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## UNIVERSITY OPERATING PROCEDURE

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### **Title:** Automobile Rental for UVM Faculty, Staff and Students

#### Overview

All faculty, staff and students needing to rent a vehicle to perform university business (University business travelers) must have a clear business purpose and comply with the established procedures outlined below.

#### Applicability of the Procedure

This procedure applies to all University of Vermont faculty, staff and students.

#### Definitions

Long-term automobile rental: A rental greater than 30 days.

Short-term automobile rental: A rental for 30 days or less.

Non-affiliate: A person who is not a UVM employee, faculty, staff or student.

University business Traveler: UVM faculty, staff and students traveling on UVM authorized business or individuals defined as being on UVM business. Otherwise excludes all other non-employees, non-students, spouses, volunteers, alumni, etc.

UVM business: "While on assignment by or at the direction of UVM for furthering its business Interest"

#### Procedures

The following individuals are required to successfully complete Risk Management's Driver Safety training to become an Authorized Driver. If they are not registered with Risk Management as an Authorized Driver, they will not be allowed to drive a rented or UVM-owned vehicle.

- Any employee whose essential job functions include driving UVM-owned, rented or leased vehicles on UVM business
- Any employee who transports students
- Drivers of any passenger van
- All students who drive UVM-owned, rented or leased vehicles, regardless of car class.

Requirements regarding the operation of UVM-owned vehicles are outlined in the Driver Safety and Motor Vehicle Use policy.

University business travelers who rent a vehicle for UVM business within the U.S., must follow these procedures to minimize risk to the University:

1. Only authorized University business travelers may drive vehicles rented for UVM business, and are required to review the auto rental contract and follow all driver age requirements. Some suppliers allow drivers 18 years old, however, UVM's policy is that drivers must be 19 years of age or older and must be eligible to drive in accordance with the University's Driver Safety and Motor Vehicle Use Policy.
2. Individuals who are not University business travelers as defined in these procedures are not permitted to operate a rental vehicle which has been rented for University business. If more than one University business traveler will be operating a rental vehicle, all drivers must be listed on the rental agreement.
3. For travel originating in the United States with vehicle rentals from **contracted vehicle rental companies**, loss damage/collision damage waiver insurance (LDW, CDW), which covers damage to the rented vehicle, as well as liability coverage, is included in the auto rental rate for UVM's contracted suppliers. University business travelers should verify that both LDW/CDW and liability insurance coverage are noted on the rental agreement.
4. For travel originating in the United States with vehicle rentals from **non-contracted vehicle rental companies**, University business travelers who are UVM employees, faculty, staff or students must accept loss damage/collision damage waiver insurance (LDW, CDW), and liability insurance coverage. If damage or injury occurs to another party where a UVM business traveler is at fault and the accident occurred while carrying out University business, UVM Risk Management must be notified as soon as practical of the damage and/or injury, and provided a copy of the rental agreement.
5. Side trips or any other personal use of the vehicle is not authorized or covered by UVM's insurance, unless such side trips or personal use is within 30 miles of the area where business is being conducted and is for necessities such as obtaining food, gas, or during downtime between scheduled meetings.
6. For all international auto rentals, business travelers **MUST** purchase the liability insurance and LDW/CDW collision damage coverage offered by the rental company. To rent vehicles internationally, CTP is the preferred supplier.
7. Whenever possible, rental vehicles shall be two- or four-door sedans and the seating capacity of rental vehicles is not to be exceeded. Where necessary and appropriate, the rental of vans is authorized, but restricted to 12-passenger vans at most. Fifteen-passenger vans are **PROHIBITED**. If the 12-passenger van is fully occupied, **NO** luggage should be stored on top of the van.
8. Trailer towing and off-road use is not allowed with rentals from our contracted suppliers and most vehicle rental agencies. Tow vehicles and trailers can be rented from U-Haul with additional LDW/CDW insurance. Risk Management must be contacted for trailer training prior to use. University business travelers renting a vehicle for these procedures are required to read the section of the rental contract outlining other excluded uses of the vehicle and abide by them.
9. Seat belts must be worn by all occupants of a rental vehicle at all times.
10. The use of intoxicants and controlled substances is strictly forbidden of all occupants of a rental vehicle at all times.
11. In compliance with Vermont law, drivers must not use hand-held electronic devices, including music players, laptops and cellular telephones while driving.

