



## C4PS Planning Solutions, LLC

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Web: [www.C4PSplans.com](http://www.C4PSplans.com)

### 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, including those 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 300 to 500 miles (one way), unless a more cost-effective 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 300 miles (one way).

Administrative procedures for POV travel include a requirement to submit documentation illustrating the proposed map route, including addresses of the starting point and ending point, explicitly showing the number of miles (example from Google Maps) and proof of insurance to HR. 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 500 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 (e.g. 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 and 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. Employees are required to book their own rental car, unless the Travel Department has been specifically requested to do so on the employee's behalf. *Note - Prior to booking a rental car for travel it is the employee's responsibility to verify a more cost-efficient alternative mode of transportation if available (Uber, Taxi, shuttle services, public transportation, etc.).*

B. It is recommended that all rental cars be booked directly with the rental car company. All receipts are required to be submitted to [travel@c4plans.com](mailto:travel@c4plans.com) **within 5 business days** of return from travel.

C. It is company policy to rent one full-size/standard vehicle for one or two travelers and one standard Sport Utility Vehicle (SUV) for three to four travelers who are travelling with required company/customer equipment. *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. Return rental car with as much fuel as it had when originally received, unless otherwise noted in rental agreement.



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F. **\*\*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.

### 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. C4PS Travel Training 2025 Document
- D. Company Credit Card Policy
- E. Defense Travel Management Office (web address is <http://www.defensetravel.dod.mil>)