

Safety Newsletter

State Cooperative Contract for Vehicle Rental - Nationwide

State Term Contract - 374

The State, through the OMB Procurement Office, is participating in the Nationwide Vehicle Rental agreement established by the State of Oregon and National Association of State Procurement Officials (NASPO), which makes available a cooperative contract for out-of-state vehicle rentals by state employees traveling on official state business. State agencies must use State Fleet vehicles for travel within state or originating within state. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference N.D.C.C. § 24-02-03.3). The vehicle rental companies are to be used if:

- Approval for in-state vehicle rental is granted by the State Fleet Director
- Travel out-of-state commercially requires a vehicle rental at that destination

The rental contracts were awarded to two national vehicle rental providers: **1)** Enterprise Rent-A-Car & National Car Rental and **2)** Hertz Corporation. Vehicles rented through these contacts have discounted rental rates, as well as full coverage damage waiver with \$0 deductible and liability coverage up to \$1 million without additional fees or paperwork.

- These coverage terms are not valid for rentals outside of the United States and agencies should purchase the additional equivalent coverage from the rental company.
- **Pre-payment** is not allowed under these contracts. If your rental reservations includes pre-payment, it is **not** under the State Contract. Start a reservation and/or contract the rental company for assistance.

Quick Reference for Rental Reservations

ENTERPRISE and NATIONAL

Use a State account number when making reservations (valid at Enterprise & National):

Account Numbers

XZ63WND: State of ND	3 Digit Pin: STA
XZ63NDS: NDSU	3 Digit Pin: NDS
XZ63UND: UND	3 Digit Pin: NDS
XZ63BSC: BSC	3 Digit Pin: NDS
XZ63LRS: LRSC	3 Digit Pin: NDS
XZ63MIS: MSU	3 Digit Pin: NDS
XZ63MAY: MaSU	3 Digit Pin: NDS
XZ63OND: One-way rentals with National Car Rental only.	

HERTZ

Individual Enrollment:

- To enroll in the Gold Membership using a specific credit card, go to:

<http://link.hertz.com/link.html?id=5056573&linkType=CBLK>

- Hertz Gold Membership is included at no charge as part of the WSA contract. The CDP # is embedded in the online application.
- Upon first use of a Gold Membership rental, be prepared to present credit card & ID at the Hertz rental Kiosk.

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If your agency needs a unique account number or is not paying by purchasing card and requires direct billing, contact Regional Acct Rep to create account. Allow 10 days for account setup.

Dawn Roller, Dawn.j.roller@ehi.com

- 701-219-9495, Direct

Reservation Number:

1-800 Rent A Car; 1-800-736-8222 (must have established account number).

Websites:

https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STATEND (valid at both); Enterprise Emerald Club

www.enterprise.com; www.nationalcar.com

See *NOTE below for additional information

Agency Enrollment in the Hertz Agency Applicant Program allows users within an agency to rent vehicles and it creates an agency specific billing account number. If you want to set up an account or have questions, contact:

Nadika Perera, Nadika.Perera@hertz.com

- 239-301-7635 Direct

Reservations: 1-800-654-3131

- Use State of North Dakota Corporate Discount Account **1892010** to make reservations only if not enrolled as a Hertz Individual Gold Member or if not enrolled in Hertz Agency Applicant Program.

Emergency Road Service: 1-800-654-5060

Website: www.hertz.com

*NOTE: Agencies that have established accounts with Enterprise authorizing direct billing will see the following when finalizing online reservations: "Billing – I am authorized for billing privileges and am choosing to bill ST OF NORTH DAKOTA – NASPO for the rental." Select "YES" and you will be required to enter the appropriate billing information. If "NO" is selected, Enterprise holds the reservation with the agency's intent to pay with either a P-card or personal credit card at the time of pickup.

If there is any type of damage done to a State Fleet, leased, or rental vehicle then you **MUST** submit a motor vehicle case report to the Risk Management Division. Report all incidents through Risk Management's online [Incident Reporting System](#).

[OMB Policy 518](#) – Car Rental outlines the requirements for use of the rental cars and the cooperative state contracts. For more information regarding vehicle use and coverage, see the [State Fleet Services Policy Manual](#) and [Risk Management's Vehicle Coverage FAQs](#).

To view the contract and other terms and conditions that may apply to the rental, use this link [List Contracts](#) at the State Procurement's website. Scroll down to Term Contract #374 – Vehicle Rental – Nationwide and click on View.

June 2022

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For additional information regarding this contract, please contact the listed Contract Administrator or the State Procurement Office at 701-328-2740 or infospo@nd.gov.