#### **Short-Term Auto Rental (Local or Out-of-State)**

The University of Vermont (UVM) has discounted vehicle rates for domestic University business travelers. As soon as travel plans are known, University business travelers should book reservations through one of the University's [contracted suppliers](#). These contracts can be accessed using Collegiate Travel Planners (CTP), the University's required travel agency. Renters should verify the reservations are made under one of the University of Vermont's contracts to obtain its contracted rates and insurance coverages.

Payment can be made by using a UVM purchasing card ([PurCard](#)) or a personal credit card. UVM business travelers must present the UVM PurCard or personal credit card used to book the reservation at the time of pick up. If a PurCard is used for payment the name on the PurCard must match the name of the person picking up the vehicle.

Regardless of method of payment, auto rental companies require travelers on University business to rent an automobile in the authorized employee's or student's name.

A purchase order can be used (obtained from Purchasing Services by completing an [online purchase requisition](#) prior to trip) for individuals without a PurCard/credit card (for example, Student Government Association, TREK, etc.) the car rental company will send an invoice to the Disbursement Center for payment. The requisition must include the following business purpose information:

- reservation number
- name on reservation
- date and location of pick up and drop off
- driver(s) name(s)
- type of vehicle
- business purpose for the rental travel authorization if applicable

If a PurCard is used, the cardholder must reallocate the transaction to the appropriate account, provide the business purpose of the travel and attach proper documentation with the PurCard journal report. If a personal credit card is used to rent a vehicle for UVM business, the cardholder must: (a) ensure the rental is under UVM contract with liability and LDW/CDW coverage included and (b) submit appropriate documentation (including an invoice) for reimbursement via an expense report in PeopleSoft after the authorized business travel is complete. If the rental is not made under UVM contract, and LDW/CDW coverage is not selected, UVM will not cover any claims for damage to the rental vehicle. This applies whether or not a personal credit card or PurCard is used.

#### **Long-term Auto Rental (Local or Out-of-State)**

For auto rentals greater than 30 days, Risk Management must be notified of the rental prior to the trip.

#### **Auto Rentals for En-route Travelers**

All reservations made while traveling require payment with a credit card. If a purchasing card is used, the cardholder must reallocate the transaction to the appropriate account, provide the business purpose information on the PurCard journal report, and submit an invoice. If a personal credit card is used, the cardholder must submit appropriate documentation for reimbursement including an invoice via expense report in PeopleSoft after the authorized business travel is complete.

#### **Auto Rental Cancellation Courtesy (and to avoid cancellation late charges)**

A minimum of 48 hours is requested to cancel any regular car class rental.

A minimum of 72 hours is requested to cancel a 12-passenger van rental.

#### **In the Event of an Accident**

1. Do not admit liability. Obtain the name of the other driver and witnesses, if possible.
2. Report the accident immediately to the local police and the rental company, so as not to void the coverage available through the loss damage waiver (LDW/CDW). Send copies of all accident reports filled out for the rental agency to Risk Management.
3. Immediately notify UVM's Department of Risk Management by phone 802-656-3242, or email [risk.management@uvm.edu](mailto:risk.management@uvm.edu).
4. Send a complete copy of the rental contract to the Department of Risk Management.

Although a credit card may provide coverage for automobile accidents when the card is used to rent a vehicle, it only insures as “excess over any other collectible insurance,” meaning that the University’s insurance would be responsible first. The credit card coverage would rarely pay a claim.

**Preferred method for non-affiliated rentals**

Due to liability issues, Risk Management strongly advises that UVM employees do not rent vehicles for non-affiliated individuals. It is strongly recommended that non-affiliates rent on their own and that UVM reimburses them in accordance with UVM expense reimbursement policy for the expense.

Contacts

<b>Questions concerning the daily operational interpretation of this UOP should be directed to the following:</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Purchasing Services (Regarding contracted suppliers or purchase orders)	(802) 656-6610
Risk Management Office (Regarding insurance inquiries)	(802) 656-3241
Disbursement Center (Regarding PurCard or expense reports)	(802) 656-4192

Forms/Flowcharts/Diagrams

- None

Related Documents/Policies

- [Automobile Accident Claims Procedure](#)
- [Driver Safety and Motor Vehicle Use Policy](#)
- [Travel Policy](#)
- [Travel Safety Guidelines](#)
- [PurCard website](#)

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

<b>Responsible Official:</b>	Vice President for Finance and Administration	<b>Approval Authority:</b>	Vice President for Finance and Administration
<b>Affiliated Policy Number(s):</b>	V. 3.7.2, V. 4.14.3	<b>Effective Date:</b>	May 16, 2025
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