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Name:	Travel – Use of Rental Vehicle
Policy Number:	4-3012
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Reporting & Audit
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Authorized Employees on University Related Business

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.

Insurance Coverage

Within Continental North America

The University has purchased insurance coverage within Continental North America to respond to bodily injury, physical damage to the rental vehicle, and property damage arising from an accident involving a vehicle rented for University related business. Therefore, purchase of the Collision Deductible Waiver (CDW) coverage on rental contracts is not necessary and will not be reimbursed. If required by the rental company, proof of insurance can be obtained from the Manager, Treasury, in Financial Services. Normally proof is not required.

Provincial and state legislation governing automobile insurance varies. In some locations, if the rental contract is in the name of the employee instead of the University, the applicable legislation requires the employee's automobile insurance to apply as primary insurance in the event of a claim. Therefore, rental contracts should be made in the name of Saint Mary's University. Please note that use of a SMU credit card is not sufficient to identify the University as the renter.

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.

Condition of Vehicle

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.

Incidents and Accidents

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.

Maximum Rental Period

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.