



Rental Information Packet

(A) Carpenter Bus Sales Rental Rates

Please see the attached Rental Rate Schedule

(B) Insurance

Please see the attached Sample Certificate of Insurance

* You will, at your own expense, provide and maintain for the term of this lease Public Liability and Physical Damage Insurance on the leased vehicle covering both you and the Lessor. Carpenter Bus Sales must be listed on your insurance binder as "additional insured" and "loss payee." Carpenter Bus Sales must receive your Certificate of Insurance prior to the bus rental.

* The coverage must be in amounts not less than **\$1,000,000** for liability and physical damage coverage equal to the value of the rental bus with deductibles not to exceed **\$1,000** for collision and **\$1,000** for comprehensive. **Carpenter Bus Sales now requires an Excess Umbrella policy of \$1,000,000 as well.** Approximately 5 to 7 days (when possible) Carpenter Bus Sales will fax or email a copy of the Lease Agreement to the Lessee with all the pertinent information for the insurance company. We will ask the Lessee to send this information along with the "sample" Certificate of Insurance to their insurance carrier. **All coverage requirements must be met for rental to be approved.**

* **Note: Commercial customers must provide a total of \$5,000,000 liability coverage. This can be a total between automobile liability coverage and excess umbrella coverage.**

(I) Commercial Driver's License (CDL)

For a rental bus that exceeds 15 - passenger capacity (including the driver), any driver who operates the bus during the rental term must have a Commercial Driver's License (CDL), Class C Rating with a **Passenger** Endorsement (P) and Air Brake Endorsement on applicable vehicles.

(D) Other Expenses Paid by Customer

Insurance, fuel and the driver are provided by you, the lessee. A fuel charge of \$5.00 per gallon will be made based on 1/8 tank increments. We will have the fuel tank FULL when you pick up the bus. Please return the bus with a full tank of fuel. Also check the oil level every time you get fuel and add oil if necessary. **The regular mileage charges start at Franklin, Tennessee and end at Franklin, Tennessee.**

(E) Damages

Vehicle is to be returned at the end of the lease in good condition with no excessive wear and use. Lessee shall return the vehicle in a **clean, littler free condition**. Vehicles not returned in this condition will subject lessee to a \$100.00/hour cleaning charge.

(F) Pick Up and Delivering

Rental units will be available for pick up after 12:00 noon of the day of use (unless requested prior to) and need to be returned before noon the day following use. If the return day is on the weekend, we will arrange for a certain time to meet at our office in Franklin for return processing or you may park and lock the vehicle and deposit the keys in our "key drop".

If you choose for Carpenter Bus Sales to deliver and pick up the bus, we will charge \$2.00/mile (one way) with a \$350.00 minimum charge. **This applies to long term rentals only (30 day minimum.)** Delivery charges will cover out of pocket expenses for fuel and labor.

Summary: Before leaving the premises of Carpenter with your rental bus, Carpenter must receive the following:

- (1) Payment in full for Rental**
- (2) Certificate of Insurance per Section B**
- (3) Photocopy of your driver's license**
- (4) DOT Medical Card (for CDL vehicles)**
- (5) Copy of your Tax Exemption Certificate if you are tax exempt**