RENTAL VEHICLE POLICY

Purpose: To define the policy and procedures for renting vehicles for use while conducting business on behalf of the University of Rhode Island.

Applicability: This policy applies to all faculty, staff, and students of the University of RI.

Procedure: Any Vehicle driven while conducting University Business or for any other University purpose must be operated in a safe and courteous manner. Vehicles must be operated in compliance with all applicable laws. All drivers should be at least 18 years of age with a valid US driver’s license and a classification appropriate for the type of vehicle being driven.

Do not purchase a collision damage waiver (CDW) from the rental agency, except for international rentals. On foreign business rentals, the driver should accept the CDW/LDW and liability insurance in the minimum amount offered by the rental agency since the University Auto Policy does not extend coverage to non-US territories.

Please complete the Certificate of Insurance Request – Rental Vehicle to request automobile coverage for rental vehicles. There is no additional charge to the department to add the rental vehicle to the University’s Automobile Insurance Policy. Each rental will be covered with the following coverage and limits:

- $1,000,000 Liability Coverage
- $50,000 Comprehensive & Collision Coverage

The coverage is based on rentals that are in the name of the University of Rhode Island and the University member renting the vehicle should be listed as the driver.

15 PASSENGER VAN POLICY

All drivers of 15 passenger vans must be 21 years or older with a valid driver’s license. It is recommended that all drivers of 15 passenger vans review a driver’s training course to ensure safe and proper operation of the vehicle. The 15 Passenger Van Safety Training CD can be obtained by contacting the University Risk Manager.

ACCIDENT REPORTING

In the event of an auto accident while operating a rental vehicle, promptly follow the following procedures:

1) Contact the Campus or Local Police department.
2) Report the incident to the University Risk Manager within 48 hours.
3) Complete the Auto Accident Report Form and email to the Risk Manager.