


<b>Administrative Procedure Vehicle Rental</b>	
	<b>Department:</b> Corporate Services
	<b>Approved by:</b> Leadership Council
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	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<b>External References</b>
	<ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> </ul>
<b>Internal References</b>	
<ul style="list-style-type: none"> <li>• CVA Rental Request Form</li> <li>• Travel and Reimbursement AP</li> </ul>	

**Purpose**

- This administrative procedure outlines the steps and guidelines for employees of Saskatchewan Distance Learning Centre (Sask DLC) to rent cars from the Central Vehicle Agency (CVA) or approved third-party car rental vendors (e.g., Enterprise-Rent-A-Car).

**Scope**

- This procedure applies to all employees of Sask DLC.

**Policy Statement**

1. Sask DLC aims to facilitate its employees' access to rental vehicles for official purposes only. Personal use is strictly prohibited.
2. The Supervisor of Accommodations determines the type of vehicle assigned to employees. This decision is based on factors such as availability, the purpose of the trip and the number of passengers.
3. Sask DLC employees must adhere to all traffic laws, regulations and safety measures while using rented vehicles.
4. Sask DLC employees are responsible for ensuring the cleanliness and maintenance of the rented vehicle during the usage period.
5. Any damages or issues that arise while using the vehicle should be reported promptly to Sask DLC Supervisor of Accommodations or their designate.
6. The duration of vehicle usage should be accurately specified when submitting a formal rental request. An extension may be granted subject to availability and approval by the relevant authority.
7. Sask DLC will reimburse fuel expenses incurred while using rented vehicles based on the Government of Saskatchewan's approved rates. Sask DLC employees must submit accurate records of fuel expenses and any other authorized expenditures.
8. Sask DLC employees must ensure they return rental vehicles by the agreed-upon date and time. If there are any delays in returning the vehicle, it is necessary to report the delays to the Supervisor of

Accommodations. Not returning the vehicle on time without valid reasons may lead to disciplinary actions.

## **Procedures:**

All Sask DLC employees must follow the outlined procedures when renting vehicles from the CVA or approved third-party vendors.

1. Central Vehicle Agency Rentals:
  - a. If a Sask DLC employee needs a rental vehicle, they must get their manager's approval, fill out a CVA Rental Request and submit it to the Supervisor of Accommodations or their representative. The request should contain information such as the purpose of the rental, the destination, the estimated mileage, and any specific requirements.
  - b. The allocation of a rental vehicle based on availability and suitability will be evaluated by the Supervisor of Accommodations or designate upon receipt of the request.
  - c. The Sask DLC employee must visit the designated pick-up location specified in the notification on the scheduled date and time.
  - d. Before taking possession of the rental vehicle, the employee must complete any necessary paperwork and present their driver's license via email to the Supervisor of Accommodations or their representative.
  - e. The Sask DLC employee should collect the keys and relevant documentation for the assigned vehicle from the Supervisor of Accommodations or their representative.
  - f. When the rental period is over, the Sask DLC employee must bring the rental vehicle back to the drop-off location with at least three-quarters of the gas tank full and all receipts for gas.
  - g. When fueling the vehicle, Sask DLC employee should use the CVA fuel card. The CVA fuel cards are valid only for the purchase of fuel, a maximum of \$50 per day of supplies (e.g., windshield washer, wiper blades, etc.) and minor repair.
  - h. To keep track of mileage, Sask DLC employee must record the distance driven (kilometers) and place the information in the assigned folder located in the glove compartment of the rental vehicle, along with the gas receipt.
  - i. Once the rental period is over, the employee must return the vehicle key. This can be done by depositing the key into the designated drop-off box at the lot where the rental vehicle was returned or by returning it to the Supervisor of Accommodation or their representative.
  - j. The Supervisor of Accommodations or their representative will conduct a comprehensive inspection to verify that the employee has returned the rental vehicle keys. Moreover, they will ensure that all mandatory documentation (e.g. receipts) is in the assigned folder in the rental vehicle's glove compartment.
  
2. Third-Party Car Rental Vendors:
  - a. Employees of Sask DLC who need rental vehicles from third-party vendors must seek approval from their immediate supervisor or designated authority, who will then formally request the Supervisor of Accommodations or designated officer.
  - b. Sask DLC employees must use approved vendors (e.g., Enterprise-Rent-A-Car).

- c. Sask DLC employees must comply with the vendor's rental policies and procedures, including providing necessary identification and payment and adhering to rental terms and conditions.
- d. At the end of the rental period, the employee must return the vehicle to the vendor per the rental agreement.
- e. Sask DLC employees must submit an employee expense form outlining the expenses they incurred for the third-party car rental, dates, amounts and receipts. The employee expense form must be approved prior to submitting the form to be reimbursed. All expenses must be submitted at least two weeks prior to year-end (August 31) in the period incurred or the employee will not be eligible to be reimbursed.

### **Definitions:**

1. **Central Vehicle Agency:** Refers to the Government of Saskatchewan's department responsible for managing and providing vehicles for official use by government employees.
2. **Third Party Car Rental Vendor:** Refers to an external company authorized to rent vehicles to government employees for official business.
3. **Official Government Business:** Refers to activities directly related to the duties and responsibilities of government employees' roles and authorized by the relevant supervisor or department head.
4. **Supervisor:** Refers to the immediate manager or superior responsible for overseeing the employee's activities and authorizing official business-related expenses.