



The
UNIVERSITY
of **VERMONT**

Policy V. 4.3.19.2

Responsible Official: Vice President for
Finance and Administration

Effective Date: August 27, 2010

Automobile Rental

Policy Statement

All UVM faculty, staff, and students are expected to adhere to the procedures established below for renting vehicles on University business.

Reason for the Policy

Employees and students often need to rent vehicles in order to carry out University business. For a rental to be authorized, it must have a clear University business purpose and comply with the procedures below.

Strategic Direction

This policy supports the following goal in the University's Strategic Plan
http://www.uvm.edu/president/?Page=strategicplan2009_2013.html:

- Institutional Efficacy: As an institution, model the highest standard of ethical conduct, accountability and best practice, public service, and strong commitment to lifelong learning.

Applicability of the Policy

This policy applies to all University of Vermont faculty, staff, and students.

Policy Elaboration

AUTO RENTAL

Short-term auto rental from LOCAL vendors: The University has negotiated discounted auto rental rates for University travelers through Thrifty Car Rental. Contact Thrifty Car Rental at 656-8650 to make a reservation as soon as you know your travel plans. (If Thrifty can not accommodate your needs, contact Procurement Services to arrange for an alternative vendor.)

Payment can be made by using a UVM purchasing card, by using a personal credit card, or by using a blanket Purchase Order (obtained from Procurement Services by completing an online purchase requisition. Present your Purchase Order number, UVM PurCard, or personal credit card at the time you pick up your car. If a personal credit card is used, submit for reimbursement through the Travel and Expenses module in PeopleSoft after your travel is complete. If a Purchase Order is used, an invoice will be sent by the vendor to Procurement Services for payment. If a purchasing card was used, reallocate the transaction to the appropriate account in PeopleSoft and provide the business purpose information on the journal report.

Short-term auto rental from NON-LOCAL vendors: When renting an auto to be picked up at a location outside Burlington, make rental reservations with the company you select. When you pick up your rental car, you will be required by all auto rental companies to pay for your rental car with a credit card. If a personal credit card was used, submit for reimbursement through the Travel and Expense module in PeopleSoft after your travel is complete. If a purchasing card was used, reallocate the transaction to the appropriate account and provide the business purpose information on the journal report.

Long-term auto rental (local or non-local): For auto rentals for periods of time greater than 30 days, the rental must be made through Procurement Services by use of a purchase requisition. Contact Procurement Services for assistance.

Auto rentals for en-route travelers: All last-minute rentals require payment with a credit card. If a personal credit card was used, submit for reimbursement through the Travel and Expense module in PeopleSoft after your travel is complete. If a purchasing card was used, reallocate the transaction to the appropriate account and provide the business purpose information on the journal report.

Regardless of method of payment, auto rental companies require employees traveling on University business to rent an auto in the employee's name.

AUTO RENTAL INSURANCE

University employees or students who rent an auto for UVM business or sanctioned student activity must follow these policies to minimize risk to the University:

1. Only faculty, staff or students may drive vehicles rented for UVM business. Review the auto rental contract and follow all driver age requirements. (Generally, drivers have to be at least 21 years of age, but the local Thrifty office allows drivers who are at least 18 years of age, but UVM's policy is that drivers must be 19 years of age or older.)
2. Non-affiliates of the University are not authorized to operate a rental vehicle which has been rented for University business. If more than one affiliate will be operating a rental vehicle, all drivers must be listed on the rental agreement.
3. If not included in the auto rental rate, purchase the loss (collision) damage waiver (LDW or CDW) which covers damage to the rental vehicle. If a department fails to do this, the department will absorb a \$1,000 deductible in the event of an accident. UVM's insurance covers the vehicle only while the vehicle is operated for University business. Side trips or any other personal use of the vehicle is not authorized or covered by

UVM's insurance, unless such side trips or personal use is within 30 miles of the area where business is being conducted and is for necessities such as obtaining food, gas, or during downtime between scheduled meetings.

4. Do not purchase liability insurance coverage from the vehicle rental company. UVM's coverage will respond if damage or injury occurs to another party, where a UVM affiliate is at fault, if the accident occurs while carrying out University business, and if the accident is reported in a timely manner to the Department of Risk Management.
5. Under no circumstances should a rental vehicle be used to pull a trailer nor should it be driven on unpaved roads. Read the section of the rental contract outlining other excluded uses of the vehicle, and abide by them.
6. If an auto rental/lease is long-term (i.e., 30 days or more) then renters need not purchase the loss damage waiver (LDW). Rather, the University needs to specifically insure the auto on the University's own policy. No department should enter into a long-term lease or rental without submitting an online purchase requisition and sending the rental/lease contract to Procurement Services. Procurement will work with Risk Management for review and approval of the terms and conditions of the contract and payment to the vendor. The department may not pick up a vehicle until a purchase order number is issued and the lease/rental contract signed by the Director of Procurement Services.
7. Whenever possible, rental vehicles shall be two- or four-door sedans and the seating capacity of rental vehicles is not to be exceeded. Where necessary and appropriate, the rental of vans is authorized, but restricted to twelve-passenger vans at most. **DO NOT** rent fifteen-passenger vans due to the inherent risks with these vehicles. Any employee whose job's essential functions include driving on UVM business must be certified as having passed the Risk Management Driver's Safety Course. All students who drive UVM owned, rented, or leased vehicles must also receive this training. These courses are held periodically and can be scheduled by calling the Risk Management office at 656-3242.
8. Seat belts must be worn by all occupants of a rental vehicle at all times. The use of intoxicants and controlled substances is strictly forbidden.

In the event of an accident:

1. Do not admit liability. Obtain the name of the other driver and witnesses, if possible.
2. Report the accident immediately to the local police and the rental company, so as not to void the coverage available through the loss damage waiver (LDW). Send copies of all accident reports filled out for the rental agency to Risk Management.
3. Immediately notify UVM's Department of Risk Management by phone (656-3242) or in writing of the incident.
4. Send a complete copy of the rental contract to the Department of Risk Management.

One final note: Although a credit card may provide coverage for automobile accidents when you use the card to rent a vehicle, it only insures as "excess over any other collectible insurance," meaning that the University's insurance would be responsible first. The credit card coverage would rarely pay a claim.

Definitions

Long-term automobile rental: is defined as greater than 30 days

Short-term automobile rental: is defined as 30 days or less

University traveler: includes UVM faculty, staff, and students traveling on UVM authorized business. It excludes non-employee spouses, alumni, etc.

Procedures

See Policy Elaboration above.

Forms

None.

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Director of Procurement Services (regarding procurement inquiries)
656-4192

Director of Risk Management (regarding insurance inquiries)
656-3242

The Vice President for Finance and Administration is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

Automobile Accident Claims Procedure

http://www.uvm.edu/~riskmgmt/?Page=insurance/autopropertyaccidentreport.html&SM=insurance/insuranceclaims_submenu.html

Driver Safety and Motor Vehicle Use Policy

<http://www.uvm.edu/~uvmppg/ppg/riskmgm/driversafety.pdf>

Travel Policy

<http://www.uvm.edu/~uvmppg/ppg/travel/travel.pdf>

Travel Safety Guidelines

https://www.uvm.edu/~riskmgmt/?Page=guidelines/riskreduxguidelines.html&SM=guidelines/riskreduxguidelines_submenu.html

Effective Date

Approved by the President August 27, 2010