

PROCUREMENT & PROPERTY SERVICES

Equipment Service Branch (ESB) National Zone (NZ)





National Emergency Rental Vehicles (NERV)



Operator Training



NERV Cycle



USDA

2

PPS

• Make sure any dents, scratches, windshield crack and missing parts are noted in walk around.

PHOTO'S

Please take Photo's!!! The minimum would be of any preexisting damage.

Do this again when you turn in the vehicle (or when you give the vehicle to someone else). In most cases this is the only way to prove you turned it in or reassigned it without damage !!!!!





Please ensure Enterprise captures pre-existing damage on the rental agreement.

Pickup: ODO:24428Fuel:1/2 07/11/2024 @ 12:16 PM Vehicle Condition: Rear Bumper Dent: nx452t0u6 - 2 dents pass side of Tailgate Dent: VX452T0V9 Truck Bed Dent: VX452T0V9 - DENT IN WHEEL WELL Dent: inside tailgaite and front of bed and driver wheel well Passenger Side Panel Scrape: scratch Taillights Crack: crack in rear driver side taillight

Summary of Charges





Examples of Pre-Existing Photo's













Per NMAC Correspondence M2025-04 Pre-Use Inspections are required for all NERV. Normally they will conducted by Ground Support at ICP or the Incident Staging Area. Check with Incident Logistics for exact location. Release inspection is also required to document any damage during the assignment.

| Section V—REMARKS | (Describe all unsatisfactory items and identify by line number) | | |
|------------------------------------|---|--|--|
| Pre-Use: 5/2/2025 no damage noted. | | | |

Release: 5/17/2025 Scratches down both sides and cracked windshield. No documentation turned in prior. Photos attached.

If there is any damage, please email to <u>sm.fs.nerv@usda.gov</u>. Make sure the plate number is on the OF-296.