For questions regarding coverage or an exemption, please contact Risk Management at 701-328-7584 or rminfo@nd.gov.

- Exemptions to using the vehicle rental contract are allowed if agency administrators determine, in consultation with the Risk Management Division, that alternative arrangements will result in cost savings considering the availability and cost of any recommended additional insurance.

Report All Incidents to the Safety Office Within 24 Hours

ND Risk Management requires NDSU to submit a completed incident report of all incidents in writing within 24 hours. The Safety Office would like to remind all employees to report all incidents immediately to the University Police and Safety Office to allow time for the Safety Office to follow up with any necessary investigations and submit these reports within the 24 hour reporting period. The reporting forms can be found online on the [NDSU forms page](#) as well as the [University Police and Safety Office website](#). Employees may call the Safety Office to relay preliminary facts of the incident if working remotely and can't access forms.

Baseline Safety and Supervisor Safety Trainings

Baseline Safety training is a mandatory training for all NDSU employees. Staff, faculty and student employees including any part-time, temporary or seasonal positions are required to complete Baseline Safety training annually. Employees are asked to complete their training between July 1 and September 30 of each fiscal year. Supervisors are required to complete both the Supervisor Safety training and Baseline Safety training within the same timeframe. Both courses are delivered online, in-person and on Zoom. The Safety Office will also provide trainings for groups/departments upon request.

With the new fiscal year starting in July, the Safety Office is offering a **Baseline Safety training on Zoom on Wednesday, July 13, 2022 from 9:30 – 10:30am**. Please consider joining us on Zoom in July to complete your Baseline Safety training. To enroll in the training please see: <https://apps.ndsu.edu/event-registration/viewevent/Event::47810>

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Safety Season

Every season is safety season. As we're set to be working outside more, the Safety Office would like to remind everyone to be mindful of what you have learned in your safety trainings and to review the safe operating procedures applicable to your work and safety.

The Basics: Remember to slow down and be aware of your surroundings. These two actions can help minimize and often avoid incidents and/or injuries.

Working in the sun and heat: Working in the sun and heat can put extra stress on your body. Stay hydrated and take frequent breaks. Wear clothing that covers your arms, legs, and neck to ensure proper protection. Wear comfortable, lightweight fabrics like cotton, hemp and linen. Be sure to apply sunblock adequately and reapply every two hours if you are sweating. Wear a hat, sunglasses, and seek shade. See more at [Working in the Warm Weather](#).

Insects: Insects can cause health related problems. Mosquitoes and ticks carry diseases and allergic reaction can occur with bee or wasp stings.

For bee and wasp stings:

1. Use insect repellents that contain DEET.
2. Wear long pants and long sleeve shirts in lightweight material.
3. Avoid wearing colognes, perfumes, hairspray, etc.

For mosquitoes and ticks:

- 1) Wear light-colored clothes to see ticks more easily.
2. Wear long sleeves; tuck pant legs into socks or boots in tick-infested areas.
3. Wear high boots or closed shoes that cover your feet completely.
4. Wear a hat and use tick repellants, but not on your face.
5. Shower after being outdoors. Wash and dry your clothes at high temperature.
6. Examine your body for ticks after working or playing outside.
7. Remove any attached ticks promptly with fine-tipped tweezers.
8. Apply insect repellent with DEET to exposed skin.
9. Spray clothing with repellents containing DEET or permethrin.
10. Be extra careful at dusk and dawn when mosquitoes are most active.

Using all-terrain vehicles (ATV), grounds maintenance equipment and hand tools:

ATVs had become popular for work and recreation on many farms and ranches. Unfortunately, reported cases of serious incidents have increased along with their increased use. All employees are to read the [NDSU Safe Operating Procedure for ATVs](#) and sign a statement of understanding.

Be sure employees are properly trained in the use of vehicles, equipment and tools before using them. Appropriate personal protective equipment (PPE) must be used as all times. Inspect the equipment before using and do not use if it is not in proper working condition. Use the right equipment and tools for the task. Please review [All-Terrain Vehicle Operations](#), [Grounds Maintenance Equipment](#), and [Hand Tools](#).

University Police & Safety Office
Dept. 3300
1523 12th Ave N,
Fargo, ND 58102

Safety: 701-231-7759

Police Call Center: 701-231-8998

Fax: 701-231-6739

Email: ndsu.police.safety@ndsu.edu

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Be on the lookout for the upcoming Annual Notice of Policies/Designated Medical Provider Notice coming out at the beginning of July! Just a reminder that this is a mandatory annual requirement for all employees – staff, faculty, and student employees, including part-time, temporary and seasonal employees.

