

## **BPP RENT & RIDE INC.**

### **“Rates and Fees Policy”**

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**Subject:** Rates and Fees

**Effective Date:** February 19<sup>th</sup>, 2025

**Replaces Policy:** May 31<sup>st</sup>, 2024

**Motion No.:** 16-2025

**Motion Date:** February 19<sup>th</sup>, 2025

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#### **PURPOSE**

The purpose of this policy is to establish vehicle usage rates and fees for approved users, as set out in the BPP Rent & Ride User Agreement.

#### **POLICY STATEMENT**

Approved users have access to vehicles owned and shared by BPP Rent & Ride. Approved users pay fees to use vehicles. Revenue generated by fees, usage, and miscellaneous charges sustains the growth and operations of BPP Rent & Ride on a nonprofit basis. The rates and fees set out in this policy may change from time to time as approved by the Board.

#### **RATES & FEES**

Fees and rates as set out in Appendix A.

##### **Reservations**

Hourly vehicle rental and mileage rates apply to the duration of all reservations made by approved users.

##### **Early Returns**

Vehicle(s) returned early to the designated home location(s) prior to the scheduled return time may receive a discounted hourly fee for the remaining hours of the reservation. Vehicle(s) returned 4 hours or less from the scheduled return time may not be subject to an hourly charge for the remaining hours of the reservation.

##### **Late Returns**

Vehicle(s) returned to the designated home location(s) after the scheduled return time will be subject to an hourly late fee charge.

## **Cancellations**

If a reservation is cancelled less than 24 hours from the reserved pick-up time, the approved user will be charged an hourly cancellation fee for the reservation period.

Reservations cancelled 24 hours or more before the reserved pick-up time will not be subject to cancellation fees.

Cancellations due to Environment Canada's weather warnings or watches issued for Buffalo Point, RM of Piney, or the planned destination listed on your reservation, will not be subject to cancellation fees.

## **No-Shows**

No-show reservations are charged at an hourly rate for each hour the vehicle was reserved. A no-show means the reservation was not cancelled and the vehicle was not picked up during the reserved time. After 24 hours from the scheduled pick-up time, the BPP Board may rent the vehicle to another party.

## **Damaged/Lost Assets**

- **Key Fob** - Misuse, damage or loss of the key fob.
- **Key** - Misuse, damage or loss of the vehicle key.
- **Cell Phone** - Misuse, damage or loss of the BPP Rent & Ride mobile phone.
- **Accessible Parking Permit** - Misuse, damage or loss of the accessible parking permit supplied by BPP Rent & Ride.

## **Other Fees**

- **Phone Usage** - Any additional incurred costs while using the BPP Rent & Ride mobile phone.
- **Low Fuel** - Vehicles returned with less than  $\frac{3}{4}$  tank of fuel.
- **Vehicle Cleaning (less than 1hr)** - Vehicles requiring interior cleaning services of less than but up to 1 hour (excludes minor basic cleaning services: vacuuming, dusting, and windows).
- **Vehicle Cleaning (more than 1hr)** - Vehicles requiring interior cleaning services of more than 1 hour (includes more intense).
- **Pet Cleaning** - Vehicles requiring interior cleaning as a result of having a pet on board.
- **Prohibited Usage** - Using a vehicle for prohibited use, as listed in the Driver Use Policy.
- **Abandoned/Unreturned Vehicle** - Abandoned or unreturned vehicle(s) shall be subject to additional fees.
- **Parking/Traffic Tickets** - Parking and traffic tickets issued during a reservation period.
- **Towing Costs** - Vehicles requiring a tow due to an at-fault accident, misuse, or illegal parking.
- **Repairs** - Small repairs due to negligence.
- **Collisions** - Any damage that meets the Board's minimum repair criteria.
- **Unreported Damages** - Failure to report/record vehicle damages.

- **NSF** - A returned cheque due to non-sufficient funds (NSF).
- **Interest** - Payments made after 30 days of the invoice date may be subject to a monthly interest charge.

## **APPEAL**

Approved users may request to appeal invoiced fees by filing a written request to BPP Administration within 21 days of receiving the invoice. Appeals must provide reasoning for the appeal.

BPP Rent & Ride Inc.  
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## APPENDIX A

### **RATES & FEES**

<b>DESCRIPTION</b>	<b>RATES/FEES</b>	<b>ADDITIONAL RATES/FEES</b>
User Security Deposit	\$500.00	
Sienna Van Reservation	\$1.00/hr	\$0.40/km
ProMaster Van Reservation	\$1.00/hr	\$0.40/km
Early Return Discount	20%	
Early Return 4hr or less	No Charge	
Late Return	\$10.00/hr	
Cancellation	\$1.00/hr	
No-Show	\$5.00/hr	
<b>DAMAGED/LOST ASSETS</b>		
Key Fob	\$600.00	
Key	\$100.00	
Cell Phone	\$1,000.00	
Accessible Parking Permit	\$50.00	
<b>OTHER FEES</b>		
Phone Usage	Actual	
Low Fuel	Actual + 25%	
Vehicle Cleaning less than 1hr	\$25.00	
Vehicle Cleaning more than 1hr	Actual + 50%	
Pet Cleaning	Actual + 50%	
Prohibited Usage	\$500.00 + actual costs	
Abandoned/Unreturned Vehicle	\$500.00 + actual costs	
Parking/Traffic Tickets	Actual + 50%	
Towing Costs	Actual + 50%	
Repairs	Actual + 50%	
Collisions	Deductible + 50%	
Unreported Damages	\$50.00	
NSF	\$50.00	
Interest	1.25%	