VEHICLE/HEAVY EQUIPMENT PRE-USE INSPECTION CHECKLIST

| GENERAL EQUIPMENT INFORMATION | | | | 10. PRE-USE INSPECTION | |
|--|-------------------------------|-----|----------|---|--|
| 1. INCIDENT NAME/NO. 2. RESOURCE ORDER NO. | | | | Accepted Rejected | |
| | | | | MILES/HRS DATE TIME | |
| 3. CONTRACTOR NAME | | | | Inspector's printed name Tite | |
| 4. AGREEMENT NO. 5. EXPIRATION DATE | | | ATE | Inspector's signature | |
| | | | | Section III—LIABILITY | |
| 6. MAKE/MODEL | 7. EQUIPMENT TYPE | | | The purpose of this checklist is to document pre-existing vehicle/equipment | |
| 8. VIN/SERIAL NO. | ERIAL NO. 9. LICENSE NOJSTATE | | | condition and to determine suitability for incident use. I hereby acknowledge full responsibility and liability for the operation and mechanical condition of the vehicle/ | |
| | | | | equipment described herein. | |
| | | Acc | eptable | Operator's printed name Tite | |
| Section I—HEAVY EQUIPMENT | | | NO | Operator's printed name Operator's signature Operator's signature Operator | |
| 1. ROPS, roll-over protection system: Manufacturer-approved | | | | Section IV—TRANSPORT OR SUPPORT VEHICLES | |
| system secured to mainframe of tractor. | Must Include | * | | YES NO | |
| approved seat belts. | | | + | 1. *DOT* or CVSA inspection in the last 12 months (if required). * | |
| 2. Gauges and lights: mounted and function property. * 3. Battery: check for corrosion, loose terminals, and hold downs. | | | + | 2. Gauges and lights: mounted and function property. * | |
| Engine running: check oil pressure, knocks and leaks. | | | + | 3. Seat belts: operate property for each seating position. * | |
| 5. Sweeps, deflectors, safety screens, glas | | * | + | 4. Glass and mirrors, no cracks in vision. * | |
| 6. Steering components: tight, free of play. | | * | + | 5. Wipers, washers, and horn operate properly. * | |
| 7. Brakes: damaged, worn or out of adjust | ment | * | - | 6. Clutch pedal: proper adjustment (if applicable). | |
| 8. Exhaust system: equipped with a USFS-qualified spark | | | | 7. Cooling system: full, free of leaks and damage. | |
| arrester unless turbocharged. | | | | 8. Fluid levels (e.g. oil) and condition: full and clean. | |
| 9. Fuel system: free of leaks and damage. | | | | 9. Battery: check for corrosion, loose terminals and hold downs. | |
| 10. Cooling system: full, free of leaks and damage. | | | | 10. Fuel system: free of leaks and damage. | |
| 11. Fan and fan beits: check for proper tension. No fraying/cracks. | | | | 11. Electrical system: alternator and starter work. | |
| Engine support, equalizer bar, springs, main springs: check shackle bolts, shifted spring leaf. | | | | 12. Engine running: check oil pressure, knocks, and leaks. | |
| 13. Belly plate, radiator guards: securely mounted and free from | | | | 13. Transmission: check for leaks. | |
| debris. | | | + | | |
| 14. Final drive, transmission and differential: check for dripping. | | | + | 15. Brakes: damaged, wom or out of adjustment. | |
| Sprocket and idiers: crack in spokes, sharp sprocket teeth, no welds. | | | | 16. 4-Wheel drive: check transfer case, leaks (if applicable). | |
| 16. Tracks and rollers: no broken pads, loose rollers, broken flanges. Grouser height 1-1/4" min. | | * | | 14. Steering components: tight, free of play. * 15. Brakes: damaged, worn or out of adjustment. * 16. 4-Wheel drive: check transfer case, leaks (if applicable). * 17. Drive line U-joints: check for looseness. * 18. Suspension systems: springs, shocks, other. * 19. Differential(s): check for leaks. * | |
| 17. Dozer and assembly: trunnion bolts missing, cracks. | | | + | 18. Suspension systems: springs, shocks, other. * | |
| 18. Rear hitch (drawbar): serviceable, safe. | | | | 19. Differential(s): check for leaks. | |
| 19. Body and cab condition: describe dents and damage. | | | | 20. Exhaust system: no leaks under cab or before turbo. * | |
| Equipment cleanliness: all areas free of flammable materials, noxious weeds, and invasive species. | | | | 21. Frame condition, body/bed properly attached. * | |
| 21. All hydraulic attachments: operate smoothly and all | | | + | 22. Tires/wheels (including spare and all changing equipment) sufficient load rating, tread depth, no major damage. | |
| cylinders hold at extension; hose, lines, and pumps have no | | | | 23. Body and Interior condition: describe and locate damage on | |
| excessive wear and/or leaks. | | | | back of page 3, Section IV, Item 23. | |
| Backup or travel alarm (minimum 87 di 23. Oli level and condition: full and clean. | orj. | - | + | 24. Emergency equipment required. | |
| 23. On lever and condition, full and clean. | | | | Fire extinguisher Spare fuses Reflectors 25. Operator(s) property licensed. † Expiration Date | |
| Section II—ATTACHMENTS/PUMP/ | CHAINSAW/OR | Acc | eptable | StateClass | |
| OTHER (Specify) | | YES | NO | Endorsement Med. Cert. Expiration Date | |
| 1. No missing/broken components, no loos | se hardware. | | | 11. RELEASE No Damage/No Claim | |
| 2. Sufficient fluid levels (oil, coolant, etc.) | | | | MILES/HRS DATE TIME | |
| Cutting bar: straight, chain in good cond | ltion. | | <u> </u> | Operator's printed name Title | |
| Cutting teeth: sharp, good repair. | | | 1 | | |
| Pump: builds pressure, no water or oli leaks. | | | | Operator's signature Date | |
| 6. Engine starts, idles, and shuts off with switch. | | | | Inspector's printed name Tite | |
| Section V—REMARKS (Describe all unsatisfactory (Items and identify by line number) | | | | | |

* Safety Item—Do not accept until brought into compliance. † Include information for additional operators in REMARKS section. SEE SUPPLEMENTAL INFORMATION ON BACKSIDE OF CONTRACTOR COPY

FINANCE COPY - PRE-USE

7540-01-120-0607 PREVIOUS EDITION NOT USABLE

OPTION

OPTIONAL FORM 296 (REV. 2-2016) 50296-103





120 Day Rule

- The 120 day rule is a USFS Fleet Rule and something that cannot be extended. <u>Clearing it with Enterprise doesn't do anything since Enterprise doesn't have that</u> <u>rule.</u> In addition, cutting a new Resource Order (RO) doesn't do anything to extend the 120 days. Dispatch's should not try to do anything behind the scenes with Enterprise. The Enterprise Rental needs to be turned in and then if there is still a need, then the normal process for requesting a new rental via the NERV process should be used.
- At 90 days, the filling Dispatch will receive this email:

If you are receiving this email then you have a NERV that is approaching 90 days. Wanted to make sure that you were aware that NERV can't surpass **<u>120 day</u>** rentals. See the 120 day date listed below. There is no extension process since the 120 Day rule for Rentals is a USFS Fleet rule and not something that can be extended. Let me know if you have any questions or concerns.

• NERV is not for supplementing the Fleet.





Operator will Contact

Incident Supervisor

Safety

LEO, if one at incident

Comp/Claim/FSC

Home Unit Supervisor

NERV Support for 3rd Party Accidents, or major damage





Documentation

On average we receive less than 30% of accident/damage documentation!

Email to documentation to sm.fs.nerv@usda.gov

Required Documentation for Vehicle Accidents with another Vehicle:

- Motor Vehicle Accident Report (SF-91)
- Statement of Witness (SF-94), if applicable
- Photos
- Police Report, if applicable. At Minimum would need the Police Report #, Police Department Name and Phone #.
- For a 3rd party, make sure you have their insurance information if not listed anywhere else.
- Incident Required Documents, not required but can be helpful.

Required Documentation for Damage not involving another Vehicle:

- Email, General Message (GM) or a statement explaining circumstance of damage (i.e. Hit a Deer, Backed into a tree, Rock kicked up from a semi-truck and cracked windshield etc.)
- Photos
- Major damage could require the same documentation as an accident with another vehicle.





Categories of Claims

- Gross Negligence or Non-Official Use
- Damage not involving another vehicle, Hit/Hit by an Agency Owed Vehicles/GSA or Hit and Run
- 3rd Party Preliminarily Determined to be at Fault
- 3rd Party Accident, NERV Operator possibly at Fault





Gross Negligence

NERV Operator could be held liable for accidents/damage if determined to be gross negligence or non-official use of the vehicle.

Gross negligence is a heightened degree of negligence representing an extreme departure from the ordinary standard of care. Falling between intent to do wrongful harm and simple negligence, gross negligence is defined as willful, wanton, and reckless conduct affecting the life or property of another.





Damage not involving another Vehicle

NERV Operator/ Ground support is responsible to make sure that all damage documentation is turned into sm.fs.nerv@usda.gov. Always include photos. Do not leave with Enterprise or Comp/Claims/FSC to process.

Examples:

Hit an object (i.e. Tree, Rock, Deer, Pole, Fence etc..),*Rollover, *Burnover, Hail Damage, Windshield Damage, Undercarriage damage, Tire/Wheel damage, Mechanical that is not considered normal wear and tear

Hit or hit by an Agency Owned Vehicle (AOV)/Govt. Rented Vehicles (i.e. another NERV or U.S. Govt Travel System like ETS2/Concur) However, a SF-91/94 and Police Report is still preferred.

Hit and Run by another vehicle that cannot be identified. However, a SF-91/94 is still preferred. Also, obtain a Police Report if possible.

*For major damage like rollovers, burn over or even injuries, SF91/SF-94/Police report/investigation report if they are available. Also call NERV Support at (208)390-4868



3rd Party Preliminarily Determined to be at Fault

Call the NERV Support at (208)390-4868 ASAP. Make sure there is information on the 3rd party (i.e. Contact and Insurance Information) and a police report available. Enterprise will handle the claim and will need to contact the 3rd party or 3rd party insurance company.

Still make sure all accident documentation is turned into sm.fs.nerv@usda.gov. NERV Operator please keep a copy. Do not leave with Enterprise or Comp/Claims/FSC to process.

Incident Contractor (i.e. VIPR/EERA etc.): They are required to have insurance. Still obtain a local police report if possible. Make sure that if at the incident an LEO at minimum is contacted for some type of Police Report if a local police report isn't available. Enterprise has to have something with a preliminary determination of fault and information on the contractor.



3rd Party Accident, NERV Operator Possibly at Fault

Call the NERV Support at (208)390-4868 ASAP. NERV Operators Agency is responsible for settling any claims against the NERV Operator. NERV is self-insured (i.e. no insurance) and considered an agency vehicle of the NERV Operator. For Federal Employees, including Administratively Determined (AD), follow the TORT Claim Process. For State, contact the State or Fire Department for their process. Some States/Fire Departments might carry insurance that may cover NERV.

NERV Accident TORT claims are <u>not</u> handled by the Incident!

<u>Never admit fault or promise anything.</u> Govt. (Federal/State) Solicitor will make determination.

Make sure all accident documentation is turned into <u>sm.fs.nerv@usda.gov</u>. NERV Operator please keep a copy. Do not leave with Enterprise or Comp/Claims/FSC to process.



Proof of Insurance

The next two slides have information on Proof of Insurances that the operator should have researched prior to operating vehicle. These are also on the NERV Site: https://nerv.firenet.gov

USDA/FS Proof of Insurance

DOI Modified Proof of Insurance







Albuquerque Service Center Claims Branch

File Code: 6570 Date: December 9, 2019

To whom it may concern:

Forest

Service

Subject: Proof of Insurance, Financial Responsibility, and Liability of the US Government

Please be advised when a government owned vehicle is operated by an employee of the United States Forest Service, an agency of the United States Department of Agriculture (USDA), on official business; all issues with respect to liability for this vehicle are governed by federal law.

