

COLLEGE OF THE REDWOODS

Procedure for Rental Vehicles

The District has an arrangement with Enterprise Rent-A-Car for travel/field trip vehicles on a daily rate basis. Each cost center is charged the vehicle daily rate, plus a District mileage charge for gas usage. Please review the following so that your travel plans will proceed without difficulties.

These are the steps, when renting a vehicle for a trip:

1. First, complete a Travel or Field Trip Request. Indicate “rental vehicle requested” on the form. Also indicate if you want a gas credit card. After all approvals for your trip have been obtained on your Travel/Field Trip Request, separate the copies and send to the appropriate offices. The Maintenance office uses the information on this form to prepare a “trip slip” for you to record your mileage, and to coordinate with Enterprise on the delivery of your vehicle. Vehicles will not be released without all authorizations on the Travel/Field Trip Request.
2. Call Enterprise Rent-A-Car at (707) 443-3366 to reserve a vehicle. Their office hours are Monday-Friday, 7:30 a.m.-6:00 p.m., and Saturday, 9:00 a.m.-12:00 p.m. Enterprise cars may be reserved on short notice; however, specialty vehicles may require 72-hour notice. If you are reserving a vehicle for someone other than yourself, please make the reservation in the name of that person, whose name appears on the Travel Request.
3. Enterprise will deliver and pick up vehicles at the Maintenance office. Your trip envelope (keys, gas credit card, rental contract, and trip slip) will be available during normal business hours (Monday-Friday, 8:00 a.m.-5:00 p.m.) at Maintenance. If you need to pick up the vehicle outside of Maintenance office hours, you can arrange with Enterprise/Maintenance to pick up the vehicle at Security. Your trip slip and credit card, if requested, will be sent to Security for off-hour pickups, or you can pick them up in the Maintenance office during the hours listed above.
4. If you must pick up the rental vehicle at one of the Enterprise locations, you will still need to go to the Maintenance office to pick up a trip slip. Enterprise will not charge or release your rental without it.
5. For on-campus parking for loading students, materials, etc., put trip slip face up on dash of vehicle. Keep the rental contract with the vehicle at all times.
6. Because Maintenance/Security will not release the keys without an approved Travel/Field Trip Request on file, you will want to call Maintenance at least one working day before the trip to confirm that your request is on file. Likewise, if there are **any** changes (dates, type of vehicle requested, departure time, return time, cancellations) call Enterprise **and** the Maintenance office as soon as the change is identified.
7. Upon completion of your trip, return the vehicle to Maintenance with a full tank of gas.

Gas is available at Maintenance for you to pump from 8:00 a.m. to 4:30 p.m., Monday through Friday. Otherwise, please fill up the vehicle in town before returning. If returning after hours, drop the envelope containing the completed trip slip, contract and gas credit card in the slot on the far (north) side of the Maintenance office. Drop the keys and the envelope into the slot separately. **Please *do not* return the vehicle/keys/envelope to Security.**

8. All drivers must be 21 years of age to drive an Enterprise rental vehicle.

Prices for vehicles are as follows:

	Enterprise Daily Rental Fee	CR Mileage Fee per Mile
Intermediate (compact) cars	\$32.99	\$0.09
Standard (mid-size) cars	\$35.99	\$0.09
Full-size cars	\$40.99	\$0.09
Premium cars	\$45.99	\$0.09
Mini vans	\$55.99	\$0.13
15 passenger vans	\$95.99	\$0.15
Truck/Cargo	\$45.99	\$0.13
Sport 4WD	\$70.99	\$0.13

If Enterprise substitutes a reserved vehicle with one with a greater rental fee, they will charge the lesser fee.

If you need to use the rental vehicle on a Sunday, you will be charged only for Sunday even if you pick up the keys on Friday.

If you need assistance or have any questions, please call Maintenance at X 4380.