

# Columbiana County Educational Service Center

## Car Rental Procedure

1. ESC Superintendent or Director will determine whether a rental car should be used for professional travel based on number of days/total (round trip) number of miles. Rentals will not be considered for any trips less than 150 miles round trip.
2. If the ESC Superintendent or Director determine a rental car is necessary, the following steps need to be followed:
  - a. The online car rental request form must be completed and turned into the ESC Superintendent or Director. This form can be found on the ESC website, [www.ccesc.k12.oh.us](http://www.ccesc.k12.oh.us). Once this form has been completed and turned in you will receive an email from the Administrative Secretary with rental information.
  - b. Cars rented will be a standard size (if you would like a larger car, you are welcome to pay the additional amount when you pick up the car).
  - c. You will decline insurance on the rental.
  - d. All CCEC employees are eligible to drive rental cars.
  - e. If you have any questions, please contact your supervisor.
3. Payment for Car Rental and Gasoline
  - a. Office credit cards are kept in the Treasurer's Office. You will have a car assigned to you that you will sign in and out.
    - i. You will need to go to the Treasurer's office to sign the credit card out prior to leaving for the trip. Credit cards may ONLY be used for hotel room charges, car rental, and gasoline for the rental car.
    - ii. Credit cards and the credit card receipts must be returned to the Fiscal Office within 2 days of returning from your trip.
4. If more than one staff member from the office is attending the same meeting, car pooling is strongly recommended.
5. Superintendent or Directors approval needed.

**\*\*There is a 48-hour notice needed to rent the car\*\***