

PROCEDURES FOR VEHICLE RENTAL/LEASES OVER 30 DAYS UP TO 12 MONTHS

Definition: For the purposes of insurance, any vehicle rented for more than 30 consecutive days is considered leased and is added to the University fleet. It is the University's responsibility to obtain insurance for vehicles it leases. **Hire of LEASED vehicles must be reported immediately to Risk Management and Purchasing Services.**

Procedures

1. Complete automobile rental information form with the Rental Agency.
2. Complete "Request to Add/Delete Driver" form and "Add a Vehicle" form. Copies can be requested from Risk Management and Purchasing Services or obtained from the website.
3. Forward above completed forms to Risk Management and Purchasing Services.
4. Risk Management and Purchasing Services will then contact our insurance broker to have the vehicle and drivers listed on our policy.
5. Once approval has been received from the broker –Risk Management and Purchasing Services will contact the person who completed the form – they must attend our office to obtain the insurance documents.
6. NOTE – In order to be compliant with the conditions of our insurance policy, the vehicle cannot be picked up prior to the above steps being completed.