet**, this **Checklist**, the **Resource Order(s)**, a copy of the **Commercial Rental Agreement**, any **pre-/post-inspection forms, and damage/accident forms (if applicable)** will remain with the vehicle until the vehicle is returned or transferred. When the vehicle is returned or transferred, all documents will be combined and scanned as one PDF file with the correct naming convention (AB-CDE-000000_O-1-Plate#) and emailed to my host dispatch and the NERV program and I will maintain copies of all documents for my records.
- I will perform a post-use inspection upon return of the vehicle and will note any damages (including photos).
- I am responsible for all lost keys and will not cut/separate key/FOBs. Keys are to be returned attached with the same number of functional keys as when they were received.
- I will ensure the vehicle is clear of all personal belongings and trash prior to return.

I have read and understand all items in this checklist. I also understand that failure to comply with the mandatory requirements of the NERV program may result in the loss of all rental vehicle privileges.