

RENTAL CHECK LIST

- Be certain to obtain, review , and maintain on file the current driving record abstract for **all** designated drivers, regardless of the vehicle driven (Note: those who elect to utilize their own vehicles will not be entitled to vehicle coverage through the University; their personal auto insurance will be considered primary in the event of a loss; the University does not insure privately-owned vehicles);
- Be certain to follow all steps requisite to vehicle rental/use, --in accordance with what you've collected from the EHS website and learned from your prior contact with the EHS office (SEE <http://www.csuohio.edu/ehs/automobile-damages-and-losses>);
- *If applicable*--Complete the request for a certificate of insurance form and indicate what agency is requesting proof of insurance; include insurance requirements, entity seeking insured status, specific coverage dates, etc. onto the form; and forward to my attention.** If the agency should require immediate proof of insurance, only please obtain and utilize a downloadable copy of the University's Memorandum of Insurance available through the EHS website;
- To be thorough, have all non-CSU passengers sign the waiver form; please, otherwise contact the Office of General Counsel;
- Unless you have been informed otherwise, decline the Collision Damage Waiver on the van rental agreement; because a broader form of insurance is ordinarily included with contracts through the University agreement with Enterprise; it is, therefore not necessary to buy additional coverage; use an Enterprise Rental car agency-see EHS web site;
- Whether a Purchasing Card or other form of payment please use University approved purchasing method to rent the vehicle, in accordance with the policy you've reviewed. In this way, any additional insurance coverage through standing agreements may be extended and available in the event of a loss;
- Visit the EHS website (or contact EHS) in advance of vehicle use to be informed of accident procedures; Note: Do not admit fault to anyone in the event of an accident.
- If renting a 12- or 15 – person van, be sure to contact Carolyn Pellettiere (email – c.pellettiere@csuohio.edu) to acquire 15 Passenger Van Training through the on-line service provided by coachingsystems.com.