

 <b>CABRINI</b> UNIVERSITY	<b>Procedure: Business Related Travel Use Vehicle Rental-Domestic</b>
	<b>Submitted By: Liz Kanaras</b>
<b>Business Office Policies and Procedures</b>	<b>Last Updated: 12/20/17</b>
<b>Area: Procurement</b>	<b>Verified: Amy Thallner / Diane Scutti</b>

## Policy:

This policy establishes the criteria for renting a vehicle for business related travel use, as well as occasional transportation of athletic teams and organizations, when the University owned vans are not available. The exclusive commercial rental agency contracted by the University is Enterprise Holdings (“Provider”) (subsidiaries National Car Rental and Enterprise). The University’s contract offers attractive rental rates and includes insurance for physical damage when used for business purposes.

The Business Office is responsible for managing the program and each Dean of a specific college or Director of a specific department is responsible for managing its employees. All faculty and staff members (Driver) that are required to drive as it relates to their job duties and responsibilities are permitted to rent a vehicle. Students, subcontractors and volunteers are prohibited from renting a vehicle. Rental eligibility requires enrollment in the Provider’s Emerald Club Program; a University issued Procurement Card (PCard), (either the employee’s Pcard or Business Office ghost card) and completion of the Vehicle Rental Application form. It is the responsibility of the Driver to obtain Support Documentation for each transaction charged to the PCard.

## Procedure:

### I. Enrollment Process

All prospective Drivers must be full time University employees (with exception of some part-time athletic coaches) before an Emerald Club Membership invitation can be issued. To request a membership, employee will complete the Vehicle Rental Authorization Form. This form must be submitted to the Procurement Manager-Business Office, at a minimum of 48 hours prior to the scheduled travel date.

**Emerald Club Program:** Driver will receive an email invitation from the Business Office with a link to Provider’s website portal for membership enrollment instructions.

### II. Reserving a Vehicle

#### A. **Ways to make a reservation:**

- **On-line Self-Service:** <https://www.enterprise.com/en/home.html> or
- **Smartphone Self-Service:** iOS and Android apps available for download or
- **Telephone Agent Assisted:** 1-855-266-9289 (24/7) or
- **In-Person Agent Assisted:** 365 W. Lancaster Avenue, Wayne, PA 19087, 610-989-9924 or
- **Travel Agency Booking:** You must request a vehicle rental exclusively from Enterprise or National and provide University’s contract identification number which is XZ17DU5 when booking all-inclusive travel with an agency. You are not permitted to use the travel agency’s preferred vehicle rental provider even if the cost is lower or

- **Airport Pick-Up:** You must book your rental through National when flying into an airport: <https://www.nationalcar.com/en/home.html>.
- B. Contract ID:** You must provide University's contract identification number which is **XZ17DU5**.
- C. Local Pick Up and Drop Off:** Provider will offer free pick up and drop off services during normal business hours. Closest branch office to University is 365 W. Lancaster Avenue, Wayne, PA 19087, 610-989-9924. If on-campus vehicle pick up or drop off services are required after normal business hours the reservation must be made 48 hours in advance. Inform Provider that they must report to Public Safety for all after hours drop off and pick up arrangements. Public Safety will keep the keys to the vehicle(s). There will be a \$50.00 per vehicle charge for after hour services.
- D. Types of Vehicles:**
- **Car:** University has contract pricing for Compact, Mid-Size/Intermediate and Standard Size vehicles. These types of vehicles are to be utilized when there are 1-5 maximum passengers.
  - **Van:** University has contract pricing for Mini and Passenger Vans. These types of vehicles are to be utilized when University owned vehicles aren't available for use with a maximum passenger load of 6-7 for Minivans and 12-15 for Passenger Vans.
  - **Trucks:** Contact Procurement Manager for information about renting any type of truck PRIOR to making a reservation.
- E. E-ZPass:** Electronic toll collection method that makes traveling more convenient and quicker as you travel through participating toll facilities. This is an allowable upgrade for vehicle rentals, where applicable. This upgrade should be requested at the time of reservation and paid for with the PCard.
- F. Global Positioning System (GPS):** Satellite-based navigation system used for driving direction assistance. This is an allowable upgrade for vehicle rentals, where applicable. This upgrade should be requested at the time of reservation and paid for with the PCard.
- G. Return:** When making your initial vehicle rental reservation and/or when you get the keys, ask the agency representative to review the return procedures with you. Procedures will vary for different modes and locations of vehicle rental origination. **Fuel is included in the rental rate and you do not have to return the vehicle with a ½ or full tank.**
- H. Invoicing:** Employee is responsible to ensure that Pennsylvania sales tax is not charged PRIOR to signing off on the Rental Agreement Form, acknowledgement or invoice. Employee is responsible for contacting vendor to get applicable tax credited back, along with any additional incorrect current or post charges. Charges may also be disputed at the time of vehicle rental pick-up or drop-off.
- I. Insurance:** **Rental rates include University's pre-negotiated insurance coverage and requirements. Employee is not to accept different or additional insurance coverage, if offered.**

