

Need to Rent a Car?

There are several things you will need to remember when you rent a vehicle.

Units and drivers are responsible for reading, understanding and complying with the University of Idaho policy, Administrative Procedures manual, chapter 5 section 8, and the [Standards for University Owned, Rented or Leased Vehicle Use and Coverage](#) the provides step by step guidelines for vehicle usage, renting vehicles, and using your personal vehicle. See Section H. Rental Vehicles. Below are helpful reminders although the information is not intended nor should be considered as a replacement of the policy.

Driver Qualifications

Employees who would like to use a rental vehicle must qualify prior to operating the rental vehicle or university owned vehicle. To qualify, the employee must have a driver's record check which reflects satisfactory driving performance, sign a Vehicle Use Agreement, and take the Defensive Driver Training. The driver must have the University Auto Accident form in their possession when operating the vehicle.

Prior to renting vehicles, drivers must take the university's [Defensive Driver Training](#). The training can also be accessed at <https://uidaho.gosignmeup.com/Public/Course/Browse>, then choose Environmental Health and Safety, Workplace Safety, and Defensive Driving Course. The training is valid for three years and certification should be retained at the unit level.

The [Vehicle Use Agreement](#) is found at the Risk Management website and is valid for three years and should be retained at the unit level.

Potential drivers can request their *Driver's Record* be checked by completing the [Driver's Record Request form](#). A driver record check verification email from HR is valid for three years and should be retained at the unit level.

The driver must have a [University Auto Accident Form](#) kit in their possession when operating a vehicle. The kit consists of the University Auto Accident form (complete and send to UI Risk if an accident occurs), Proof of State of Idaho Coverage (show to the police agency responding to the accident), and the State of Idaho Citizen's Claim Procedure (give to the other party in an accident). Kits are found on Risk's webpage at <https://www.uidaho.edu/dfa/division-operations/risk-management/submit-a-claim>, then scroll to Vehicle Claims. The University Auto Accident Form portion of the kit should be printed double sided.

Renting a Vehicle for official university business should occur through the State of Idaho's contracts with either Enterprise or Hertz. The driver will need to rent the vehicle by visiting the link from Accounts Payables webpage, <https://www.uidaho.edu/dfa/finance/controller/accounts-payable/travel-services/transportation>. The University's corporate account preloads in the form. For Enterprise rental form question, "Is the traveler traveling on behalf of IDS State of Idaho WSCA" choose YES. For form question, "Bill IDS State of Idaho WSCA", choose NO. If calling Enterprise Reservations at 800-Rent-A-Car (800-736-8222) be sure to provide them with the University's corporate account XZ47IDS with no direct bill.

Rentals of Large Vehicles are excluded from State's contract with Enterprise. Over 8 passenger vans, cargo vans, moving vans or large trucks require special handling. Once the unit has identified the rental agency they would like to work with and the proposed driver of intended rental, contact Risk Management at risk@uidaho.edu.

International Rentals are not part of the State of Idaho's contract with Enterprise or Hertz and can be reserved with a rental agency that operates in the travel destination. See below for information on international vehicle rental coverage.

Coverage for Rentals is provided through the State of Idaho Enterprise or Hertz contracts. See Renting a Vehicle above to access the contract for renting a vehicle. Special Enterprise authorization is required for any off road/gravel use.

In limited cases such as the rental of large vehicles or when there is not an Enterprise or Hertz vehicle available at the needed location, units must email risk@uidaho.edu stating an off contract rental is needed and why Enterprise or Hertz is not available, to obtain prior written authorization from Risk. Off-contract rentals require the traveler to purchase the rental agency coverage for liability and physical damage. Non contract rental claims that go through State Risk, have a \$2,500 deductible that is the responsibility of the traveler's unit. Coverage through other rental agencies than State of Idaho Enterprise or Hertz contracts can come from State Risk, a P-Card and or the coverage from the rental agency. For possible coverage through use of the P-Card, the person whose name shows on the P-Card must be listed as the second driver of rental and the rental cannot be a van or truck. All windshield damage must be paid in full by unit.

Renting cars inside the U.S. or its possessions

US possessions, per the terms of "coverage" include American Samoa, Guam, U.S. Virgin Islands, Mariana Islands, and Puerto Rico. Rentals are to be made using the State Contract with Enterprise or Hertz.

Renting cars outside of the U.S.

The international traveler will need to purchase liability and physical damage coverage from rental car agency. The coverages through the State of Idaho (Enterprise /Hertz contracts and through State Risk) do not extend internationally and must be purchased.

Domestic Rental	Vehicle Type	Payment Method	Insurance / Coverage	Deductible
Enterprise State Contract	Passenger vehicles	Purchasing card or credit card	UI Accounts Payable travel website used Enterprise Contract XZ47IDS referenced on contract Enterprise is claims provider	\$ 0
Hertz State Contract	Passenger vehicles	Purchasing card or credit card	UI Accounts Payable travel website used Hertz Contract Hertz is claims provider	\$ 0
Non-State Contract	Passenger vehicles	Rental Agency Coverage	Rental agency claim provider	\$ Varies
		Purchasing card	Purchasing card is claims provider	\$ 0
		Purchasing card or credit card	State of Idaho is claims provider when unit obtained prior written authorization from UI Risk	\$ 1,000
		Purchasing card or credit card	State of Idaho is claims provider but unit did not obtain authorization from UI Risk	\$ 2,500
Specialty Rentals	8 pass. vans, large, cargo or moving vans or large trucks	Purchasing card or credit card	Coverage could vary. Contact UI Risk	\$ Varies
International Rental	Passenger vehicles	Purchasing card or credit card	Rental agency claim provider	\$ Varies

Questions?

The [Standards for University Owned, Rented or Leased Vehicle Use and Coverage](#) provides step by step guidelines for vehicle usage, renting vehicles, and using your personal vehicle. You can email your questions to Risk Management at risk@uidaho.edu.