

STATE OF NEW JERSEY • DEPARTMENT OF COMMUNITY AFFAIRS

SUBJECT: Sandy Recovery Division Vehicle Rentals

NUMBER: 2.10.29

EFFECTIVE: August 2013

SANDY CDBG-DR

APPROVAL:



Paul B. Macchia
Chief of Staff

PURPOSE:

To establish policies and procedures for the rental of vehicles to be used by State of New Jersey, DCA Sandy Recovery Division full-time employees traveling on official State business.

SCOPE:

Full-time, State of New Jersey, DCA Sandy Recovery Division employees whose job duties require vehicle travel.

POLICY:

The Department may arrange for a rental vehicle on either a short-term or long-term basis for a Sandy Recovery Division employee who is authorized to travel on official State business.

Long-term vehicle rentals require the employee travel no less than 1,250 business miles per month, as indicated in OMB Circular 12-11-ADM, State Vehicular Assignment and Use Policy.

Vehicles must be picked up and returned on the dates specified in the vehicle rental agreement. Daily vehicle rental and other fees incurred outside the dates of the rental agreement will be the responsibility of the employee.

Requests for vehicle rental must receive Sandy Recovery Division Director and DCA Chief of Staff advance written approval.

In other instances where cost and other factors must be considered, the Chief of Staff, at his discretion, may authorize a vehicle rental. Such requests must include compelling justification.

Employees that use a State-contracted rental car in the performance of their official State duties must sign and be in full compliance with the rental agreement provided to them by the contracted rental car agency.

Rental vehicles are to be secured through the Department Fiscal Office using a State Travel Credit Card.

A completed request for vehicle rental must be presented to the Department Fiscal Office for processing not less 48 hours prior to the vehicle rental start date. A completed form must:

- Have all pertinent fields populated.
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- Include a cost comparison evidencing that vehicle rental is more cost effective than requiring the employee use his personal vehicle during the requested time period, a requirement of OMB 12-11-ADM, State Vehicular Assignment and Use Policy.
- Be signed by the employee (requestor).
- Be approved/signed by the Sandy Recovery Division Director.
- Reference the Sandy CDBG-DR NJCFS account number, which is
- 13-100-022-8022-001.
- Be signed by the Sandy Recovery Division Fiscal Coordinator to a) attest to the availability of funds and b) where federal grant funding will be used, certify that such expenditure is allowable.
- Be approved/signed by the DCA Chief of Staff.
- Be approved/signed by the DCA Accountability Officer.
- Have a copy of the employee's valid driver's license and personal automobile insurance card attached.

The lowest cost vehicle available under contract will be rented regardless of minor differences in functionality and/or features.

Vehicle "options" are not to be selected as they unnecessarily add to the cost of vehicle rental.

The rental agency is not responsible for loss of or damage to any personal property in or on the vehicle, in any service vehicle, on the rental agency's premises, or received or handled by the rental agency.

The Sandy Recovery Division shall be responsible for vehicle rental costs charged by the State-contracted rental agency and for related employee reimbursements for fuel, tolls and parking costs. Charges that will be the responsibility of the employee include, but are not limited to, those for unauthorized upgrades, vehicle damages and/or repairs, lost keys, fuel surcharges, daily rental and other fees incurred outside the authorized rental period (early pickup, delayed return), EZ Pass violations, motor vehicle violations, and parking tickets.

The Sandy Recovery Division must ensure that vehicle usage logs are maintained for all rental assignments, as required by DCA Administrative Procedure 1.10.6, State Vehicle Procedures. Vehicle usage logs must indicate beginning and ending odometer readings, time and mileage for all stops including lunch and breaks. The Sandy Recovery Division Vehicle Coordinator or designee must enter the rental vehicle mileage and days assigned into the Department's Vehicle Database by the 30th of each month.

The employee may forfeit future access to rental vehicles should a significant overstatement exist between the actual rental vehicle mileage reported by the vehicle rental agency and the anticipated mileage included on the employee's vehicle rental request that was used to calculate the cost effectiveness of renting. Further, an employee will be required to refund the Department

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for fuel reimbursements determined to be excessive based actual mileage reported by the vehicle rental agency.

Agency use of the State vehicle rental contract will be monitored by the Department of the Treasury, Contract Compliance and Audit Unit (CCAU), and those agencies found to be deviating from the procedures outlined for contract use will have their privileges to use such contract revoked, as noted in the Rental Vehicle contract Notice of Contract Award.

EMPLOYEE RESPONSIBILITIES

- Arriving at the rental agency to accept the rental vehicle not later than three (3) hours after the estimated time of arrival or at the pick-up location at the designated time.
 - Declining the loss damage waiver option, supplemental liability coverage, personal accident insurance (PAI) and other additional insurance options when executing the rental agreement at the rental agency, a requirement of OMB Circular 12-14-OMB, Travel Regulations. DCA drivers who accept any of the insurance options listed above will not be reimbursed for these costs.
 - Inspecting the rental vehicle for defects and notifying the rental agency of such prior to accepting the vehicle.
 - Using the rental car for the conduct of State business only, as required by OMB Circular 12-11-ADM, State Vehicular Assignment and Use Policy.
 - Using a cell phone while driving only when conducting official State business and only when a hands-free device is utilized.
 - Paying highway tolls using cash and requesting reimbursement. A State-provided EZ Pass transponder is **NOT transferrable** to a rental vehicle.
 - Returning the vehicle to the rental agency or arranging for a rental agency vehicle pick up that is not later than the date specified on the vehicle rental contract.
 - Returning the rented vehicle with a full tank of gas. Failure to do so will result in the employee paying all fuel surcharges imposed by the rental company.
 - Returning the vehicle free of damages. Rental agency damage claims are the responsibility of the employee.
 - Submitting a DCA Travel Reimbursement request, together with original receipts, for reimbursement of fuel, tolls and parking costs associated with State business use only.
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- Reporting as soon as possible, but within 24 hours, all accidents, breakdowns, minor mechanical disrepairs and lost keys to the vehicle rental agent, to the Sandy Recovery Division Director, and to the DCA Department Fleet Coordinator at **609-292-9114**.
- Contacting the DCA Office of Human Resources at **609-292-6030** in the event of a death or serious injury resulting from an accident as soon as possible but not later than 24 hours after the accident.
- Taking notes at the scene of the accident. And, together with the employee's immediate supervisor, completing a Vehicle Accident Report (Form RM-1A) or an Incident Report (Form RM-1B), and forwarding it to your Division's Vehicle Coordinator within 24 hours of the accident. These forms must be completed for all accidents or non-moving incidents regardless of severity.
- Forwarding any correspondence received from an attorney, insurance company or party to an accident in which the State is involved to the DCA Department Fleet Coordinator immediately upon receipt.
- Consulting with the DCA Department Fleet Coordinator prior to responding to any requests for statements, interrogatories, depositions and court appearances.

References:

OMB Circular 12-11-ADM, State Vehicular Assignment and Use Policy

OMB Circular 12-14-OMB, Travel Regulations

OMB Circular 13-03-DPP, State of New Jersey Travel Card Program

DCA Administrative Procedure 1.10.6, State Vehicle Procedures

M-0064, Nationwide Vehicle Rental Services – State of New Jersey Notice of Contract Award
