



DAILY RENTAL GUIDELINES

This document is to assist staff and managers in planning for the use of and booking daily rental vehicles.

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RENTAL CHARGES

A listing of hire charges per vehicle type as well as ancillary charges, and details of how to book a vehicle is available on George.

VEHICLE SELECTION

The smallest appropriate car should be hired to perform the duty required. Vehicles for passenger journeys should be hired from category C or smaller (category C = Compact 4 Door: Citroen C4, Ford Focus or equivalent). All exceptions should be supported by an appropriate business need and approved by the hirer's line manager (e.g. provision of automatic transmission or MPV for carrying more than 3 passengers). Note Lynx hand controls for those with a lower limb disability can be made available by the supplier on request.

USE OF VEHICLE

Vehicle hire is considered official vehicle use for business purposes only. Any use of hire vehicles for private purposes is expressly prohibited. This applies before the start of the hire (e.g. use of vehicle when it is dropped off previous evening for the start of the hire the following Morning) and after the end of hire as insurance cover is only in place for the duration of the actual hire. In addition, in the course of business use, hire vehicles are not to be used to pursue private interests or activities as insurance cover will not be valid.

PAYMENT

All payments for vehicle hire made with the corporate contract provider will be made centrally, through a corporate payment card, allowing them to be consolidated onto a single account. At the point of booking, the users cost centre and employee number must be provided to allow internal reconciliation of the payment to the correct budget.

JOURNEY FROM HOME TO WORK

Hire cars are not permitted to be used for normal travel from home to work and vice versa as this would constitute private use of an official vehicle. Hire cars may be driven home or returned to work if this is to facilitate the start/end of the business journey being early in the morning or late in the evening.

LENGTH OF HIRE

Hire cars should be hired for the minimum possible period of time required to minimise cost to the organisation. For any hire requirement for over three months, a short-term lease should be considered.

ONE WAY HIRE

One-way hires should be considered to minimise the length and cost of the hire where appropriate. For example, a week-long training course could require only two one day hires (one day to travel to the course, and a second booking for one day to return from the course). In this instance, the total hire charges will then be for two days rather than five.

DRIVING DOCUMENTATION CHECKS

From September 2016, all employees required to drive on Council business must complete an annual Self Certification Form.

The Self Certification Form will put the onus on the driver to certify that they are legally able to drive for LCC. They can log on to www.gov.uk/view-driving-licence and check their driving licence details.

Employees will be required to self-certify that they have:

- Current Driving Licence
- Current MOT
- Current Road Tax
- Current Insurance cover to include Business Travel
- Health issues that may affect ability to drive
- Declare any points or convictions received

For information on driving safety please see [G31 Managing Occupational Road Risk, within the Health and Safety Manual](#).

AUTHORISATION REQUESTS

Approval is required for each new booking. Line managers should be made aware of the need for a hire vehicle prior to making the booking, except in urgent circumstances where prior notification is not feasible. In these cases, retrospective notification to line managers will be acceptable.

Drivers should have their copy of the rental agreement (provided when the car is delivered) signed by their line manager following the hire and retain this for a period of 12 months following the rental. These signed agreements may be checked.

To support vehicle selection principles, bookings for vehicles of category D and larger will require pre journey authorisation from the line manager. This will take the form of an email automatically generated by the supplier's booking system to give the manager the option to decline the hire. Note if the reservation is not declined prior to the time of the booking it will be automatically authorised in order to avoid instances of vehicle non-delivery.

RECORD OF JOURNEY

It may be necessary for you to provide details of the business journey to HMRC and demonstrate that there has been no private use of the vehicle. Employees are advised to keep a record of each journey, including the reason for and details of the journey plus the mileage travelled. This is the equivalent of the information recorded on a travel expenses form when you use your own vehicle on business. If you are unable to evidence that the journey was for business purposes then HMRC may assess that there was a taxable car benefit. The information should be retained for a period of three years.

INSURANCE

LCC insurance is in place to cover vehicle hire by LCC staff. A hire car for business purposes cannot be covered by personal insurance. Non LCC staff will not be insured to drive hire vehicles.

PICK-UP AND RETURN SERVICE

Pick-up and return service- The hire company offers a free pick-up and return service. They will pick-up the driver up and take them to the depot to collect the hire

car, and then drop them back off after the hire. This will avoid collection/delivery charges and should be used when convenient for the driver.

FUEL

Vehicles are to be delivered by the car hire company with a full tank of fuel under the contract service level agreement. To avoid additional charges drivers should refill the tank prior to returning the vehicle. Additional charges for the hire company to refill the tank are significant, at 30 pence per litre on top of the pump price for the fuel. Drivers can reclaim the total costs of refuelling the vehicle through the online or paper based expenses system. Fuel receipts should be retained for this purpose.

OUT OF HOURS DELIVERY CHARGES

Vehicle hire company office hours are 08.00 to 18.00 Monday to Friday and 09.00 to 12.00 on Saturdays. Requests for vehicles outside of these hours can be met but will incur an additional charge of £10.00. This can be avoided by drivers arranging to collect vehicles, or to have them delivered at the end of the previous working period (i.e. Journey to start 06.00, collect car at 17.30 the previous evening).

REVIEWING OF CHARGES

Payment card transactions and consolidated invoice data will be reconciled by the central business support purchasing and facilities team. The transactions will be transferred into Business World On! against the cost centre provided at the point of booking. Any discrepancies identified during this process will be raised with either the supplier (e.g. charged days and agreement days do not match) or vehicle user (e.g. invalid cost centre provided). Budget holders will also have visibility of transactions on Business World On! and have a responsibility to check transaction activity in their area is appropriate.

SUSTAINABILITY

LCC is committed to reduce CO2 levels and the Business Travel Policy, the associated Use of Vehicles for Business Travel Guidance and Daily Rental Guidelines promote activities to achieve LCC targets.

DUTY OF CARE

Manager's and drivers should ensure that they are fully aware of their responsibilities in the use of daily rental vehicles, as set out in these guidelines, and ensure that they are actively complied with, including for example, the provision and checking of driving licences, the process for authorisation of bookings, the refuelling of vehicles prior to return and the use of vehicles for business purposes only.

In addition, drivers should ensure the following:

- Prior to beginning the journey, familiarise yourself with the vehicle, including location/position switches for lights, windscreen wipers and washers, handbrake, fuel filler cap etc.
- Keep within speed limits and obey road signs.
- Plan journeys, allowing extra time for breaks and unforeseen delays.
- Don't drive for too long without a break or whilst fatigued.