Allegany College of Maryland
Transportation Procedures
Use of College, Rental, or Personal Vehicles

Purpose

Allegany College of Maryland maintains a fleet of general-use, mid-size vehicles for use by faculty and staff for trips to conduct College business. The College has contracted with Enterprise Rent-a-Car to provide rental vehicles to College faculty and staff for use when College vehicles are in full use and/or for longer trips for cost-efficiency.

Employees using a vehicle while on Allegany College of Maryland business must abide by the Driver Safety Policy – amended and approved by the Board of Trustees April 2018. Employees must complete the Insurance Mandates and Driving Records Check form and process.

Procedures

All employees using College-owned vehicles, Enterprise rental vehicles, or requesting mileage reimbursement must submit to the Transportation Department, prior to use, completion of the Insurance Mandate and Driving Records Check form, including submitting a copy of the employee's driver's license and "certificate of insurance" or "declarations page" that states the limits of insurance for the vehicle employee normally operates for College business.

Employee will use the Transportation Request Form to request/schedule the use of a vehicle. The Transportation Department will then establish if a College car is to be used or if a rental car needs to be secured. The employee will be notified of which vehicle type being scheduled. (Transportation Request Form can be found on the Portal and in Public Folders under Transportation.)

NOTE: An Enterprise rental vehicle will be used in the cases where all available College vehicles are already scheduled out, or if it will be more cost-efficient to use a rental.

1) Use of College Vehicle
    a. Employee will complete Request for Transportation Form, including supervisor's approval.
        - When reserving a vehicle, you will need to provide the date, destination, departure time, return time, and department name and account number.
    b. Send form either in campus mail or electronically to Transportation (Administrative Associate Automotive Technology and Transportation).
    c. Generally, if the trip is less than 200 miles round trip, a College vehicle (if available) will be scheduled and confirmed with requesting employee.
    d. On date of departure, employee will come to the Transportation Office located in the Automotive Technology Building to pick up keys and assigned vehicle. If departure is scheduled early morning prior to Transportation opening, keys may and should be picked up and vehicle signed out the day before by 4:00 p.m.
    e. Before departure, and upon return, note on the mileage slips in the vehicle the current mileage.
    f. Upon return, the employee will either bring the keys and mileage slip to the Transportation Office (business hours – 8:00 a.m.-4:00 p.m. Monday thru Friday); or, if outside regular business hours, will drop key and mileage slip into the designated drop area located in the large garage door facing the tennis courts on the Automotive Technology Building.
    g. Employee's department will be billed at the current mileage rate appropriate for vehicle type ($1.00 per mile for College cars) through the appropriate cost-accounting budget.

2) Use of Rental Vehicle through Enterprise

The Transportation Department will make all arrangements for use of rental vehicles through Enterprise.

a. Employee will complete Request for Transportation Form, including supervisor's approval.
   - When reserving a vehicle, you will need to provide the date, destination, departure time, return time, and department name and account number.

b. Send form either in campus mail or electronically to Transportation.

c. If eligible fleet vehicles are all in use, or if renting a vehicle is more cost-efficient, a vehicle will be scheduled through Enterprise and confirmed with requesting employee.

d. Employee will pick up and return the rental vehicle at the Enterprise office located at 10218 Mount Savage Road, NW, Cumberland, MD (near Narrows). The employee will provide a photo ID and complete and sign the necessary contract/paperwork with Enterprise, follow all rental procedures and policies, and obtain the key.
   If the time needed for morning departure is before 8:00 a.m. the day of the vehicle request, the rental vehicle may be picked up the day before by 4:00 p.m. (Jump Start charge will apply.) Basic rental fee is $37.99 per day for a mid-size vehicle, plus the cost of fuel. "Free upgrades" should not be accepted if the upgraded vehicle has lower fuel efficiency.

e. Upon return, the vehicle is to be re-fueled to the fuel level when vehicle was obtained, either by fueling during regular business hours with the Transportation Department, by fueling with employee's personal payment (employee will be reimbursed by providing a receipt to the Transportation Department), or by fueling using the College's Sheetz gas credit card at the local Sheetz located in Corriganville. Vehicle keys can be dropped off after hours in a secured location at the Enterprise Office.

f. All receipts (rental agreement and gas) must be submitted to the Transportation Department upon return to the College.

g. Employee's department will be billed through the appropriate cost-accounting budget or grant.