### III. Vehicle Inspection and Accident Procedures

**Vehicle Inspection (Pre-Trip) Acceptance:** It is the Driver's responsibility to check the vehicle's INTERIOR and EXTERIOR condition BEFORE accepting the rental. Driver should check for obvious defects before driving the vehicle, and if necessary, request another vehicle, if the first one is deemed unsafe. If Driver discovers external damage such as; chipped paint, scuff marks, dents, cracked windshield and/or mirrors, Driver is REQUIRED to tell agency representative BEFORE driving vehicle away. Driver may also want to take photos of such damage, if the vehicle is accepted. University is ultimately responsible for damage to vehicle rentals and Driver may be subject to a temporary suspension or permanent revocation of vehicle rental charging privileges for unreported damages.

**Vehicle Inspection (Post-Trip) Return:** It is the Driver's responsibility to check the vehicle's INTERIOR and EXTERIOR condition BEFORE returning the rental. Driver should check for obvious external damage such as; chipped paint, scuff marks, dents, cracked windshield and/or mirrors and Driver is REQUIRED to tell agency representative BEFORE returning the keys. Driver may also want to take photos of such damage, before the vehicle is returned. University is ultimately responsible for damage to vehicle rentals and Driver may be subject to a temporary suspension or permanent revocation of vehicle rental charging privileges for unreported damages.

**Accidents:** An accident shall be defined as any event which results in damage to a vehicle or property, or injury to a person. **Driver is responsible to call the police, file a police report, obtain necessary information from the other party, and within 24 hours of incident, notify Cabrini University Public Safety.** If Driver is incapacitated, another adult should take on the responsibility.

The following procedures should be followed;

- Stop and secure vehicle;
- Contact local law-enforcement authorities (911) and tell them if medical help is needed;
- Get other driver and or drivers information;
  - Name;
  - Date of birth;
  - Driver's license number and state;
  - Phone number;
  - Address;
  - Insurance company and policy number;
  - License plate number;
  - Make/model/year/color of vehicle;
  - Damage to vehicle;
  - Injury to driver(s);
  - Date and time and weather conditions;
  - Road names;
  - Injuries to passengers and;
  - Names and phone number of any witnesses.
- Get the investigating officer's name, badge number, phone number and report number;
- Give the other driver your information and vehicle information;
- Take photographs of the vehicle(s) and property involved including the car's license plate number;
- Call Provider to report the accident and advise if a new vehicle rental is needed and;
- Driver or other reporting adult (if Driver is incapacitated) is to contact Cabrini University Public Safety to report the accident.

