

LUCAS COUNTY, OHIO
BOARD OF COMMISSIONERS

NUMBER: 40

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TITLE: RENTAL CAR
POLICY/PROCEDURES

PERSONNEL
ADMINISTRATIVE X

RESOLUTION
NO: 15-759

EFFECTIVE
DATE: September 15, 2015

TYPE:
POLICY X
PROCEDURE X

SUPERSEDES:
POLICY # 40
PROCEDURE #

Lucas County Rental Car Policy/Procedures

Scope:

This policy applies to departments for which the Board of Lucas County Commissioners appropriate funding and approve budgets.

Purpose:

The objective of this policy is to set forth the minimum standards to ensure clear and consistent practice for usage of rental cars.

Policy:

County owned vehicles or fleet/pool vehicles are available and encouraged for use to travel for County business. Approval of use of such vehicles will be based on the discretion of the department head. If it is determined that a fleet/pool vehicle is available for use, the most economical means of transportation should be used when traveling on County business.

Lucas County employees traveling on public business may use rental cars when the estimated round trip mileage is greater than 125 miles and there are no county vehicles available for use. All drivers must have a valid driver's license, be an authorized county driver and have completed Risk Management's Defensive Driving course within the last five years.

Procedures:

Lucas County employees requesting the use of a rental car shall follow the procedures below to ensure timely and accurate rental reservations and proper reimbursement.

Approval

- When it is determined a rental car is needed, the requesting employee shall notify the department head or designated staff member of the date, time, location that the vehicle will be picked up, the date it will be returned, and how many employees will be traveling.
- Advance reservation is required for all rentals.

Reservations

- Upon approval of the rental, the reservation will be made by designated staff members with access to the proper billing codes.
- Lucas County has contracted with Enterprise for all local car rental services. Reservations can be made at www.enterprise.com or by calling 1-800-RENT-A-CAR.
- A standard/mid-sized car shall be rented unless three or more employees are traveling and a larger vehicle is needed. The department head must approve the rental of any vehicle larger than standard/mid-sized.
- Collision damage waiver and supplemental liability protection shall be declined. Insurance coverage is included in the car rental rate. The County's insurance policy will serve as secondary coverage.
- If a rental car is needed prior to an Enterprise location opening of 7:30 am or 8:00 am, it can be picked up a day in advance for a \$25 fee. At the time of reservation, the QUICKSTART program should be referenced.
- Once the reservation has been made, the employee will be provided with a confirmation number.

Pick-Up

- There are several Enterprise locations in the Toledo Area to pick up reserved vehicles. If desired, Enterprise will provide a shuttle pick-up service from an employee's home or office. If pick-up service is required, the employee shall call the selected Enterprise location at least 24 hours in advance to make arrangements.
- A valid driver's license and a confirmation number are required to pick up the vehicle. The employee will not need to provide a personal credit card to complete the transaction.
- If multiple county employees are traveling together, all employees can be added as additional drivers and must be listed on the rental agreement. Non-county employees may not drive a vehicle rented by Lucas County.
- Additional insurance, GPS charges, vehicle upgrades, tickets, or fines will not be reimbursed.

Airport Pick-Up

- If a rental vehicle is to be picked up from an airport for travel outside of Lucas County, National Car Rental shall be used. Reservations can be made at www.nationalcar.com or 1-800-CAR-RENT. The vehicle shall be picked up at the destination airport.
- If an employee is flying to a destination and will require transportation from the airport to their destination of stay, available shuttle/bus/train services shall be used if it is the least expensive form of transportation.
- The County only pays transportation expenses for those costs related to travel from airport to location of stay, location of stay to location of training/seminar/meeting. Personal use of a rental car is not authorized for coverage by the County during the duration of the training.

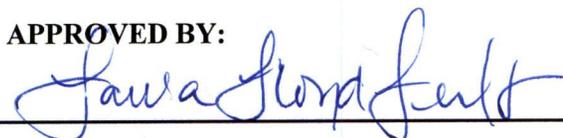
Rental Return

- The rental car shall be returned on time and with a full tank of gas. The employee shall pay for the fuel, then request reimbursement from the County with a receipt.
- Upon return to the County office, a paid receipt showing \$0 balance due shall be submitted to the department head along with other travel documentation. Any additional documents provided by Enterprise should be submitted as well.
- Upon return to the County office, please contact the Support Services Department to let them know the date(s) of the rental and what fund/department/account will need to be charged for the rental.
- Lost receipts can be reprinted at www.enterprise.com under the reservation section of the main page.

In Case Of an Accident

- Call 9-1-1 for all injury and/or property damage accidents or contact local law enforcement, if necessary.
- Exchange information with the other driver, obtain witness statements and take pictures.
- Contact the department head or supervisor, who will notify Risk Management.
- Contact Enterprise at 1-800-RENT-A-CAR or call the local dealer you picked the car up from.

APPROVED BY:



DATE: