

SECTION:	Finance	
TOPIC:	Rental Vehicles	
EFFECTIVE DATE:	August 17, 1989	REPLACES:
RECONFIRMED DATE:	June 21, 1990	
REVISION DATE:	December 1993 November 7, 1995 February 14, 2014	ARCHIVED:
Original signed by President + CEO		

INTENT:

An employee who is approved for travel and required to be away from their work area or place of residence for business purposes, may in certain cases rent vehicles for the undertaking of College business. The intent of this Procedure is to clarify rental vehicle related procedures and processes.

SCOPE:

This Procedure applies to all employees who request approval to rent vehicles for travel to fulfill the conditions of their employment with the College.

PRINCIPLES:

1. Only persons employed with the College conducting College related duties, where a vehicle is required, may rent vehicles at the expense of the College.
2. It is expected that employees operating rental vehicles shall exhibit exemplary driving practices, with particular emphasis on safety and courteousness, in so far as it is possible.
3. The personal use of rental vehicles operated on College business is prohibited.
4. Employees using College rented vehicles are personally liable for and must settle their own traffic violations, including but not limited to parking violations.

PROCEDURES:

1. Employees should be aware of the College Travel Procedures governing vehicles included in Procedure 200.05.01-Travel Expenses.
2. Employees are responsible for the proper care of vehicles in their custody, including the timely return of vehicles to rental agencies.