

North Dakota State University

State Fleet And Rental Vehicles Guidelines

The Risk Management Fund's coverage includes liability insurance arising out of the use of State-owned, State-rented or State-leased vehicles, but only to the extent that the use is within the scope of the employee's employment and authorization. Private use of any of these vehicles is not covered by the Risk Management Fund and will be the employee's personal responsibility.

In case of an accident with a State Fleet Vehicle

- ❖ You MUST complete [SFN51301 Motor Vehicle Accident Report](#) online immediately or within 24 hours if there is any type of damage done to a State Fleet, leased, or rental vehicle.
- ❖ You must submit all forms to NDSU Motor Pool within 24 hours. Contact (701) 231-5680.
- ❖ Supervisor must complete the Incident Investigation Form within 24 hours.
- ❖ If there is property damage, complete the Incident/Property Loss Report and submit to NDSU Safety Office. Contact (701)231-6740.

Rental cars (In the United States)

- ❖ OMB Policy 518 – Car Rental, outlines the requirements for use of 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](#)
- ❖ State agencies must use State Fleet vehicles for travel within the state or originating within the state. Agencies must obtain express permission from the State Fleet Director to use rental vehicles for in-state travel
- ❖ If you are out-of-state and need a rental vehicle for state business, you must use the North Dakota State [Cooperative Contract for Rental Vehicles](#). Insurance is included when you use the following codes:
 - **National/Enterprise – XZ63NDS Pin NDS**
 - **Hertz – 1892010**
- ❖ 15 Passenger Vans are not included in this Agreement – can use code EHSB63A with National/Enterprise for rate discount. No discount through Hertz. No insurance included. You must purchase collision, comprehensive, and liability insurance that is equivalent to North Dakota's cooperative contract
- ❖ Expedia, Travelocity, etc.: National/Enterprise can add code where it asks for Discount Code, however you must book directly thru Hertz.com for discount
- ❖ When National, Enterprise or Hertz are not available at the destination, you MUST purchase **Collision Damage Waiver, Comprehensive, and Liability** Insurance that is equivalent to North Dakota's Cooperative Contract except in the following states: MN, SD, MT, WY, IA and WI. In these states, coverage is through the ND Risk Management Division
- ❖ Rental cars (International, including Canada) Outside the United States, **Collision Damage Waiver, Comprehensive, and Liability insurance must be purchased**
- ❖ Personal Travel State Employee Discount (**National/Enterprise NA63ND1**)

In case of an accident with a Rental Car

- ❖ Accidents must be reported to law enforcement. You will need the name of the law enforcement agency that investigated the damage, name and badge number of the officer, and phone number of the law enforcement agency.
- ❖ Report the accident to NDSU Motor Pool within 24 hours by calling (701) 231-5680 and complete the [Vehicle Accident Report Form](#).
- ❖ Supervisor must complete the Incident Investigation Form and submit to NDSU Safety Office within 24 hours.
- ❖ Incident/Accident will be filed online by NDSU Safety Office with the ND Risk Management Division whether rental agreement was or was not used. All incidents/accidents must be filed with ND Risk Management Division.