

1.0 PURPOSE:

The purpose of this policy is to set forth the policies and procedures to be followed by all City departments and employees regarding the rental of vehicles for travel to meetings, conferences, etc.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions and employees of the City of West Allis.

3.0 POLICY:

This policy is established to create a uniform standard governing the rental of vehicles for travel to meetings, conferences, etc.

It is the responsibility of the Department of Administration and Finance–Purchasing/Central Services Division to administer this policy.

It is the responsibility of each Department/Division Supervisor to instruct all existing and new employees of this policy.

4.0 REFERENCES:

City of West Allis Policies and Procedures Manual, Policy 1468-Vehicle Operation and Driving Policy.

5.0 PROCEDURES:

5.1 RENTAL/LEASE OF VEHICLES

5.1.1 General Procedures

- 1.) The City will participate in a car rental program through one officially designated car rental company to be used for travel to meetings, conferences, etc.
- 2.) The car rental vehicle program should be utilized by all employees for any city travel of 100 miles or more round trip. If the travel does not meet this minimum threshold, the employee’s personal vehicle should be used.

- 3.) The officially designated car rental company will be selected from approved State of Wisconsin contract.
- 4.) The following guidelines for mileage and days of travel shall be used:
 - a.) 1 day trip rental: 100-200 miles
 - b.) 2 day trip rental: 200-400 miles
 - c.) 3+ days trip rental: 400+ miles
- 5.) Employees traveling to the same meeting conference, etc., should car pool together.
- 6.) Depending on the number of employees traveling to the same event, the following size of vehicle should be rented:
 - a.) Class A (Compact) – 1 to 2 employees
 - b.) Class B (Intermediate) – 3 to 4 employees
 - c.) Class C (Full Size) – 5 to 6 employees
- 7.) Exceptions to this policy must be approved by the Manager of Purchasing/Central Services based only on unique logistical reasons or personal circumstances.
- 8.) With the approval of the Manager of Purchasing/Central Services, an employee shall have the option to receive reimbursement at the proposed net rental rate, in lieu of renting a vehicle under this program.
- 9.) To the extent that it is relevant, Policy No. 1468 (Vehicle Operations and Driving Policy/Mileage Reimbursement) shall apply.

5.1.2 SPECIFIC OPERATIONAL PROCEDURES

- 1.) A car from the City's rental company should not be requested unless the trip falls within the mileage guidelines outlined in this policy.
- 2.) All drivers must be 21 years of age or older and maintain a valid driver's license.
- 3.) A Rental Car Request Form (attached) must be completed and signed by the department head. These forms can be obtained from the Purchasing/Central Services Division. All information on the form must be completed.
- 4.) Call the rental company and request a car for the date(s) needed.
 - a.) You must supply the rental company with the information on the pre-numbered Rental Car Request Form, including the number on the form.

- b.) A copy of the renter's valid license must be presented at the time of the rental, or faxed to the car rental company before the employee's first rental.
 - c.) Insurance coverage will be included in the rental.
- 5.) A car from the Class A, Class B or Class C group can be requested based on the guidelines in this policy. Any variation from these groups must be approved by the Manager of Purchasing/Central Services.
 - 6.) The car rental company will deliver and pick up the vehicles at the work location or in some circumstances to an employee's residence. Upon delivery of the vehicle, the car rental company employee needs to receive a signature from the renting employee. If the renter is not available at the time of delivery, another authorized Department representative may be authorized to sign for the individual, in lieu of the renter.
 - 7.) A completed copy of the Rental Car Request Form must be submitted to the Purchasing/Central Services Division. This will be used to verify the billing from the car rental company and to allocate charges to the appropriate department(s) and account(s).
 - 8.) Vehicles will be delivered by the car company with a full tank of gas. The person using the vehicle is responsible to replace the fuel used. Employees must fill the tank with gas at the end of their trip. Reimbursement for the gas can be obtained. To receive reimbursement, a receipt must be attached when submitted for payment.