

## Office of Vocational Rehabilitation

### Enterprise Car

### Policy

Revised 12-5-12

The use of rental vehicles under the policy guidelines result in cost savings to the Commonwealth, limits the wear and tear on employee personal vehicles and assures access by staff to vehicles in good working order with road side assistance. Non Frankfort-based employees are strongly encouraged to consider this option when trips averaging 100 or more miles per day are required as part of their job assignments. However, use is strictly optional.

- This policy applies to non-Frankfort based employees only. Frankfort-based employees are to use Fleet vehicles. Exceptions can be made for Frankfort-based employees who live outside of Frankfort if utilization of Fleet vehicles would require extra travel from the employees domicile to Frankfort and the use of an Enterprise vehicle would result in a cost savings to the Commonwealth. Supervisory approval is required.
- Vehicles are to be used for official state business only.
- Employees must be off of initial probation to rent from Enterprise.
- The use of Enterprise rental vehicles is limited to Commonwealth of Kentucky employees only (excludes contract workers: University Memorandums of Agreement; Adecco; personal service contracts).
- The vehicles may be used to transport non OVR employees when necessary to carryout official state business (i.e. Adecco employees, contract workers, council members, etc.). **OVR has decided not to permit transportation of consumers.** Family members are not to be transported in Enterprise vehicles.
- Multiple drivers are allowable as long as all are Commonwealth of Kentucky Office of Vocational Rehabilitation employees and are listed as potential drivers on the Enterprise documentation when the vehicle is picked up.
- Participation is limited to trips averaging 100 miles or more per rental day.
- Rental days are the number of 24 hour periods from the time of pick up to the time drop off. It is important to note that most Enterprise offices are closed in the evening and on all or part of weekends. Drop off is not considered complete until the office is open.
- Generally vehicles are to be leased on a daily basis. The vehicle may be leased for consecutive days by the same driver if the average number of miles per day is 100 miles or greater.

- A weekly rental (seven days for the price of five) should be considered if the vehicle will be needed for four days out of a seven day period and the anticipated travel during that period will exceed 500 miles. Branch Manager approval is required.
- Due to limited office hours at Enterprise, additional rental days may be charged if the employee drops the vehicle off after hours or has to pick up the vehicle on Saturday because of an early Monday meeting. Generally, staff are to return the vehicle within the 24 hour rental period. Vehicles may be kept at the office or at the employee's home overnight with branch manager approval if it meets all the policy guidelines. Please note, each 24 hour period denotes one rental day even if the vehicle is not used on that day. So if the vehicle is picked up at 4:00 PM on Friday and is kept at the office until 8:00 AM on Monday and is returned at 3:30 PM Tuesday, the vehicle was rented for four days and the vehicle would have had to travel a minimum of four hundred miles to meet the rental policy guidelines.
- Enterprise vehicles may be used for out of state trips. All travel regulations governing out of state travel apply. Out of state usage requires a pre-approved out of state travel authorization and must justify that a rental car is the most economical cost to the state for the trip.
- Employees are to fill the vehicle with gas per the rental agreement before returning to Enterprise and submit for reimbursement on a travel voucher. **Employees should not use the Enterprise refueling option.** All rules for travel vouchers apply. Receipts are not required for expenditures of less than \$10.00.
- When the employee's office is within the vehicle delivery area of the nearest Enterprise site, Enterprise will pick up the driver at his/her office upon request and transport to Enterprise to pick up the vehicle. If the office is outside of the delivery area, the employee must drive to the nearest Enterprise site to pick up the car. Enterprise is not responsible for damage to personal vehicles left on their lot. Travel from the office location to the Enterprise site can be submitted for reimbursement on a travel voucher.
- Generally, only **standard, intermediate or compact cars** are to be leased. If those vehicles are not available, a larger vehicle may be used if offered by Enterprise at the same or lower price. Exceptions can be made on a case by case basis by the Assistant Director of Program Services when there are multiple riders or a large amount of cargo to be moved.
- Employees are **not** to take out additional insurance. The car is fully insured.
- KYOVR will be charged an additional fee if the vehicle is not returned in a timely fashion. Inform Enterprise and your Branch Manager if an unexpected situation occurs that prevents you from returning the vehicle in the required timeframe.

- Similar to the requirements associated with the use of Motor Pool :
  - A driver must be an employee of the Commonwealth; possess a valid driver's license; and, be at least eighteen (18) years of age.
  - If at any time an employee's driving status or condition changes, the employee shall notify their supervisor within 24 hours of the change.
  - Vehicles leased by the Commonwealth of Kentucky are for official business of the Commonwealth only. Examples of inappropriate and prohibited use include, but are not limited to:
    - Reckless driving, speeding, or any other traffic violation
    - Use of radar detection devices
    - Personal use or convenience travel
    - Driving while impaired by fatigue or other conditions
    - Using alcohol, illegal drugs or other illegal substances while operating a motor vehicle
    - Transporting or possessing alcohol, illegal drugs or other illegal substances unless required as part of your official job duties.
    - Transporting non-state employee passengers, including family members
    - Transporting hitchhikers or other unauthorized, non-state employee passengers
    - Electronic communications including text messaging while driving a state vehicle
    - A trip that is exclusively, or in part, for the purpose of campaigning in support of or in opposition to any candidate for national, state or local office
    - Any other use not expressly authorized by KRS 44.045
  
- **Procedures:**
  - Branch Manager approval is required on the Enterprise Rental Car Pre-approval form. Employee will utilize regular travel template for car rental unless trip has been approved for a different travel template (i.e. training grant, etc.). Staff submits the completed approval form to the Branch Manager. The Branch Manager scans signed approval form to employee and keeps the completed form for auditing purposes for (3 years).

Procedure for contacting Enterprise:

- Reserve vehicle by calling Enterprise's local rental branch directly during business hours; employee must provide Enterprise with account number, billing number and OVR travel template or other provided template number.
- Reserve by calling 1-800-Rent-A-Car (24 hrs/day) (employee must provide agency account number, billing number and OVR travel template number or other provided template number)
- Reserving a vehicle using the internet – access the Enterprise website at: [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=KENVOCRE](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=KENVOCRE) (for OVR business purposes only) complete reservation form and employee must provide Billing number and travel template number or other provided template number.
- Enterprise will not release a vehicle without the account number (not required for internet), billing number and OVR travel template
- If involved in an accident, contact Enterprise by calling 1-800-307-6666.
- For vehicle breakdown contact Enterprise Roadside Assistance by calling 1-800-307-6666 (employee could incur a service fee if circumstances are determined to be the fault of employee).

Reservations should be made a minimum of 24 hour in advance.

**OVR Account Number: XZ58552**

**OVR Billing Number: 16550510**

Who to contact: Laurel Rice, Office of Vocational Rehabilitation  
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