

<b>DCF</b>	<b>COMMONWEALTH OF MASSACHUSETTS ~ DEPARTMENT OF CHILDREN AND FAMILIES</b>	
	<b>Policy Name: RENTAL CAR POLICY</b>	
	<b>Policy #:</b> 16 DAF 001	<b>Approved by:</b>
	<b>Effective Date:</b> July 1, 2016	
<b>Revision Date(s):</b>		

# RENTAL CAR POLICY

## I. PURPOSE AND OVERVIEW

The Department recognizes the need of employees, in rare circumstances, to rent a car in the completion of their duties. This policy provides a definition of “rare circumstance” and outlines the procedure to be followed in each office to rent a car.

## II. POLICY

It is the policy of the department that in rare circumstances, employees may need to rent a vehicle for the performance of their duties. Those circumstances include times when:

1. the employee’s personal vehicle is inadequate for a particular job task;
2. the safety of the employee requires anonymity of the vehicle they are using;
3. the health issues of a consumer warrant using a different vehicle; and
4. the employee needs to service consumers on Nantucket and Martha’s Vineyard.

In those circumstances, employees may request the use of a rental vehicle through the Commonwealth of Massachusetts’ Car Rental Contract, or successor contract, in order to perform their work. The Department will pay for the rental car in lieu of the employee submitting mileage reimbursement. Other travel expenses will be reimbursed according to the Travel Reimbursement Submission, Documentation, and Approval Policy.

Management, in their sole discretion, will determine whether the situation meets the criteria of a rare circumstance as outlined above.

Employees who rent a car are responsible for any and all traffic violations (parking ticket, speeding ticket, etc.). Unapproved/unauthorized rental of a car will not be reimbursed.

## III. PROCEDURES

1. **Determine Manager Designees:** Area Directors, Regional Directors, and the Commissioner (for Central Office) designate a manager within the office to make the determination of rare circumstances and approve requests for rental cars. Area Directors, Regional Directors, and the Commissioner (for Central Office) will also designate a processor of the approved requests to create the rental car agreement.
2. **Complete Request Form:** Worker completes a car rental approval request form and reviews with Supervisor. Request form must include the following information:
  - Description of the rare circumstance warranting the request for a rental car
  - Number of days needed (if more than 1 day, whether car will be used after hours)

- Type of car (compact, standard, van, etc.)
  - Information necessary to complete rental contract agreement (employee license #, credit card for damages incurred, etc.)
3. **Supervisor Approves:** Supervisor reviews the request form and ensures there is no missing information. Supervisor signs their approval on the form and submits form to Manager designee for review and approval.
  4. **Manager Determines Rare Circumstances:** Manager designee reviews request form and determines whether or not the request meets the criteria of rare circumstances. If yes, Manager designee signs the request form and forwards to the designated processor. Extraordinary circumstances that do not fit into the criteria noted above may be approved using managerial discretion with Regional Approval.
  5. **Create Rental Car Agreement:** Designated processor initiates rental contract via Commonwealth's car rental contract website, or successor site. Designated processor confirms rental agreement completion with employee.
  6. **Pick Up and Return Car:** Once approved, employee is responsible for coordinating pick up and drop off of the rental car. To the extent the employee needs to modify the rental car terms (length of rental, type of car, etc.), they must obtain prior approval from the Manager designee. Employee is responsible for filling up the gas tank upon drop off if required to do so by the rental agreement. Employee is responsible for any damage to the car not covered by insurance.

**APPENDIX**

Examples of “Yes” and “No”:

<b>Circumstance</b>	<b>Examples of “Yes” (rare circumstances)</b>	<b>Examples of “No”</b>
<i>the employee’s personal vehicle is inadequate for a particular job task</i>	<ul style="list-style-type: none"> <li>• Transporting large sibling groups</li> <li>• Single trip requires significant mileage/distance (300+ miles round trip)</li> <li>• Sudden unforeseen events that renders an employee’s car disabled and does not allow for the employee to make alternate arrangements for a scheduled emergent transport of a child and/or an appointment that cannot be changed</li> </ul>	<ul style="list-style-type: none"> <li>• Employee’s car is unavailable (e.g., disabled, in the shop, oil change, regular maintenance, etc.)</li> <li>• Employee does not own a car</li> <li>• Employee has adequate car but chooses not to use it for work</li> </ul>
<i>the safety of the employee requires anonymity of the vehicle they are using</i>	<ul style="list-style-type: none"> <li>• As part of an approved Safety Plan responding to a specific Incident Report (as defined in Workplace Violence Policy)</li> </ul>	<ul style="list-style-type: none"> <li>• All other circumstances that do not fall under an approved Safety Plan</li> </ul>
<i>health issues of a consumer warrant using a different vehicle</i>	<ul style="list-style-type: none"> <li>• Health condition that will compromise the employee’s vehicle (e.g., child lice, scabies, bed bugs, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Common cold, general uncleanliness, personal hygiene, unconfirmed medical condition</li> </ul>
<i>employee needs to service consumers on Nantucket and Martha’s Vineyard</i>	<ul style="list-style-type: none"> <li>• Employees need a car once on island to service families on island</li> </ul>	<ul style="list-style-type: none"> <li>• Taking rental car on the ferry</li> </ul>

**Department of Children and Families**

**Car Rental Request Form**

**Renter's Name:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designated Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reservation Information**

**Pick Up Location:** \_\_\_\_\_

**Return Location (if different):** \_\_\_\_\_

**Pick Up Date and Time:** \_\_\_\_\_

**Return Date and Time:** \_\_\_\_\_

**Vehicle Class: (Intermediate, 8 Passenger Minivan, Other):** \_\_\_\_\_

**Renter's Age:** \_\_\_ 18 to 20, \_\_\_ 21 to 24, \_\_\_ 25 and Up

**Renter Details**

**Phone Number:** \_\_\_\_\_

**Renter's Email:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**Issued By (Country, if not US & State):** \_\_\_\_\_