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G-04

Title:	WIOA Guidance- Rental Cars	
Program:	Workforce Innovation and Opportunity Act	
Effective:	July 1, 2018	
Revision #:		

Purpose: Establish a rental car policy defining how rental cars will be utilized between counties. This policy will define the guidelines on what is allowed when driving a rental vehicle.

Background: The Workforce Development Board-Mid Ohio Valley allows authorized staff to access rental cars to transport participants safely or other approved trips.

Policy WDB-MOV authorized staff will need to reserve the cars in advance, (preferably one month) using an online calendar accessible at any time. It is the responsibility of the staff member driving the car to fill out the mileage log that is always kept in the car. In any case of an accident there will need to be a report filed to the WDB-Director. All traffic violations (speeding tickets, rolling stops, etc.) will be the responsibility of the authorized driver at fault.

The following restrictions will apply:

- No texting/ use of electronics while driving.
- No smoking in the rental car.
- No driving while under the influence.
- No leaving the car unlocked and unattended.
- No lending the car out to an unauthorized driver.

Action: All authorized drivers will be made aware of this policy. All guidelines and regulations described in this policy must be followed.

Expiration Date: Effective until rescinded or modified by the Workforce Development Board Mid-Ohio Valley.