		Administrative Procedure
		Vehicle Rental
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**March 18, 2024**
	Revision Date(s):	**June 15, 2026**
	Review Date:	
	External References • *The Education Act, 1995*	
	Internal References • CVA Rental Request Form • CVA Process for Requesting and Using CVA Rental Vehicles • CVA Vehicle – Non-Authorized Passenger Acknowledgement Form • Travel and Expense Reimbursements AP	

Purpose

1. 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

1. 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. This includes taking the vehicle to personal home overnight, unless previously approved.
2. The Supervisor of Facilities 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. Only authorized passengers are permitted to travel in a rental vehicle. Authorized passengers are limited to Sask DLC employees, contractors, or other individuals who are directly participating in or required for the conduct of authorized Sask DLC business.
4. Where an employee intends to transport a non-authorized passenger, an exception may be granted with prior written approval from the employees' supervisor and the Executive Director of Finance, Human Resources and Planning.
5. Sask DLC employees must adhere to all traffic laws, regulations and safety measures while using rented vehicles.
6. Sask DLC employees are responsible for ensuring the cleanliness and maintenance of the rented vehicle during the usage period.
7. Any damages or issues that arise while using the vehicle should be reported promptly to Sask DLC Supervisor of Facilities or their designate.

8. 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.
9. 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.
10. 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 Facilities. Not returning the vehicle on time without valid reasons may lead to disciplinary actions.
11. Any travel tickets (e.g., speeding, parking, or red light violations) incurred by staff while operating a rental vehicle must be paid on time. Failure to pay for a ticket by its due date will result in an administrative late fee as determined by the Ministry of SaskBuilds and Procurement to the staff member responsible for the infraction.
12. To ensure the safety and security of employees, all rental vehicles at Sask DLC are equipped with Global Positioning System (GPS) tracking devices. Tampering with or damaging these devices will result in the immediate termination of vehicle rental privileges.
13. To ensure the safety and security of employees, all information must be accurate. Any changes to drivers, additional passengers, or vehicle issues must be immediately communicated to facilities. A phone number on whom to contact will be provided in the approval email.

Procedures:

1. Central Vehicle Agency Rentals:
    a. If a Sask DLC employee needs a rental vehicle, they must complete the CVA Rental Request Form via CVA Request: Sask DLC Staff Support Services.
        i. If an employee intends to transport a non-authorized passenger, they must complete the CVA Vehicle — Non-Authorized Passenger Acknowledgement Form and obtain supervisor and Executive Director of Finance, Human Resources and Planning signatures prior to submitting the CVA Request Form. Once fully signed and approved, the employee must attach the completed form to the CVA Request Form at the time of submission.
    b. The immediate supervisor will review the request and approve.
    c. The allocation of a rental vehicle based on availability and suitability will be evaluated by the Supervisor of Facilities or designate upon receipt of the request.
    d. If approved, an approval email is sent to the employee, providing details about the assigned vehicle, its location, and instructions for obtaining the keys and gas card.
    e. A copy of a valid driver's license is required for all rental vehicle users. Sask DLC employees must attach a copy of their valid driver's license if one is not on file or send a copy upon request.
    f. The Sask DLC employee must visit the designated pick-up location specified in the notification on the scheduled date and time.
    g. Before taking possession of the rental vehicle, the employee must complete the checklist provided in the vehicle and records the initial odometer reading (in kilometers).
    h. 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, completed checklist and all receipts for gas.

i. 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, as well as a maximum of $50 per day of supplies (e.g., windshield washer, wiper blades, car wash etc.) and minor repair. It is recommended to use Co-op gas stations to avoid any issues with the gas card.
j. To track mileage, Sask DLC employees must record the final odometer reading (in kilometers), complete the final checklist, and return this information, along with gas card receipts, to the Supervisor of Facilities or their representative.
k. 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 Facilities or their representative. The employee returns the vehicle keys, gas card, and gas receipts according to the instructions outlined in the initial approval email.
l. The Supervisor of Facilities or their representative will conduct a comprehensive inspection to verify that the employee has returned the rental vehicle keys. Additionally, they will ensure that the employee has submitted all mandatory documentation (e.g. receipts), along with the final odometer reading and completed checklist.

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 Facilities or designate. Employees do not book rental vehicles directly.
   b. 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.
   c. At the end of the rental period, the employee must return the vehicle to the vendor per the rental agreement.
   d. 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. **Authorized Passenger:** Refers to a Sask DLC employee, contractor, or other individual who is directly participating in or required for the conduct of authorized Sask DLC business and who is travelling in a rental vehicle for that purpose. Where an individual does not meet the criteria of an authorized passenger, they may only travel in a CVA rental vehicle if prior written approval has been granted by their supervisor and the Executive Director of Finance, Human Resources and Planning, and the CVA Vehicle — Non-Authorized Passenger Acknowledgement Form has been completed.
2. **Central Vehicle Agency:** Refers to the Government of Saskatchewan’s department responsible for managing and providing vehicles for official use by government employees.

3. **Third Party Car Rental Vendor:** Refers to an external company authorized to rent vehicles to government employees for official business.
4. **Official Purpose:** Refers to activities directly related to the duties and responsibilities of Sask DLC employees' roles, as authorized by the relevant supervisor or department head.
5. **Supervisor:** Refers to the immediate manager or superior responsible for overseeing the employee's activities and authorizing official business-related expenses.