

UNIVERSITY BUSINESS RENTAL VEHICLES
General Information

Rental Vehicles:

Rental vehicles funded by the University and used for university-related business or trips will be operated in accordance to the vehicle & van safety guidelines. Rental vehicles used for business purposes and trips should only be driven by Approved Drivers and reservations should include the University's name. In addition, University rental vehicles should be reserved and paid for via University Funds (example: Purchasing Dept. (822-8850) or by utilizing an authorized university credit card). Rental vehicles used for authorized University business will be covered under the University's commercial auto insurance as the policy applies. Please note that the rental of 15 passenger vans is no longer authorized due to the high rollover and safety risks noted by NHTSA (National Highway Traffic Safety Administration)

Important Note:

Drivers should thoroughly inspect rental vehicles for any existing damages prior to leaving the rental facility and note the damage with the rental company. Obtain copies of rental paperwork that reflects the existing damages.

Once the driver leaves the rental facility, any damages found upon return that were *not* previously noted can be charged to the renting party by the rental company and shall be the responsibility of the corresponding university department. This would include damage costs up to the existing policy deductible (typically \$500). Departments utilizing rental vehicles should consider this exposure when planning travel budgets.

Accidents/Damage:

Should an accident occur while using a business rental vehicle, please complete the 'Vehicle Accident Report' located on the Risk Management website and report to your department Manager and the Risk Management office as soon as possible. (Terry Gordon/ 386-822-7701)

The University accident/claims process will require a legible copy of the Rental Agreement and any police reports obtained(or police report number). Any accidents or vehicle damage must also be reported to the Rental company. Please obtain a copy of this report as well.

If involved in an auto accident:

- Notify the proper authorities immediately and obtain a copy of the police report, or obtain information from the Officer needed to obtain the report.
- Whether or not an officer is in attendance, always exchange pertinent information with the "Other Driver" for insurance filing.
- Important Information to Obtain: Name, Address, Phone#, Auto Insurance Company, Insurance Company Policy#, Insurance Company Phone#, Vehicle Year, Make & Model & Witness/Passenger Info if any.
- **Note:** Date & Location of Accident, Name of Law Enforcement Agency (DPD, State Trooper, County Sheriff, etc) and any Damages.

University Vehicle/Driver Safety Policy Link:

<http://www.stetson.edu/administration/facilities/risk-management/vehicle.php>