

State of New Jersey
Department of the Treasury
Agency Guidelines for Use of Vehicle Rental Services

Background and Purpose

The Department of the Treasury has entered into a contract with Hertz for vehicle rental services offered under the terms of the Western States Contracting Alliance (WSCA) master agreement. For complete details on this WSCA contract, please visit: http://www.state.nj.us/treasury/purchase/noa/contracts/m0064_12-r-22550.shtml.

The purpose of this contract is to provide state agencies with the ability to rent passenger vehicles to meet their vehicle requirements as efficiently as possible.

Contract Highlights

- Corporate-rate discounts
- Full selection of vehicles, including hybrids. (Rental rates for each vehicle class are listed on the contract pages.)
- One-way rentals up to 500 miles at no additional cost
- Preferred customer service where #1 Gold Service is available at no additional cost
- Emergency roadside assistance available 24 hours/ 7 days a week
- Passenger or vehicle pick-up and delivery. Whenever needed, Hertz will pick up the client at home or office and take the individual to the vehicle, or deliver the vehicle to the home or office of the client. Rental contract and all necessary paperwork will be prepared in advance.
- \$1 million liability protection
- Full loss/damage waiver protection
- Direct billing to agencies

Agency Responsibility

Each agency is required to develop and promulgate internal controls to ensure proper use of the contract including cost/benefit determination (rental vs. employee reimbursement or use of assigned pool vehicles); financial approvals from agency fiscal staff, etc.

State Travel Card:

Agencies will use their State travel card to reserve vehicles. Hertz will bill the using agency directly through this card. If your agency doesn't already have a travel card, please contact:

Department of the Treasury
Division of Purchase and Property
Africa Nelson
609-984-6233
Africa.Nelson@treas.state.nj.us

Reservations:

All vehicle rentals shall be arranged through the agency's travel coordinator or a designee authorized to use to the travel card. Reservations may be made online www.hertz.com, via the toll-free telephone number 800-654-3131, or at branch locations.

Agencies must rent the lowest cost vehicle available, regardless of minor differences in functionality and/or features. Agencies should not select "options" that are not required for the course of business, and add to the cost of the rental. Nor, should agencies select insurance options when making reservations. Coverage is already included in the contract. Rental rates and locations are available at: <http://www.state.nj.us/treasury/purchase/pricelists.shtml>

Agencies should not request additional insurance.

Employee Responsibility

Employees are responsible for following their agency's internal control procedures, and should familiarize themselves with the rental contract. Employees should keep the following guidelines in mind:

- Notify the Fiscal Manger of vehicle rental requirements in advance.
- Ensure that the rental vehicle is driven by an authorized employee on official state business.
- Only State employees and business guests are allowed to ride in the rental car.
- Employees should not accept or request additional insurance when picking up a rental car. Coverage is already included in the contract.
- Check the rental vehicle for defects, and notify the rental agency before driving away.
- Fuel rental vehicle using the most cost effective option available at the time, and submit for reimbursement. Make every effort to return vehicle with a full tank of gas as employees may not receive full reimbursement for excessive refueling charges when other economical alternatives are available.
Please Note: State issued fuel cards and credit cards cannot be used to fuel rental cars, nor may rental cars be fueled at State facilities.
- Promptly report accidents, breakdowns, minor mechanical disrepairs, and lost keys to Hertz using the Emergency Roadside Assistance phone # 1-800-654-5060.

Disputes and Traffic Violations

Hertz is self-insured and complies with the minimum coverage required by the State. Employees should report accidents involving rental vehicles to Hertz and agency management as soon as possible. Agencies are also required to provide form RM1 and supporting documents (police reports, etc) to the Division of Risk Management.

Agencies will resolve any rental disputes directly with Hertz. Agencies will also be responsible for settling any parking tickets and EZ Pass violations incurred during the rental period.

Hertz Contact:

G. R. "Rocky" Mobaraki, MBA, Ph.D.
Hertz Corporation
3800 Jefferson Davis Highway
Alexandria, VA 22305
Ph: (703) 683-9226
Email: rmobaraki@hertz.com

Please Note: The Contract Compliance and Audit Unit (CCAU) will monitor this contract. Agencies which are found to deviate from this procedure will be subject to having their use of this contract revoked.