

CAL FIRE Butte Unit
Policies and Procedures



Approved By: 
Darren Read, Unit Chief

Approval Date: **September 1, 2017**

Subject: **2600 Business Services**
Specific Subject: **2600.001 Voyager Card and Rental Cars**

Original Policy Date: **June 2017**
Revision Date: **N/A**

POLICY:

Rental Cars may be used for both regular travel and emergency incidents. Voyager emergency cards may only be used for emergency fire incidents for rental cars.

PROCEDURE:

Rental cars may be ordered through the Dept. of General Services. You can contact the CAL TRAVEL Store at 1-877-454-8787. After hours listen to the recording and follow the directions. When requesting a vehicle make sure you have the appropriate "INDEX" "PCA". (etc. 2100 02350). If you are renting a vehicle for a fire emergency you will need to supply the following information: Legal Name, Index & PCA of the requesting unit, Order #, and Request #. A four wheel drive vehicle is only approved for employees assigned to line assignments, or have the need for a large vehicle (AO-9). Ensure the fuel tank is full when the rental car is returned or the employee will be responsible for the fuel bill.

VOYAGER EMERGENCY CARDS: Packets will be available in the Emergency Command Center for fire emergency only. ECC will document and track assigned fuel cards.

EMERGENCY USE ONLY FLEET CARD 2678.3

(No. 22 November 2014)

CAL FIRE has an exemption from the Office of Fleet and Asset Management (OFAM) allowing the use of the Fleet Card for commercial rental vehicles which are rented by Department employees for use on emergency incidents.

These cards are designated "Emergency Use Only," and are **only for purchasing fuel** while traveling to, during, and returning from an emergency incident. Car washing, emergency roadside service, towing, oil changes, and emergency purchasing of repair parts are prohibited as these items are the responsibility of the rental agency.

Each Unit has an inventory of 10 "Emergency Use Only" cards. These cards shall be available 24/7 at the Emergency Command Center (ECC) or other location as deemed necessary within the Unit. They will be issued by means of the [AO-115c](#) to individual employees **only for the duration of the employee's assignment**. In addition, **the employee will need to retain all receipts and document the fuel purchases utilizing CAL FIRE form [AO-78c](#), Emergency Incident Fuel Purchases.**

The "Emergency Use Only" cards are embossed with the Unit Index Code and are sequentially numbered 1 through 10. The use of the emergency card is identical to the non-emergency card; it requires the entry of a PIN, which is 00900 for fire assignments, or the Unit's PCA code for emergency incidents other than fires, e.g. floods, earthquakes etc. Emergency Use Only cards are not to be used for **routine business**.

Along with the above documentation, the final bill from the rental car company is required. It should include the final cost and mileage.

Once employees return to the unit, the employees may not take any additional line assignments until they have returned the packet with the appropriate documentation to headquarters, 220 Grand Ave.

SAMPLES FORMS ATTACHED.

AO-9

AO-78c

AO-115c

DGS Accident Report

Rental Car Information

Package Includes the following:

- 1) Fuel Incident Fleet Card
- 2) Accident Identification Form
- 3) Vehicle Accident Report
- 4) Instructions for use of Voyager Card on Incidents.
- 5) Fuel Log for Rental Vehicle

Upon return, please bring package to State Finance or Administrative Officer 1 with the following:

- 1) Receipts for gas purchased with Voyager card
- 2) Copy of Rental Car Receipt with total mileage and rental charges.
- 3) Completed Fuel Log
- 4) Copy of accident report, if used.

Currently the following brands accept the State of California (Voyager) Fleet Card:

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|------------|---------------|----------|
| • BP | Mobile | Sinclair |
| • Chevron | Pacific Pride | Tesoro |
| • Circle K | Philips 66 | Texaco |
| • Conoco | Pilot | Total |
| • Exxon | Shell | Union 76 |
| • Valero | | |