

Trout Lake Station Fleet Vehicles Information and Policies

TLS Fleet Vehicle Information

Please review CFL Guidelines for Vehicle Use on the CFL User Guide found [HERE](#). This includes information Driver Authorization, fuel, etc.

There is a notebook in each vehicle to log mileage. Please include Date, Full Name, Starting Mileage, Ending Mileage and Project/Funding. Mileage logs are used to calculate charges to CFL projects and grants.

Please contact [Amber Mrnak \(amrnak@wisc.edu\)](mailto:amrnak@wisc.edu) or stop by the TLS office to make a vehicle reservation. Please make sure the vehicle is clean after your trip. Remove all items and clean up any debris that is in the vehicle.

There are 3 types of vehicles at Trout Lake Station – Permanent General Use, Short Term Summer General Use and Short Term Summer Program Dedicated. Information on each below.

***Important Note – CFL makes requests to UW Fleet for summer vehicles 2-4 years in advance. Please communicate your summer vehicle needs as early as possible.**

The current Rate Sheet for all TLS vehicles can be found [HERE](#) and is also noted below. Non-CFL/LTER Users are charged a flat rate of \$49.20 per day + mileage for each day they request access to a vehicle. Information on how to reserve a vehicle directly from UW Fleet is below as well.

For CFL and LTER users:

Permanent General Use Vehicles – Priority Given to TLS Facilities and LTER Base Crew

Trout Lake Station has 2 permanent, general use fleet vehicles, both with a trailer hitch:

- 1) Ford 350 number F2017 - 51¢ per mile and \$21 day fee
- 2) Chevy Colorado number F2142 - 32¢ per mile and \$18.90 day fee

When using a TLS vehicle the funding you enter is charged the daily fee of \$21 for the Ford and \$18.90 for the Chevy for each day of your reservation. The day fee is charged for each reservation, even if the vehicle is not used. A program will only be charged the day fee once per day per vehicle, even if it has multiple reservations on the same day. Your funding will also be charged mileage at the corresponding rate for the vehicle noted above. If one vehicle has exceeded the monthly mileage allotment it is preferred that the other vehicle is used. If both vehicles are above the monthly allotment it is preferred the Chevy is used because of the lower mileage rate. Both vehicles have 600 “free” miles per month.

Short Term Summer General Use Vehicles

TLS has additional vehicles for general use on short term lease, especially during the summer. Please adhere to the same policies above for permanent vehicles (reservations, day fees, mileage logs, cleaning, etc). Rates for vehicles on short term lease are 37¢ per mile and \$39.20 day fee.

Short Term Summer Program Dedicated Vehicles

TLS can arrange program dedicated vehicles during the summer subject to availability. All expenses for these vehicles are charged directly to the project(s) to which they are dedicated. Funding can be split between multiple funding sources if agreed upon by projects/PI's. Please contact CFL/TLS well in advance of summer start for information on summer program dedicated vehicles. Mileage logs are required for these vehicles as well. If you have questions about the rates for your short term program dedicated vehicle please contact John Burmaster.

For Non-CFL or Non-LTER users:

When arranging a visit to TLS, people will be asked if they need access to a vehicle during their stay and for how long. Non-CFL and Non-LTER users will be charged \$49.20 per day for each day access to a vehicle is requested regardless of actual use. These fees cover many things including idle days, vehicle maintenance, administrative time spent on fleet vehicles and time/mileage to get vehicles to Trout Lake Station. Mileage will be charged based on actual usage at the rate of the specific vehicle.

Reserving Your Own Short Term UW Fleet Vehicle Directly From UW Fleet

Vehicles can also be rented directly through [UW Fleet](#). This is an option if there are no CFL vehicles available, you need a different type of vehicle, are taking a group trip for an extended period of time, need a dedicated program vehicle for several weeks/months, etc. Please contact CLF/TLS if you are unsure if a TLS or UW Fleet vehicle should be used. We prefer to use CFL vehicles whenever possible.

You will need a T-Number associated with your funding to reserve a UW Fleet vehicle. Please contact [John Burmaster](#) to get the T-Number associated with your funding. All charges (day charges and mileage) will be charged to the funding provided.

Contacts for Fleet Vehicles are [Amber Mrnak](#) (specific vehicle info, vehicle availability, reservation system), [Jonathan Lytle](#) (maintenance and operation) and [John Burmaster](#) (funding).