

Safety Newsletter

NORTH DAKOTA STATE UNIVERSITY

March 2023

State Cooperative Contract For Vehicle Rental — Nationwide

The State of North Dakota, through the OMB Procurement Office, is participating in the Nationwide Vehicle Rental agreement established by the Western States Contracting Alliance, 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 NDCC 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:

- Enterprise Rent-A-Car & National Car Rental
- 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. NOTE: these coverage terms are not valid for rentals outside the United States and agencies should purchase the additional equivalent coverage from the rental company.

Please note that pre-payment is not allowed under these contracts. If your rental reservation includes pre-payment, it is **not** under the State Con-

tract. Start a new reservation and/or contact the rental company for assistance.

Additional information regarding this contract, requirements for use of the rental cars and the cooperative state contracts, exemptions to using the vehicle rental contract, as well as a quick reference for rental reservations with Enterprise & National and Hertz can be found by contacting Jennifer Quenette at [jen-nifer.quenette@ndsu.edu](mailto:jennifer.quenette@ndsu.edu).



Defensive Driving



Robin Stephens from the ND Department of Transportation has scheduled two Defensive Driving Courses at NDSU.

Fleet Services requires those who operate fleet vehicles, on at least a monthly basis, to take the National Safety Council Defensive Driving Course (DDC) as soon as practical after accepting employment, and every four years thereafter. Training for those who operate fleet vehicles less than monthly is at the discretion of agency trainers or risk manag-

ers. Fleet Services also requires those who have been involved in a motor vehicle accident with a State Fleet vehicle, or those who have received a traffic citation while operating a State Fleet vehicle in the past 12 months, to attend the DDC course within the calendar year of the accident or citation.

The University Police and Safety Office (UP&SO) encourages those who operate State Fleet vehicles less than monthly to attend the DDC class also, keeping in mind that priority will be

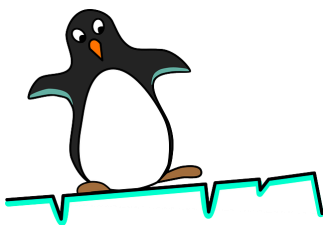
given to those who meet the requirements above.

While the UP&SO recommends that individuals attend the DDC class in person, in instances where this is not feasible an online version is available. Please contact Monty Botschner at monty.gomary.botschner@ndsu.edu or 231-5637 for access to the online version.

[Monday, March 13, 2023](#)
[from 12:00 PM till 4:00 PM](#)

[Tuesday, March 14, 2023](#)
[from 8:00 AM till 12:00 PM](#)

Safety Reminder As The Seasons Change



As the NDSU Campus continues through the end of winter weather and readies for spring, the Safety Office wants to remind you to be extra cautious when walking outdoors. With the melting snow and changing temperatures, wet paths can easily turn to ice. Be aware that there could be ice under a dusting of snow or a film of water increasing the slipping hazard.

Many of our incidents occur

when we are in too much of a hurry or running late. Wear proper footwear, take smaller steps and stay aware of your surroundings.

Remember to walk like a penguin on ice. When we walk, our legs ability to support our weight is split mid-stride forcing each leg to support our body weight at an angle that is not perpendicular to the surface of the ice.

To walk on ice, keep your center of gravity over your front leg. Penguins have this method figured out and are able to navigate their travels on a variety of ice conditions.

If you do come across areas that are particularly icy, fill out a Near Miss Report and/or contact Facilities Management (1-7911) or the proper department. Be proactive and report those areas that pose a potential slip and fall hazard.

Baseline Safety Training Offered On Zoom

Baseline Safety training is a mandatory training for all NDSU employees—faculty, staff and student employees. If you haven't completed your Baseline Safety training for

this fiscal year, please consider joining us on April 19 for the training being presented on Zoom.

Please register in advance:

[Baseline Safety Training](#)
[Wednesday, April 19, 2023](#)
[2:00 – 3:00 pm](#)

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1523 12th Ave N,
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Direct inquiries to: Dr. Canan Bilen-Green, Vice Provost, Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, Fargo, ND, 58108, 701-231-7708, ndsu.eoaa@ndsu.edu

This publication is available in alternate format upon request. Please contact the owner of the publication (701-231-7759).



Remember to set your
clocks ahead an hour
March 12, 2023 at
2:00 a.m.