

ACTION ITEM

When renting vehicles through Enterprise, university employees must **put the State of Idaho contract number #PADD1073 on the rental agreement and request BOTH auto liability and physical damage coverage.**

BACKGROUND INFORMATION

Renting vehicles through Enterprise is a great benefit for our travelers. We save \$ 500 in deductibles, and if a claim occurs, Enterprise is responsible for handling the claim for us.

However, in some recent claims, we found out that university employees have not rented the cars correctly, and lost out on coverage and claims handling. One even got their Personal Auto insurer involved.

When renting Enterprise vehicles:

- State on the contract that you are renting this through the State of Idaho contract #PADD1073 This differentiates the contract from a personal rental.
- State on the contract that you choose BOTH auto liability and physical damage. This provides coverage for both the damage you do to others (liability) and any damage to the rental car itself (physical damage).

Before you travel:

(1)

Learn more about preventing and reporting all types of losses with the attached “What to do about incidents and Losses”

(2)

If you are renting a vehicle, you must take along the attached

- Auto Accident Guide
- Citizen Claim Procedure

Attached please find electronic copies of the Auto Accident kits.

For each vehicle, please:

- Print out DOUBLE-SIDED Auto Accident Guide – **please make sure this prints out double-sided**
 - This will fold into a tri-fold brochure, with the Evidence of Coverage as the front page
- Print out SINGLE-SIDED Citizen Claim Procedure, and tuck it into the brochure

You can save these forms, and generate new brochures as needed.

If an Enterprise (or any) auto claim occurs

- Follow instructions on the Auto Accident Guide
- Show the police the Certificate of Financial Responsibility on the front of the Auto Accident Guide
(Remember, the TITLE of the vehicle will determine which auto coverage responds. Never give your Personal Auto Policy info out if you are traveling on university business in a rented vehicle or UI titled vehicle. If you are traveling in your personally titled vehicle, then your Personal Auto Policy must respond. Please know before you go.)
- Give the other party the Citizen Claim Procedure
- **In an Enterprise rental vehicle**, when you turn in the car, tell the rental desk the vehicle is on State Contract PADD1073, and Enterprise is responsible for the claim.

Questions?

Please contact me.

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