



DEPARTMENT OF SAFETY AND RISK MANAGEMENT
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SHORT~TERM RENTAL VEHICLE INSURANCE INFORMATION

The following information concerns insurance coverage for short-term rental vehicles. Short-term rental is less than one year. The "Rental Vehicle Notification" form is required to bind coverage.

Each rental will be covered as follows:

- \$1,000,000 in liability
- \$50,000 in Comprehensive and collision coverage with a \$500 deductible.

The charge to the department renting the vehicle is \$75 per vehicle per rental period and will be charged to that department by the Department of Safety & Risk Management.

The coverage is based on rentals that are in the **name of the University**, and does not apply, **nor does any** University coverage, if individuals rent vehicles in their own name. Note: For vehicles rented through the State's travel agent (Donovan Travel), Donovan should be able to provide an itinerary which not only indicates the driver of the vehicle, but also indicates that the vehicle is rented in the name of the University.

In order to be able to take advantage of this coverage, I will need to know the following information for each rental:

- Year, Make, and Model
- VIN Number *
- Term of Rental
- Name of Rental Agency

Gathering this information should be easy since it is all on the rental form and merely needs to be put on the attached form, which then needs to be sent to me. I will handle the rest.

I will assist you and your staff to make this work. I am very concerned that at times we may have no coverage on the rentals.

* The VIN Number may not be available until pick-up of the vehicle. Provide as much information as possible at time of reservation. Outstanding info can be provided immediately after rental period.