

1.0 PURPOSE:

The purpose of this policy is to set forth the general policy to be followed by all City departments and employees regarding the rental of vehicles for travel to certain 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 general policy governing the rental of vehicles for travel to certain 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 certain meetings, conferences, etc.
- 2.) A car rental vehicle should be utilized by all employees for any City travel when the mileage is substantial and a sizeable net cost savings to the City can be realized. Otherwise, the employee’s personal vehicle should be used in accordance with other City policy.

- 3.) The officially designated car rental company will be selected from approved State of Wisconsin contract.
- 4.) With the approval of an individual's Department/Division Head, an employee shall have the option to receive reimbursement at the proposed net rental rate, in lieu of renting a vehicle under this limited program.
- 5.) To the extent that it is relevant, Policy No. 1468 (Vehicle Operations and Driving Policy/Mileage Reimbursement) shall apply.
- 6.) When an employee rents a vehicle under this policy, the other City policies that require the employee's personal insurance coverage to be primary shall not apply. Insurance covering both liability and damage to the car shall be obtained from the car rental company.

5.1.2 SPECIFIC OPERATIONAL PROCEDURES

- 1.) A car from the City's rental company should not be requested unless the trip is substantial and a sizeable net cost savings to the City can be realized.
- 2.) All drivers must be 21 years of age or older and maintain a valid driver's license.
- 3.) To obtain a rental vehicle for these long trips, contact the Purchasing/Central Services Division, which will make and coordinate all rental, insurance, pickup, and delivery arrangements with the requestor.