



State Center Community College District

TRANSPORTATION SERVICES DEPARTMENT

Vehicle Rental Services

State Center Community College District has contracted for vehicle rental services with Enterprise Rent-A-Car. The Transportation Services Department accepts requests through the use of Transportation Request forms.

Submit completed requests to District Operations

Transportation Services Department via intra-district mail or emailed to:

transportation@sccd.edu

Vehicle Request Requirements

- Completed Transportation Requests forms for vehicle rental services must be received by the Transportation Services Department at least five working days prior to the departure date shown on the Transportation Request form.
- Transportation requests are considered complete once the Transportation Services Department has received a completed Transportation Request form with the following information:
 - Appropriate authorized signatures approving the request
 - Budget number
 - Trip details
 - A point of contact with cell phone contact number
- Drivers must have a valid California driver’s license, be a minimum of 21 years of age at the time of vehicle pick-up, and be enrolled in the California Employee Pull Notice Program (PNP) at least two weeks prior to a trip request. To enroll in the California PNP, contact the Transportation Services Department for details.
- Vehicles requested less than five working days prior to the departure date shown on the Transportation Request will be scheduled only on a space-available basis.
- Trips cancellations should be given at least three working days before the scheduled departure date.
- All cancellations must be submitted to the Transportation Services Department in writing.

Current Vehicle Rental Rates

VEHICLE TYPE	EXAMPLE VEHICLE	24 HOUR RATE *	WEEKLY RATE *	MONTHLY RATE *
STANDARD	CHRYSLER 200	\$ 35.00	\$140.00	\$ 630.00
FULL SIZE	FORD FUSION	\$ 35.00	\$140.00	\$ 630.00
MINI VAN	DODGE CARAVAN	\$ 56.00	\$224.00	\$1,008.00
CARGO VAN	FORD HEAVY DUTY XL	\$ 70.00	\$335.00	\$1,190.00
12-15 PASS VAN	FORD ECONOLINE	\$121.00	\$726.00	\$3,194.00

*** Additional Surcharges, Local Taxes, Etc. May Apply**

NOTE: There Is Up To a 40% Airport Fee When a Vehicle Is Rented From an Airport Location



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Vehicle Expenses

- Transportation expenses will be charged directly to the budget of the department identified on the Transportation Request form.
- Changes to the submitted Transportation Request may affect charges.
- Vehicles are rented and billed in 24-hour increments.

Fuel Expenses

- The department identified on the Transportation Request form is responsible for all fuel expenses.
- Co-curricular accounts are authorized to utilize their campus credit cards for fuel expenses.
- A reimbursement requisition must be submitted by the department identified on the Transportation Request form for fuel expenses purchased on a personal credit card.
- If fuel cards are needed, they are available for issue at each campus Business Office.
- Enterprise can refuel the vehicle upon return at a fair market value.

Additional Information

- When picking up your vehicle from Enterprise, please have the following:
 - A copy of your reservation
 - Your driver's license
 - A school ID or business card
- Renters are not required to present a credit card at the time of rental.
- Vehicle rates include a Full Damage Waiver.
- Vehicle rates include a \$300,000 supplementary liability protection.
- Vehicles can be dropped at any Enterprise location without incurring a drop-fee. Please inform the location that you are picking the vehicle up from that you will be dropping it off at another location.
- Daily and weekly rates include unlimited mileage.
- Cargo Vans include 450 miles/rental day.
- The models shown are examples of the size of vehicles and are not guaranteed.
- The Transportation Department will forward your confirmation information to the requestor once a reservation is made.
- If you need a ride to the Enterprise office, Enterprise will pick you up and take you to their office at no additional cost. Please contact the number on the confirmation email to make arrangements.
- All SCCC employees who are enrolled in the Employee Pull Notice Program (PNP) are authorized to drive any vehicle rented by SCCC. There are no fees for additional authorized drivers who are on the employee PNP.