



## UNIVERSITY OPERATING PROCEDURE

**Title:** Automobile Rental for UVM Faculty, Staff and Students

### 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.

### Applicability of the Procedure

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

### Definitions

Long-term automobile rental: A rental greater than 30 days.

Short-term automobile rental: A rental for 30 days or less.

Non-affiliate: A person who is not a UVM employee, faculty, staff or student.

University business Traveler: UVM faculty, staff and students traveling on UVM authorized business or individuals defined as being on UVM business. Otherwise excludes all other non-employees, non-students, spouses, volunteers, alumni, etc.

UVM business: "While on assignment by or at the direction of UVM for furthering its business Interest"

### Procedures

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

The University of Vermont (UVM) has discounted vehicle rates for University business travelers. As soon as travel plans are known, University business travelers should book reservations through one of the University's [contracted suppliers](#). Renters should verify the reservations are made under one of the University of Vermont's contracts to obtain its contracted rates and insurance coverages.

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 PurCard is used for payment the name on the PurCard must match the name of the person picking up the vehicle.

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.

If a purchase order is used (obtained from Purchasing Services by completing an online purchase requisition prior to trip), the car rental company will send an invoice to the Disbursement Center for payment. The requisition must include the following business purpose information:

- reservation number
- date and location of pick up and drop off
- driver(s) name(s),
- type of vehicle
- business purpose for the rental

If a PurCard is used, the cardholder must reallocate the transaction to the appropriate account, provide the business purpose information (listed above) and attach proper documentation with the PurCard journal report. If a personal credit card is used, the cardholder must submit appropriate documentation (listed above, and including an invoice) for reimbursement via an expense report in PeopleSoft after the authorized business travel is complete.

#### **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 obtained from Purchasing Services by completing an online purchase requisition prior to the trip.

#### **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, provide the business purpose information (see above) on the PurCard journal report, and submit an invoice. If a personal credit card is used, the cardholder must submit appropriate documentation for reimbursement (listed above, and including an invoice) via expense report in PeopleSoft after the authorized business travel is complete.

#### **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 within the U.S., must 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. Some suppliers allow drivers who are 18 years of age, however, UVM's policy is that drivers **must be 19 years** of age or older and must be eligible to drive in accordance with the University's Driver Safety and Motor Vehicle Use Policy.
2. Any employee whose essential job functions include driving on UVM business must be certified as having passed the [Risk Management Driver's Safety Course](#). Drivers of any passenger van must have a valid certification from Risk Management. 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 will not be allowed to drive a rented or UVM-owned vehicle.
3. 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.

4. For travel originating in the United States, loss damage/collision damage waiver insurance (LDW, CDW), which covers damage to the rented vehicle and liability insurance coverage are included in the auto rental rate for UVM's contracted suppliers. However, University business travelers must verify that this insurance coverage is noted on the rental agreement. For any other non-contracted rental companies, or for rentals originating outside of the United States, University business travelers must purchase LDW/CDW insurance from the rental company.
5. 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.
6. University business travelers who are UVM employees, faculty, staff or students do not need to purchase liability insurance coverage from a contracted or non-contracted 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 is not an intentional act, and if the accident is reported in a timely manner to the Department of Risk Management and Safety.
7. For international auto rentals, business travelers MUST purchase the liability insurance and collision damage coverage offered.
8. 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. If the 12-passenger van is fully occupied, NO luggage should be stored on top of the van.
9. Under no circumstances should a rental vehicle be used to pull a trailer, nor should it be driven on unpaved roads, which is usually an excluded use in the rental contract. 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.
10. 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 supplier. 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.
11. 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.
12. In compliance with Vermont law, drivers must not use hand-held electronic devices, including music players, laptops and cellular telephones while driving.

**In the event of a non-affiliate University business traveler, for whom UVM arranges travel, these procedures still apply, except UVM's insurance coverage will not respond to non-affiliated renters. Any claims above those covered by the rental car companies will be the responsibility of the renter. For non-contracted rental companies, or for rentals originating outside of the United States, non-affiliate University business travelers must purchase LDW/CDW and Liability insurance from the rental company.**

**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/CDW). 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 email risk.management@uvm.edu.
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.

**Contacts**

<b>Questions concerning the daily operational interpretation of this UOP should be directed to the following:</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Purchasing Services (Regarding contracted suppliers or purchase orders)	(802) 656-6610
Risk Management and Safety Office (Regarding insurance inquiries)	(802) 656-3241
Disbursement Center (Regarding PurCard or expense reports)	(802) 656-4192

**Forms/Flowcharts/Diagrams**

- None

**Related Documents/Policies**

- [Automobile Accident Claims Procedure](#)
- [Driver Safety and Motor Vehicle Use Policy](#)
- [Travel Policy](#)
- [Travel Safety Guidelines](#)
- [PurCard website](#)

**Training/Education**

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

**About This Procedure**

<b>Responsible Official:</b>	Vice President for Finance and Administration	<b>Approval Authority:</b>	Vice President for Finance and Administration
<b>Affiliated Policy Number(s):</b>	V. 3.7.2, V. 4.14.3	<b>Effective Date:</b>	January 29, 2019

<b>Revision History:</b>	Policy transitioned to a University Operating Procedure June 14, 2013 V. 4.3.19.2 approved August 27, 2010 V. 4.1.19.1 approved November 9, 2006
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