



RISK MANAGEMENT OFFICE  
Freehafer Hall  
401 S. Grant Street  
West Lafayette, IN 47907-2024  
(765) 494-1690 • FAX (765) 496-1338  
[www.purdue.edu/Risk\\_MGMT](http://www.purdue.edu/Risk_MGMT)

**TO:** Business Managers and Others  
**FROM:** Mark W. Kebert  
**RE:** Use of Rental Vehicles for University Business

The following information is issued as a reminder of the procedures to follow when renting a vehicle for University business and in the reporting of accidents involving rental vehicles.

**I. RENTING THE VEHICLE**

- a) In the United States, Purdue insures the collision damage exposure and the liability exposure for rental vehicles operated by persons in **employee status** and that are authorized to drive on behalf of Purdue University. Employees are encouraged to use National Car Rental or Enterprise Rental whenever possible since, under the Big Ten Agreement, they provide coverage for damage to the rental vehicle and auto liability at no extra charge to the customer. You can find out more information regarding this program at:  
<https://www.purdue.edu/business/procurement/travel/Discounts/index.html>
- b) For international rentals, **full insurance coverage** should be secured from the rental agency.
- c) Any Purdue employee who operates a rental vehicle for University business must have a **valid United States or Canadian driver's license**, and be an approved driver as defined in the Use of Vehicles for University Business policy.
- d) If more than one Purdue employee will be operating the vehicle on a trip, all operators must be listed on the rental contract. **The rental agency's liability applies only to listed drivers.**
- e) Before leaving the rental agency's premises, be sure to inspect the vehicle in the presence of the agent. Look for any damage to the vehicle, missing hubcaps, etc. – and be sure the agent notes this in writing on all copies of the rental agreement. Failure to do so may result in Purdue being charged for damage which is not our responsibility.
- f) **A WORD OF CAUTION:** The provisions of a federal crime bill allow rental car companies access to drivers' records in all 50 states. With this easy access to data, companies are increasingly refusing to rent to drivers with three or more moving violations or two or more accidents on their record within 36 months. If you feel you may encounter a problem, you should reserve and confirm in advance to avoid frustration and inconvenience. Drivers must also be in compliance with all requirements of the Use of Vehicles for University Business policy in effect at the time of the rental.

## II. REPORT ACCIDENTS OR DAMAGE INVOLVING RENTAL VEHICLES

- a) If an accident occurs, the police should be notified immediately. Obtain the name, address and departmental affiliation of the investigating officer.
- b) Exchange information with the other driver(s) involved – including names, addresses, phone numbers, descriptions of vehicles and insurance company information.
- c) Report the above information promptly to the Risk Management Office on the West Lafayette campus (765-494-7695).
- d) We will need the **COMPLETE RENTAL AGREEMENT** and proof that you were traveling on University business (Concur Expense Report).
- e) For rentals in the United States and outside of the Big Ten program agreement, advise the rental car company that Purdue University self-insures rental vehicle collision damage. The information needed by the rental company is contained on the wallet card issued to staff members. **(NOTE: Please call the Risk Management Office to obtain a supply of these cards.)**
- f) For international rentals, notify the rental car agency directly and they will handle processing the claim.
- g) United States agencies may demand that you provide them a credit card to which damages can be billed. That amount will be reimbursed to you by the Risk Management Office upon receipt of items verifying your travel status and your credit card statement.

**Note:** This memo, along with other information concerning property and casualty insurance can be accessed via the Risk Management website at: [http://www.purdue.edu/business/risk\\_mgmt](http://www.purdue.edu/business/risk_mgmt)

Please distribute this information to all faculty and staff in your area and call our office at 4-7695 if there are questions concerning these procedures.