
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.

Preferred Rental Agencies: The University preferred rental car agencies are **National Car Rental** and **Enterprise**. University travelers should use preferred car rental agencies for all vehicle rentals for University business. Use of other car rental agencies is permissible when National Car rental and Enterprise are not available in the region or area you are traveling in.

Business Use Rentals: When using the **Preferred Rental Agencies** all travelers for University business **must** use the **University Business Travel Account Code** (see below) in order to obtain the discounted rates and auto insurance coverage included in the discounted rates. Auto insurance coverage only applies to University affiliates listed on the rental agreement and does not cover unauthorized drivers such as spouses, children or friends of University faculty, staff or students. All business travelers **must** show a current URI ID at the rental agency.

University Business Travel Account Code: **XZ49287** (rates include liability and collision coverage for listed drivers)

Auto Rental Insurance: The University has contractual rates with the **Preferred Rental Agencies** and rates include the following auto insurance coverage:

- Liability coverage of \$300,000 and,
- Collision coverage for the value of the rental vehicle.

Non-Preferred Rental Agencies: If renting from a non-preferred rental agency, travelers must request a certificate of insurance. The certificate can be requested online on the University Risk Management website. All certificate requests must be made at least (4) days prior to traveling. Once requested, an insurance certificate will be emailed to the traveler and the traveler should print and bring the certificate to the rental agency. Travelers and/or Departments will not be reimbursed for purchasing additional auto insurance through the rental agency unless purchasing coverage for international auto rentals.

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.

15 Passenger Van Rentals: All drivers of 15 passenger vans must be **25 years or older** with a valid driver's license and must complete the **15 Passenger Safety Training** to ensure safe and proper operation of the vehicle. The Safety Training can be completed online at the University Risk Management website.

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 to complete an accident report.
- 2) Report the incident to the University Risk Manager within 48 hours.
- 3) Download and complete the Auto Accident Report Form and email to the University Risk Manager.

Personal Use Rentals: All URI students, faculty and staff are eligible for discounted rental rates for personal use rentals when booking with the University preferred rental agencies. To obtain the discounted rate please use the University Personal Use Discount Code. The personal use discount rate **does not include auto insurance**. Renters must use their own personal auto insurance coverage or purchase auto insurance through the rental agency for an additional fee on all personal rentals.

University Personal Use Discount Code: **XZ49205** (rates do not include auto insurance coverage)