

## Tips for Renting Vehicles for University Business

1. CAREFULLY INSPECT rental vehicles BEFORE signing the form which states pre-existing damage (or lack thereof). For tall vehicles (vans, pickups, SUVs), inspect the TOP of the vehicle if possible.
2. DONOT purchase any additional/optional insurance offered by the car rental agency unless you are renting a vehicle in a country other than the United States, the Territories and Possessions of the United States, Puerto Rico or Canada. If you do purchase such additional/optional insurance, you WILL NOT be reimbursed for the expense. The University's insurance includes coverage for rental vehicles with the same limits and deductibles as for University owned vehicles. The Comprehensive & Collision deductible is \$500 per occurrence and departments paying for rental vehicles are also responsible for paying the deductible.

The Arkansas Office of State Procurement has awarded a mandatory contract for rental cars to Enterprise/National Rental Car or Enterprise Rental Car. See <http://travel.uark.edu/carrental/enterprise-contract.php> for details on the contract and other options. Insurance is included without any extra charge and without applicable deductibles through the Enterprise Rental Car contract for University Business travel.

3. NOTIFY your department immediately of any accident; and COMPLETE the Motor Vehicle Accident Report found at the following link:  
<http://risk.uark.edu/resources/documents/mvaccident.pdf>
4. Should you need to rent a vehicle not available through the Enterprise/National Car or Enterprise Rental Car Agreements, PRINT the current proof of insurance card found at the following link:  
[http://risk.uark.edu/resources/documents/Auto\\_Insurance\\_Card.pdf](http://risk.uark.edu/resources/documents/Auto_Insurance_Card.pdf)
5. CARRY this "Card" with you while operating rented vehicle.
6. NOTATE "University of Arkansas" on the rental agreement along with your name as Renter.