



The
UNIVERSITY
of **VERMONT**

Policy V. 4.1.19.1

Responsible Official: Vice President for
Finance and Administration

Effective Date: November 9, 2006

Automobile Rental

Policy Statement

All 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=strategic_planning/strategicplan.html :

- Focus the human, fiscal, environmental, technological and physical resources of the University on institutional values and priorities.

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 discount auto 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. Payment can be made by using a Purchase Order (obtained from Procurement Services by completing an on-line purchase requisition), by using a UVM purchasing card, or by using a personal credit card. 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 your Travel Expenses through “My Wallet” in Catalyst for reimbursement after your travel is complete. If a Purchase Order is used, send a copy of the rental agreement to Procurement Services immediately after completing your travel.

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 personal credit card. After your travel is complete, submit travel expenses through PeopleSoft for reimbursement.

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 personal credit card. After your travel is complete, submit your expenses through PeopleSoft for reimbursement.

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

AUTO INSURANCE

General Guidelines. University employees or the Student Association members, who rent an auto for UVM business or sanctioned student activity, should follow these policies to minimize risk to the University:

1. All attempts should be made to limit driving to faculty and staff. 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). Drivers of rental vehicles must be UVM faculty, staff or students. 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.
2. Purchase the collision damage waiver (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.
3. 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.

4. 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.
5. If an auto rental/lease is long-term (i.e., 30 days or more) then renters need not purchase the collision damage waiver (CDW). 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 on-line 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.
6. 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, regardless, 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.
7. 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 collision damage waiver. 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)

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)

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

[Travel Policy](http://www.uvm.edu/~uvmppg/ppg/travel/travel.pdf)

<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)

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

Effective Date

Approved by the President on November 9, 2006