



## University Operating Procedure

---

# Automobile Rental

---

## Overview

All faculty, staff and students needing to rent a vehicle to perform university business (University business travelers) must have a clear business purpose and comply with the established procedures outlined below.

## Procedures

### **Booking Reservations for Short-Term Auto Rental (Local or Out-of-State)**

The University has discounted vehicle rates for University business travelers through Hertz Corporation (see Attachment 1 for discount rates). As soon as travel plans are known, University business travelers should visit the **Hertz Direct Booking Tool** at: [www.hertz.com](http://www.hertz.com) or call the local Shelburne Road Office: **(802) 859-3601**.

The UVM Corporate Discount Number (CDP) is 1814044.

Payment can be made by using a UVM purchasing card (PurCard), a UVM purchase order or by using a personal credit card. UVM business travelers must present the UVM PurCard, UVM purchase order number, or personal credit card used to book the reservation at the time of pick up.

If a purchase order is used (obtained from Purchasing Services by completing an online purchase requisition prior to trip), an invoice will be sent by Hertz Corporation to the Disbursement Center for payment. If a purchasing card is used, the cardholder must reallocate the transaction to the appropriate account and provide the business purpose information on the PurCard journal report. If a personal credit card is used, the cardholder must submit appropriate substantiation for reimbursement via an expense report in PeopleSoft after the authorized business travel is complete.

### **Booking Reservations for Long-term Auto Rental (Local or Out-of-State)**

For auto rentals for periods of time greater than 30 days, the rental must be made via a purchase order through Purchasing Services.

**Auto rentals for en-route travelers.** All last-minute rentals require payment with a credit card. If a purchasing card is used, the cardholder must reallocate the transaction to the appropriate account and provide the business purpose information on the PurCard journal report. If a

personal credit card is used, the cardholder must submit appropriate substantiation for reimbursement via expense report in PeopleSoft after the authorized business travel is complete.

Regardless of method of payment, auto rental companies require travelers on University business to rent an automobile in the authorized employee's or student's name.

**Auto Rental Cancellation Courtesy (and to avoid cancellation late charges)**

A minimum of 48 hours is requested to cancel any regular car class rental.

A minimum of 72 hours is requested to cancel a 12-passenger van rental.

**Auto Rental Insurance**

University business travelers who rent a vehicle for UVM business should follow these procedures to minimize risk to the University:

1. Only authorized University business travelers may drive vehicles rented for UVM business, and are required to review the auto rental contract and follow all driver age requirements. Hertz allows drivers who are 18 years of age, however, UVM's policy is that drivers **must be 19 years** of age or older.
2. Individuals who are not University business travelers as defined in these procedures are not permitted to operate a rental vehicle which has been rented for University business. If more than one University business traveler will be operating a rental vehicle, all drivers must be listed on the rental agreement.
3. Loss damage waiver insurance (LDW) and liability protection coverage is included in the University's Hertz auto rental rate. However, University business travelers must verify that this is noted on the rental agreement. For any other rental companies, University business travelers must purchase LDW insurance from the rental company. UVM's insurance covers the vehicle on an excess basis, and 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. University business travelers should 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 business traveler 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 and Safety.
5. Under no circumstances should a rental vehicle be used to pull a trailer, nor should it be driven on unpaved roads. University business travelers renting a vehicle under these procedures are required to read the section of the rental contract outlining other excluded uses of the vehicle and abide by them.
6. No department should enter into a long-term lease or rental without submitting an online purchase requisition and sending the rental/lease contract to Purchasing Services.

Purchasing Services will work with Risk Management and Safety 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 is signed by Purchasing 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 12-passenger vans at most. Fifteen-passenger vans are PROHIBITED due to the inherent rollover risks with these vehicles.
8. Any employee whose essential job 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, regardless of car class, must also receive this training. Students not listed on Risk Management's Certification List with Hertz will not be allowed to rent or drive a rental vehicle. These courses are available online on the Risk Management and Safety website:  
<http://www.uvm.edu/safety/field/driver-safety-program>.
9. Hertz provides 24-Hour Roadside Assistance Service 365 days a year in the U.S. and Canada. Emergency Road Service: 1-800-654-5060.
10. 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 and Safety.
3. Immediately notify UVM's Department of Risk Management and Safety by phone (802) 656-3242, or in writing, of the incident.
4. Send a complete copy of the rental contract to the Department of Risk Management and Safety.

Although a credit card may provide coverage for automobile accidents when the card is used 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.

*UVM business*: is defined as “while on assignment by or at the direction of UVM for furthering its business interest”.

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

## **Contacts/Responsible Official**

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

Purchasing Services  
(regarding procurement inquiries)  
(802) 656- 6610

Risk Management and Safety Office  
(regarding insurance inquiries)  
(802) 656-3242

The Vice President for Finance and Treasurer is the official responsible for the interpretation and administration of this procedure.

## **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>

Travel Policy

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

Travel Safety Guidelines

[http://www.uvm.edu/~riskmgmt/?Page=guidelines/riskreduxguidelines.html&SM=guidelines/riskreduxguidelines\\_submenu.html](http://www.uvm.edu/~riskmgmt/?Page=guidelines/riskreduxguidelines.html&SM=guidelines/riskreduxguidelines_submenu.html)

## **Effective Date**

Approved by the Vice President for Finance and Treasurer June 14, 2013