The United States Government does not maintain any private insurance on its vehicles, but rather is completely self-insured with any claims against the United States Government backed by the full faith and credit of the United States, with approved claims payable under the Federal Tort Claims Act, 28 USC § 2671.

The Federal Tort Claims Act, 28 USC § 2671, provides for the exclusive remedy for any party who may be injured as the result of a negligent action of a Federal Employee and any claim for damages arising from the acts of a Federal Employee must be processed according to the provisions of the Federal Tort Claims Act. This Act applies to all agencies of USDA.

Many States require that operators maintain adequate proof of insurance or "proof of financial responsibility" in the vehicle at all times. This document provides that necessary proof.

Please contact the Forest Service Albuquerque Service Center, Budget and Finance, Claims Branch at 877-372-7248 if you have any questions or concerns about the legal responsibility of the owner or employee operator of this vehicle. If further legal advice is required, the Claims Branch will coordinate with USDA Office of General Counsel.

Sincerely,

al you

JOHN GETCHELL Branch Chief, Claims/Claims Officer







PROOF OF INSURANCE FOR OPERATORS OF INTERIOR OWNED VEHICLES

This constitutes your "Proof of Insurance" and should be carried in your vehicle at all times. The U.S. Government is self-insured. No insurance company identification number is provided. Use license plate number for accident/incident reporting purposes.

*Claims against the U.S. Government resulting from the operation of a Government vehicle should be directed to the agency owning the vehicle and/or the agency employing the driver of the vehicle. **Claims against the other parties for damage to Interior vehicles will be processed by the owning agency. Drivers are responsible for obtaining the correct insurance information for processing claims against other responsible parties. If possible, obtain an accident report from the attending local law enforcement agency.

Owning Agency Contact: Operators Home Unit TORT Claim Coordinator

* TORT Claims are handled by a TORT Claim Coordinator of the NERV Operators home unit. Give them your local/district offices phone number and tell them to ask for the TORT Claim Coordinator. Please contact your TORT Claim Coordinator to let them know they may be receiving a call.

* *For National Emergency Rental Vehicles (NERV), since Enterprise owns the vehicle, they will take care of the claims <u>against</u> the third party.

2023





2-Door Coupes and Luxury Cars

Can I rent a 2-Door Coupe (i.e. Mustang, Challenger, Camaro etc.), convertible (i.e. Mustang, Camaro etc.) or Luxury Car (i.e. Alfa Romeo, BMW, Mercedes Benz etc.)? No. In some cases they might be the same price or Enterprise might offer it up, however, you must decline and rent what was approved on the reservation. This requirement is monitored daily and the operator will receive a call to return the rental! If this is the only

vehicle available at the time of reserving, then please contact the NERV Support at 208-390-4868.





 NERV users are required to refuel their vehicles prior to returning the vehicle back to Enterprise.

NERV users must be cognizant of the type of fuel required for the HD vehicle they are driving – please see the website for further instructions







Property Loss and Damage Report (OF-289)

We do see OF 289s and would prefer that they would not be done for NERV Claims. Don't want anyone to get a false sense that an approved OF 289 does something. As you can imagine it doesn't do anything since it is up to the NERV Contact Specialist.

Repair of the NERV

Except for needing to get it off the line, don't have a Mechanic repair or authorize repairs. Enterprise will need to be contacted and most likely will get the rental swapped out.





If there is special circumstance as to why the vehicle cannot be returned to the original location (i.e. Overhead was ordered to another incident in another state, Overhead became ill etc.), a cost analysis will be calculated including the renters M&IE, wages, drop-off fees, fuel, etc. Drop off fee is \$1.00 per mile calculated by distance from the pickup location and drop off location.

General rule is standard vehicle to Enterprise Locations, HD Vehicle to Enterprise Truck Locations and Pool Vehicles to the appropriate location. Remember there are fewer Enterprise Truck Locations and they tend to be in bigger areas.





 If you have any issues with getting a vehicle towed by Enterprise and it will be delayed or if its not safe, just get it to a secure location.

In most cases NERV will get a claim for the Tow and have to pay anyways.





NERV SOP

2024 SOP Available on the NERV website:

https://nerv.firenet.gov/

 Please consult the NERV – Enterprise
 Standard Operating Procedures for rules and FAQs.







Who do I contact?

- Accidents/Damage: NERV Support Line (208)390-4868 or sm.fs.nerv@usda.gov
- Issues with Enterprise (i.e. Vehicle not available, they are asking for a Charge Card etc.) : NERV Support Line (208) 390-4868 or <u>sm.fs.nerv@usda.gov</u>
- Your Dispatch for Reservations or Reservation Issues.
- Enterprise Roadside Assistance Phone Numbers
 - 1/2-ton trucks and below: (800)307-6666
 - HD Pick-up Trucks and Box Trucks: (888)736-8287 ext. 3



