

SAM—TRANSPORTATION SERVICES

CAR RENTALS (Revised 01/2016)

4117.2

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) operates a daily car rental service out of the Sacramento State Fleet Garage, located at 1416 10th Street, Sacramento, CA. OFAM has also established and manages a commercial car rental contract with a nationwide car rental provider.

State employees in need of short-term vehicle transportation may use either the OFAM daily vehicle rental services or the state's contracted commercial car rental company when conducting official state business. State employees may use either of these services; however, as instructed in [SAM Section 4117](#), state employees shall choose the service which is most economical and meets their operational needs.

As outlined in [Management Memo 13-01](#), vehicles rented or leased for over 30 consecutive calendar days or more than (4) consecutive work weeks (excluding weekends and holidays) are required to be approved through a department's Fleet Acquisition Plan (FAP) prior to renting or leasing the vehicle. Continually re-renting fleet assets week to week or with a short break after 30 days without seeking OFAM approval is prohibited.

Vehicles equipped for persons with disabilities are available at both the Sacramento State Fleet Garage or from the contracted commercial car rental company.