

RENTING A VEHICLE

SUMMARY

All rentals of light automotive equipment, is ordered through the Internal Services Division (ISD)/Fleet Management Division (FMD). Existing contracts or competitive quote purchase orders will be used. This procedure explains how to order and return vehicles or equipment.

PROCEDURE

To Obtain a Rental Vehicle

1. Departmental Transportation Coordinator contacts the Fleet Management Division (FMD) to initiate rental request and provides FMD with information concerning the number and type of vehicles, the dates of use, and the index code to be charged. Approval from the Office of Management and Budget is required if the rental period exceeds one month.
2. Fleet Management Division contacts the appropriate rental agency, reserves the necessary vehicle(s), prepares a Pickup Authorization Form, emails it to the rental agency and to the department, issues a fuel card (if needed), and notifies the department when and where the vehicle may be picked up. Fuel Cards are only issued if the rental will be used within Miami-Dade County for County business.
3. Rental vehicles that are utilized for travel, outside of Miami-Dade County, have to be reserved one week in advance. FMD does not provide fuel cards for travel outside of the county. Employees will have to incorporate the cost of fuel into their travel expenses.
4. Departmental Transportation Coordinators are responsible for registering the rental vehicle with Sunpass. The vehicle must be registered during the entire duration of the rental.
5. The requesting department will send a representative to Fleet Management Administrative Office to obtain the fuel card(s) for in-county travel and then to the rental agency to pick up the vehicle(s).
6. The department representative inspects the vehicle for defects or damages with a representative of the rental agency.
7. In the event of an accident, follow the County Procedure 701 titled "Traffic Crashes Involving a County Owned/Leased/Contracted Vehicle or On-Duty County Employee" before calling for a tow from the appropriate rental agency. Notify Internal Services Department FMD and Risk Management Division of all damage to rental vehicles.
8. To reduce possibility of rental unavailability, allow two weeks for requests during a non-peak season, and at least one-month during the summer. Longer time periods may be required for specialty vehicles, such as passenger vans during the summer.

To Return a Rental Vehicle

1. The department takes the vehicle to the rental agency and inspects the vehicle with the company representative.
2. If rental vehicle sustained damage, forward documentation to ISD Risk Management Division.
3. The user department notifies FMD of the date vehicle(s) are returned so that Fleet can monitor invoices for billing discrepancies and overcharges. Send copy of the completed rental agreement and return fuel card(s) to the Fleet Management Administrative Office. Failure to return fuel card(s) will result in the imposition of an administrative fee to the department.

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4. The department is to ensure that the Sunpass sticker and/or transponder is removed and the vehicle is properly unregistered with Sunpass upon returning the vehicle to the rental facility.

Invoice Approval and Payment:

1. Department Transportation Coordinators are responsible for reviewing and approving all rental vehicle invoices.
2. Approved invoices are to be forwarded to FMD for processing no later than five (5) calendar days from receipt.
3. Departments utilizing a rental vehicle for travel purposes must ensure that they receive a receipt from the rental facility upon returning the vehicle.

CONTACT(S):

Department/Division

Internal Services Department/Fleet Management Division, Administrative Office

Internal Services Department/Risk Management Division