#### IV. Rental and Driving Guidelines

**Alcohol:** Alcohol and illegal drugs are not permitted to be transported or consumed by Driver, trip leaders or passengers in vehicle rentals. Drivers are not permitted to operate a vehicle rental while under the influence of alcohol or illegal drugs or while using a prescription and non-prescription medication that has any warning of any impairment, including a warning for drowsiness or not to use when operating heavy machinery. Vehicles returned with a pungent odor or staining from alcohol and/or bodily fluids will incur a cleaning charge and Cardholder will reimburse University.

**Animals:** Animals, other than trained service animals, are not permitted in vehicle rentals. Vehicles returned with a pungent odor or staining from animal hair and/or bodily fluids will incur a cleaning charge and Cardholder will reimburse University.

**Breakdowns:** Vehicle should not be abandoned if Driver encounters minor or major mechanical failure. Vehicle should be driven to a safe location. Driver should never attempt to change a flat tire or provide mechanical repair in the path of oncoming traffic, roadways, train track crossings, unlighted or unsafe areas. Provider Roadside Assistance should be called for help and further instruction.

**Cargo and Towing Safety:** Drivers are not permitted to operate a vehicle rental to push or tow another vehicle, trailer, or related equipment. External cargo attached to a vehicle rental is prohibited.

**Cell Phones and Electronic Devices:** Driver is not allowed to use a cell phone and/or other electronic devices while operating any vehicle rental. If Driver needs to utilize a cell phone, Driver is to pull over in a safe location and vehicle must be in the park position.

**Citations and Arrests:** Driver is expected to comply with all traffic laws and regulations at all times. Driver is responsible for payment of all citations, including moving violations, parking tickets, tolls or E-ZPass. University is not responsible for any unlawful acts of its employees or students and will not defend or indemnify them for alleged wrongful acts involving vehicle rentals on University business.

**Designated Driver:** University employee whose name appears on the reservation and PCard charge is the only person authorized to drive the vehicle rental. No other person and/or passenger are authorized to drive the vehicle rental.

**Exclusive Vendor:** The Business Office has contracted with Provider as the ONLY business travel-related commercial vehicle rental agency.

**Extended Travel:** University will NOT pay for an extended vehicle rental prior to or beyond business trip, conference or seminar dates or personal convenience layovers. PCard charges for extended vehicle rental must be reimbursed by Cardholder back to University.

**Firearms:** Firearms and other weapons are not permitted to be transported in a vehicle rental.

**Hazardous Materials and Flammable Liquids:** Are not permitted to be transported in a vehicle rental.

**Hitchhikers:** Are not permitted in vehicle rentals.

**Radar Detectors:** Radar detectors and radar jamming equipment are not permitted to be used in a vehicle rental.

**Roadside Assistance:** Is available from Provider at no additional charge by calling 1-800-307-6666.

**Seat Belts:** Must be worn at all times for Driver and passenger safety. Driver is responsible for ensuring passengers wear their safety belts.

**Smoking:** Is prohibited in vehicle rentals. Vehicles returned with a pungent odor or staining from smoking will incur a cleaning charge and Cardholder will reimburse University.

**Travel:** Vehicle rental expenses when travelling includes air or train travel during the designated dates and actual destination of the business trip, conference or seminar. All Support Documentation is required including a detailed roundtrip MapQuest or Google Maps for all trip routes and copies of business trip, conference or seminar itinerary showing the dates, times and agenda.

**Unallowable Expenses:** If Driver incurs additional costs for services and/or fees related to: locking keys in vehicle, lost or misplaced keys, towing (when not a result of mechanical failure or accidents), running out of gas, upholstery and interior cleaning, parking tickets, or traffic citations, Cardholder will reimburse University.

**Weather Safety:** Driver is responsible for monitoring weather forecasts and conditions and determining if driving conditions are not appropriate for continuing trip.

**V. Reconciliation**

- **PCard:** See PCard policies and procedures.
- **Receipts:** See PCard policies and procedures.
- **Support Documentation:** See PCard policies and procedures.

**VI. Implementation**

January 1, 2018