3) Use of Personal (privately-owned) Vehicle

a. Employee will complete Request for Transportation Form, including supervisor's approval (marking PERSONAL VEHICLE).
   - When requesting use of personal vehicle, employee will need to provide the date, destination, and department name and account number for mileage charges.

b. Send form either in campus mail or electronically to Transportation.

c. Employee will use personal vehicle assuming all expenses and risks associated with operating own vehicle, including repair and insurance needs.

d. Upon return, at least monthly, employee will complete and submit (with appropriate signatures) the Mileage Reimbursement for Use of Personal Vehicle form to the Transportation Office no later than the 5th day of the following month. (Forms can be obtained in the Portal and in Public Folders under Transportation.)

e. Transportation will then complete voucher request for employee reimbursement. Reimbursement rate is 0.27 cents per mile.

f. Employees' department will be charged through the appropriate cost accounting budget.

Insurance

When operating a College-owned vehicle, the College's insurance will be in effect.
Employees should not "purchase" waiver or supplemental insurance through Enterprise. If repairs or an accident occur, the College and Enterprise will cover the expenses.
When operating a personal vehicle, the employees' personal insurance will be in effect.

Benefits for using rental vehicle

As with using a College vehicle, using a rental vehicle through Enterprise offers employees the same benefits over using personal vehicles. Employee will save wear and repairs on their own vehicle, and if a breakdown or accident should occur, Enterprise will rescue the car and driver in need, and the College's insurance will be responsible.

Enterprise has agreed to offer Allegany College of Maryland employees the same rate offered to the College when renting vehicles for personal use. Employees should call the Enterprise Office and identify themselves as an ACM employee. Enterprise may ask to see a College identification card.

*Arrangements and payment will be the employee's responsibility.

Allegany College of Maryland insurance does NOT cover vehicles rented for personal use. You must make a decision whether your personal insurance covers your use for rental vehicles, and if not, you may purchase insurance coverage from Enterprise. You will also be required to pay applicable fees and taxes for personal vehicle rentals.

In Case of an Emergency - Vehicle accident reporting and roadside assistance procedures

ACM Vehicles:
Follow normal accident procedures, if incident warrants (i.e., medical personnel, police, etc.). Contact Leroy Cessna 301-784-5259 (office) or 301-697-6375 (cell) during regular business hours. After regular business hours, contact Leroy at 301-697-6375 (cell) or 814-747-3012 (home). If unable to reach Leroy, contact College security at 301-784-5555.

Enterprise Vehicles:
Follow normal accident procedures, if incident warrants (i.e., medical personnel, police, etc.). Enterprise offers 24-hour road side assistance. If needed, follow the roadside assistance procedures located in the rental contract obtained at time of picking up vehicle.

Accident involving other motorists (injury or non-injury):

- Move all vehicles and people to a safe location whenever possible.
- Call 911 for local police support; **a police report must be completed for insurance liability purposes.**
- Follow the same procedures listed above.

Where do I pick up and return the Enterprise vehicle?

Enterprise office is located at 10218 Mt. Savage Road, Cumberland, MD 21502 (near the Narrows).

When returning an Enterprise vehicle, drop the car and the keys at the Enterprise Office (night drop off box is available). Responsibility and charges end when keys are retrieved by Enterprise.

If rental vehicle is returned late, employee will be responsible for payment of additional time. However, if a situation arises, out of the control of the employee, such as traffic issues, flights delayed or cancelled, etc., the employee will not be charged the additional late rental fee or additional charges.

What if I need the rental car before or after office hours or on the weekend?
Rental vehicles may be picked up by 4:00 p.m. the preceding business day. (Jump Start charge will apply.)

Vehicles may be returned to Enterprise after hours using the secured drop location at the Enterprise Office.

Do I need to re-fuel the vehicle before I return it?
ACM Vehicles:
No, vehicle will be fueled by Transportation.

Enterprise Vehicles:
Yes, upon return the fuel level must be at least the same as upon departure. Employee may bring car to ACM Transportation within normal business hours for fueling, or the employee may fuel the rental vehicle using personal funds and, with submission of a receipt, receive reimbursement; or, by using a College Sheetz gas credit card at the Sheetz location in Corriganville.

Airport Travel
Generally use of ACM-owned vehicle or personal vehicle required.

Cancellations
College-owned vehicles – please cancel request as soon as possible.
Enterprise rental vehicles – reservation must be cancelled at least 24 hours in advance.

As always, if questions arise, employees may contact the Transportation Department, 301-784-5109.