

Policy Number: 4-3012
Origin: Financial Services
Approved: 1 March 1993
Issuing Authority: Senior Director, Financial Services
Responsibility: Manager, Reporting & Audit
Effective Date: February 13, 2015
Revision Date(s): Jul. 1 1997, Sep. 1 2007, Jun. 1 2011, Feb. 13 2015

University employees may rent vehicles for University related business when such travel is more advantageous than the use of personal vehicles, taxi's or public transportation. The rented vehicle may only be driven by current, paid employees of the University with a valid driver's license and a clean driving history for the past 3 years. Students may not drive rented vehicles unless they are also employees of the University meeting these criteria. University volunteers, spouses and/or travelling companions of University employees, and other individuals not employed by the University may not drive the rented vehicle as they are not covered by the University's insurance.

Outside Continental North America

When travelling outside Continental North America for University related business, the University recommends using public transportation, taxis, etc. If renting a vehicle is necessary, purchase of CDW coverage is required for all vehicle rentals outside Continental North America. In this instance, it is a reimbursable expense.

Prior to accepting delivery of the vehicle, please ensure the rental vehicle is thoroughly inspected for damages, and any damages are properly noted on the rental agreement. Where possible, use your camera or smartphone to take pictures or video of any damage (or lack thereof). Please inspect the vehicle for new damage prior to returning the vehicle at the end of the rental period.

In the event of an incident or accident involving a rental vehicle, contact the local authorities, if necessary, and the rental company. Upon returning to the University, immediately report the incident or accident and provide documentation to the Administrative Assistant in Financial Services.

This policy applies to the rental of vehicles for thirty days or less. If a vehicle is required for a longer period, the Director, Financial Services must be contacted in advance regarding authorization of any rental arrangements.

See the [Vehicle Rentals & Insurance Coverage – FAQ's](#) for detailed information