

Need to Rent a Car?

There are several things you will need to remember when you rent a vehicle.

Units and drivers are responsible for reading, understanding and complying with the University of Idaho policy, Administrative Procedures manual, chapter 5 section 8, on vehicle usage, renting vehicles, and using your personal vehicle. Below are helpful reminders although the information is not intended nor should be considered as a replacement of the policy.

Driver Qualifications

Employees who would like to use a rental vehicle must qualify prior to operating the rental vehicle or university owned vehicle. To qualify, the employee must have a driver's record check which reflects satisfactory driving performance, sign a Vehicle Use Agreement, and take the Defensive Driver Training. The driver must have the University Auto Accident form in their possession when operating the vehicle.

Prior to renting vehicles, drivers must take the university's **Defensive Driver Training**. The course should be assigned to the employee by their divisional gate keeper. Environmental Health and Safety maintains who the gate keepers are for each division. Employees who have been assigned the training will receive an email with a link to the session they need to take. The training can also be accessed at <http://www.uidaho.edu/infrastructure/pss/risk-management/insurance> after the employee has been assigned. The training is valid for five years and should be retained at the unit level.

The **Vehicle Use Agreement** is found at the Risk Management website under the link above and is valid for three years and should be retained at the unit level.

Potential drivers can request their **Driver's Record** be checked by completing the Driver's Record Request form found at the above link and emailing it to their appropriate unit administrator. A driver record check is valid for three years and should be retained at the unit level.

The driver must have a **University Auto Accident Form** kit in their possession when operating a vehicle. The kit consists of the University Auto Accident form (complete and send to UI Risk if an accident occurs), Proof of State of Idaho Coverage (show to the police agency responding to the accident), and the State of Idaho Citizen's Claim Procedure (give to the other party in an accident). Kits are found on Risk's webpage at <http://www.uidaho.edu/infrastructure/pss/risk-management>. The University Auto Accident Form portion of the kit should be printed double sided.

Renting a Vehicle should occur through Enterprise. The driver will need to rent the vehicle from Enterprise by visiting the link from Accounts Payables webpage, <https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/transportation>. The University's corporate account, XZ47IDS, preloads in form. For form question, "Is the traveler traveling on behalf of IDS State of Idaho WSCA" choose YES. For form question, "Bill IDS State of Idaho WSCA", choose NO. If calling Enterprise Reservations at 800-Rent-A-Car (800-736-8222) be sure to provide them with the University's corporate account XZ47IDS with no direct bill.

Rental of Large Vehicles is excluded from Enterprise's contract with the university. Over 8 passenger vans, cargo vans, moving vans or large trucks require special handling. Once the unit

has identified the rental agency they would like to work with and the proposed driver of intended rental, contact Risk Management at risk@uidaho.edu.

Coverage for Rentals is provided through the Enterprise contract and the renter should decline the coverage if asked. Special Enterprise authorization is required for any off road/gravel use. Coverage through other rental agencies can come from State Risk and or the P-Card. For possible coverage through use of the P-Card, the person whose name shows on the P-Card must be listed as the second driver of rental and the rental cannot be a van or truck.

Rental	Vehicle Type	Payment	Insurance / Coverage	Deductible
Enterprise	Passenger vehicles	Purchasing card or credit card	UI Accounts Payable travel website used Enterprise Contract XZ47IDS referenced on contract Enterprise is claims provider	\$ 0
		Purchasing card	No use of Accounts Payable website No reference to State of Idaho contract Purchasing card is claims provider	\$ 0
		Credit card	No use of Accounts Payable website No reference to State of Idaho contract State of Idaho is claims provider	\$ 500
Hertz	Passenger vehicles	Purchasing card or credit card	State of Idaho is claims provider	\$ 500
		Purchasing card	Purchasing card is claims provider	\$ 0
Other companies	Passenger vehicles	Purchasing card or credit card	State of Idaho is claims provider	\$ 500
		Purchasing card	Purchasing card is claims provider	\$ 0
Specialty rentals	Vans large, cargo or moving vans or large trucks	Purchasing card or credit card	Coverage could vary. Contact UI Risk at risk@uidaho.edu	\$ 500

Renting cars inside the U.S. or its possessions

US possessions, per the terms of “coverage” include American Samoa, Guam, U.S. Virgin Islands, Mariana Islands, and Puerto Rico. Inside the U.S., since the University of Idaho has vehicles that are currently insured through the State of Idaho, you don’t need to purchase insurance from the rental car company. Be aware there is a \$500 deductible for damage to the vehicles, which must be paid by your department. All windshield damage must be paid in full by your department.

Renting cars outside of the U.S.

Where available, rent from Enterprise under University’s corporate account, XZ47IDS, otherwise purchase liability and physical damage from rental car agency.

Questions?

The Administrative Procedures manual chapter 5 section 8 covers the policies on vehicle usage, renting vehicles, and using your personal vehicle. You can email your questions to Risk Management at risk@uidaho.edu.