Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

Procedure No.: AP-52 Effective: 10/1/2020
Revision No.: 4 Review/Revision Date: 11/5/2020

RENTAL CAR POLICY AND PROCEDURES

OVERVIEW: To establish the process for Alachua County Board of County Commissioners employees renting vehicles while on County business, and to ensure all Departments and employees understand the procedures for renting vehicles and provide employees with a reasonable level of service at the lowest possible cost

SCOPE: This procedure applies to all employees in permanent positions of the Board of County Commissioners.

Travelers on County business shall rent a car when it is more practical than air travel or using a County fleet vehicle or personal vehicle. Factors to be considered:

- Cost
- Size of load
- Distance
- Time expended in obtaining and returning the rental

Rental vehicles are required for trips in excess of 100 miles from Gainesville, unless otherwise approved by Department Director.

Travelers may rent a car at their destination when it is more practical than other transportation modes such as taxis, airport shuttles and public transportation. Factors to be considered:

- Cost
- Time

PROVISIONS:

1. Rental Car Provider

   Procurement approved Vendor.

   Information to be found on the procurement intranet site.

2. Class of Service (Rental Car Size)

   Travelers are required to use compact or mid-size rental cars. In certain circumstances (number of individuals traveling, materials/equipment to be transported, etc.) an exception may be authorized by Department Directors. These exceptions must be documented and submitted with the rental car invoice for payment.

3. Reservations

a. Reservation instructions for travelers with or without County issued procurement cards are posted on the procurement intranet site.

b. In accordance with section 212.08(6), Florida Statutes, only in-state rentals that are billed directly to the Eligible User by use of a P-Card, Purchase Order or by a pre-approved Method of Payment are tax exempt. Tax exemption will not apply to rentals when Renters use personal funds for payment, including cash, checks, or credit cards, even though the Renter is subsequently reimbursed by the Eligible User. Out-of-state rentals may have tax charges. Reimbursements regarding the authorized travel shall be made through Finance and Accounting.

4. Cancellations

    a. Renters are strongly encouraged to cancel reservations as soon as it is determined that the reservation is no longer needed.

5. Rental Car Insurance

    a. Primary insurance coverage is provided the procurement approved vendor at no added charge. Out of State rentals also includes insurance coverage at no charge.

6. Rental Car Fuel

    a. Renters must not accept the Fuel Service Option; the contract includes a refueling charge.

    b. Employees with Procurement cards may purchase fuel for rentals.

    c. Employees who do not have Procurement cards may request reimbursement for fuel for rentals through Finance and Accounting using normal Travel Reimbursement Procedures.

7. Car Return

    a. Every reasonable effort must be made to return the rental vehicle on time to avoid additional daily or hourly charges.

8. Alternative Modes of Travel

    a. An employee may use their own vehicle and receive reimbursement from the County according to the Travel Reimbursement guidelines as indicated by Finance and Accounting.

    b. An employee may contact the Fleet Division and schedule a County vehicle as approved by the Fleet Manager. The phone number for the Fleet Division is (352) 374-5245, extension 1248.

9. Authorized Vehicle Operators/Passengers

    a. Only Alachua County employees on official business are authorized to operate rental vehicles. Each operator must possess a valid driver's license. All vehicle operators must be listed on the rental agreement for insurance purposes. Authorized passengers are all County employees, business associates and employee's spouse.

10. Accidents/Damage

a. All vehicle accidents and vehicle damage must be reported promptly as follows:
    i. Local authorities (Police)
    ii. Alachua County Risk Management Office, Phone (352) 374-5297
    iii. Alachua County Procurement Division, Phone (352) 374-5202
    iv. Employee's Department Director

11. Mandatory Seat Belt Use
    a. All occupants of County rented vehicles are required to wear a seat belt. Failure to wear a seat belt, shall be considered improper use of the vehicle and shall subject employees to disciplinary action. If an accident resulting in injury to an employee occurs and the employee is not wearing a seat belt, workers' compensation benefits may be reduced under the provisions of Section 440.09 (4), Florida Statutes.
12. Parking & Traffic Violations
    a. Parking and traffic violations are the responsibility of the operator. The operator of the rental vehicle must report any traffic violations and/or parking citations to the Procurement Division upon return.
13. Payment Methods
    a. In order for Alachua County to obtain the Florida State Rental Car Contract discounted rates and receive the tax free benefits, payment must be made using:
        i. An Alachua County Visa Procurement Card (assigned on an individual basis)
            - When using the County Visa Procurement card, payment will be processed by the individual's department. Turn your rental car receipt into your department's liaison for payment processing.
        ii. Alachua County Billing, which is maintained by the Procurement Division.
            - When using the Alachua County Billing number, the employee shall return all rental invoice and rental agreements when returning to work to the Procurement Division. Procurement will process the payment. After the arrival of the statement, the Procurement Division will send to each Department who utilized a rental vehicle during that statement period, a copy of the final invoice for informational purposes only.
14. County Travel combined with Personal Travel
    a. Employees who have been authorized to travel on behalf of the County, and wish to use the rental car for personal use, shall use their own personal credit card to check out the Rental Car. The employee may request reimbursement from the County for the actual time used for the work related travel. Reimbursement request shall be approved by the Department Director.

b. The employee can receive the same State of Florida discount rate by using their personal credit card, however the individual will be responsible for charges outside of normal County reimbursements i.e., taxes, insurance, etc. Please see section #16, titled "Personal Use of Contract" for additional information.

15. Reimbursement from other Organizations for Employee Travel Expenses

    a. If an employee is traveling on behalf of an organization and it is not a normal County travel expense, the employee is prohibited from using the Alachua County Billing number for that travel.

    b. When an organization reimburses the County for an employee's travel expenses as a result of that employee's participation in that organization, an employee may use an Alachua County Procurement Card or the Alachua County Billing number for travel.

        i. The following guidelines shall apply:

            - The employee is a member of the organization on behalf of the County;
            - The employee's travel must have been a normal expense that the County would have incurred through participation in the organization;
            - The employee must have a complete and signed Travel Authorization Form.

16. Personal Use of Contract

    a. The procurement approved vendor offers County employees state rates for personal rentals. The account number posted on procurements intranet site. (NOTE: EMPLOYEES RENTING VEHICLES FOR PERSONAL USE WILL BE RESPONSIBLE FOR INSURANCE COVERAGE).

        i. Insurance may be covered by the renter's personal vehicle insurance, and by certain personal credit cards. It is recommended that the renter check personal insurance coverage and/or credit cards before renting.

        ii. Renter must be 25 years old or older, and must be an authorized user of the personal credit card presented for rental payment.

        iii. See the State Contract, #78111808-20-1, located on the State of Florida website for current rental rates.

17. Program Feedback

    a. Please forward your questions or comments concerning this program to the Procurement Manager at the Alachua County Procurement Division, at (352) 374-5202.