



C4PS Planning Solutions, LLC

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RENTAL CAR POLICY AND PROCEDURES

I. Purpose

A. This document is intended to update company policy regarding C4 Planning Solutions, LLC (C4PS) business related rental car procedures and supersedes earlier rental car policy.

B. If there are any questions, concerns, or disputes with these procedures, please contact the Human Resources Department (HR). HR is responsible for this policy.

II. General

A. This policy applies to all C4PS employees regardless of location.

B. Being headquartered in the state of Georgia, it is C4PS policy to comply with Georgia House Bill 673 “Hands-Free Georgia Act” which states, “a driver cannot have a phone in their hand or use any part of their body to support their phone.” Employees, regardless of location, who drive on behalf of the company, to include use of a rental car, are strictly prohibited from using their cell phone while driving. Reading or sending text messages while driving is strictly prohibited. Hands-free equipment use is permissible with prior approval from Executive Management and if it is in compliance with local, state and federal law.

C. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

D. It is C4PS policy to provide employees with a rental car for trips requiring travel between 200 to 400 miles (one way), unless a more cost-efficient or time-efficient alternative is available.

E. It is company policy to allow use of privately owned vehicles (POV) for business travel to distances of up to 200 miles (one way).

Administrative procedures for POV travel include a requirement to submit documentation illustrating the proposed map route explicitly showing the number of miles (example from Google Maps) and proof of insurance to HR along with the Travel Request Form (TRF). The company will reimburse the total mileage as set by the US General Services Administration under the Privately Owned Vehicle Mileage Reimbursement Rates. <http://www.gsa.gov/portal/content/100715>



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F. On distances over 400 miles it is C4PS policy to provide the employee with air transportation to the destination city. A rental car may be provided at the destination city if it makes operational sense. In some urban areas it may be easier and more cost effective to use transportation such as public transportation, hotel shuttles, taxis, or Uber.

G. Employees renting/leasing vehicles for company business must comply with all rental agency requirements such as listing driver(s) on the rental agreement, age restrictions, as well as all state and local laws governing operation of a motor vehicle. Violation of any requirement of the law (driving under the influence, traffic violation, reckless driving) is the personal liability and responsibility of the employee and may result in disciplinary action up to an including termination.

1. Personnel signing for and operating a rental vehicle must be 25 Years of age (*Note - in cases where an employee under the age of 25 needs to rent a vehicle contact HR personnel for direction*), possess a valid driver's license, and a company credit card.

2. It is C4PS policy that travelers do not drive rental or leased vehicles when deployed overseas. It is recognized that some contracts may require exception to this policy. Exceptions will be authorized on a case-by-case basis through coordination between the Program Manager (PM) and Executive Management.

III. Rental Car

A. HR will book all rental car reservations for C4PS personnel unless specific authorization has been given for the traveler to book their own. HR will email confirmation of rental car reservation documentation to personnel preparing to travel. *Note - Prior to booking a rental car for travel it is the employee's responsibility to verify a more cost-efficient alternative mode of transportations if available (Uber, Taxi, shuttle services, public transportation, etc.).*

B. All charges related to the rental car should be charged on the employee's company issued credit card. The rental car, gas, parking and toll receipts are required to be submitted to travel@c4plans.com **within 5 calendar days** of return from travel.

C. It is company policy to rent one intermediate-size vehicle for one or two travelers and one standard Sport Utility Vehicle (SUV) (or two intermediate-size vehicles) for three to four travelers. *Note - For five or more employees contact HR personnel for direction.*

D. Only C4PS employees may operate a vehicle rented/leased for C4PS travel.

E. ****SPECIAL NOTE**** Employees are not authorized to elect the Fuel Service option as this item is not billable. If selected, the amount will be deducted from the employee's per diem.



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IV. Insurance

- A. If driving a POV the traveler is required to provide proof of insurance (Declaration Page).
- B. If renting a vehicle, the traveler must select the Loss Damage Waiver (LDW) and Personal Accident Insurance (PAI)/Personal Accident and Effects (PAE) through the rental car company.
- C. If a C4PS employee is involved in an accident while on business related travel, the employee is required to complete the following tasks
 - 1. Notify HR and the PM immediately, or as soon as reasonably possible.
 - 2. Obtain a copy of the Police report of the accident.
 - 3. Contact the Rental Car company.

V. Reference

- A. C4PS Employee Handbook
- B. C4PS Travel Policy Memorandum
- C. Company Credit Card Policy
- D. Defense Travel Management Office (web address is <http://www.defensetravel.dod.mil>)