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Parent Policy: [Vehicle Management and Driver Safety Policy](#)

Vehicle Rental Procedure (For University owned and non-owned rental vehicles)

Office of Administrative Responsibility:	Planning and Infrastructure – Vehicle Pool
Approver:	Vice-President (Facilities and Operations)
Scope:	Compliance with this university procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to Volunteers, Professors Emeriti, Undergraduate Students, Graduate Students and Post-Doctoral Fellows.

Overview

Motor vehicle transportation is essential to many University operations necessitating the use of **general use vehicles** from the University Vehicle Pool, department specific rental vehicles or rental vehicles supplied by commercial rental and leasing agents.

Purpose

- Details the vehicle rental process for **authorized drivers** requiring vehicles for **University business**.
- Details the vehicle rental limitations for unauthorized drivers.

PROCEDURE

1. GENERAL INFORMATION

Driver Authorization requirements apply to all **university vehicles** including those rented from a commercial rental agent for University business.

Without exception, University owned, rented or leased vehicles or vehicles rented in the name of the University can only be used on University business.

University of Alberta registered vehicles shall be operated within Canada or the United States.

The University owned and non-owned auto insurance policies are valid only in Canada and the United States. The University non-owned auto policy will respond to claims sustained by a commercially rented vehicle used for University business and operated by an authorized University driver in Canada or the United States.

The University will not reimburse costs for Personal Accident Insurance or Personal Effects Insurance. These may be included in the renter's personal credit card auto rental insurance or personal home owner's insurance policy.

University travelers renting or leasing vehicles outside of Canada must determine the content and limitations of rental agreements and be aware of auto insurance (third party liability and collision damage), registration and driver's license requirements prior to departure.

2. VEHICLE POOL RENTAL OFFICE:

- a. Administers Vehicle Pool rentals
- b. Maintains and supplies a pool of University vehicles for use by University faculties and departments.
- c. Ensures drivers listed on pool vehicle requests have met University authorization requirements.
- d. Coordinates chartered buses and motor coaches (includes a driver) for field trips and special events upon request by University faculties and departments.
- e. Arranges for specialty vehicles on request. Additional charges may apply.

3. VEHICLE POOL GENERAL USE VEHICLE RENTAL

Pool vehicles may be rented to University faculties and departments for terms of one day to one year.

Requests for Vehicle Pool rentals can be initiated by calling the **Vehicle Pool Office**, preferably a minimum of five business days prior to the rental date.

The *Request for Pool Vehicle Form*, authorized by the proper signing authority, must be submitted before the vehicle can be released.

Vehicle Pool resources may necessitate acquisition of vehicles from other suppliers at additional cost to the renter.

Vehicles must be returned in a reasonable state of cleanliness. Costs for cleaning excessively dirty vehicles and damage repairs not covered by insurance or repairs caused by abuse or negligence will be transferred to the requisitioning department, research director or holder of special funds, responsible for the vehicle.

Vehicles must be returned with all standard and any additional **vehicular equipment** supplied by the Vehicle Pool. The cost of replacing missing items will be billed to the requisitioning department, research director or holder of special funds who rented the vehicle.

4. DEPARTMENT SPECIFIC VEHICLE RENTAL

Departments and faculties to whom specific University vehicles have been allocated are authorized to manage the use of the vehicle in accordance with all University of Alberta policies and procedures.

University driver authorization procedures, requirements and responsibilities apply to those using **department-specific vehicles** as apply to the rest of the fleet.

Departments must ensure that University vehicle and driver authorization standards are met.

5. VEHICLE RENTAL FOR AUTHORIZED DRIVERS

a. Authorized University drivers must:

i. Rent vehicles using one of the following methods;

1. submit a *Request for Pool Vehicle Form*, authorized by the proper signing authority, to the Vehicle Pool prior to the vehicle being released or;

2. request a department specific vehicle through their department vehicle administrator or;

3. rent a vehicle from another commercial source using a University corporate credit card or a personal credit card and list the "University of Alberta" as the primary renter and

a. If renting in Canada or the United States

- i. Decline Third Party Liability Insurance (if optional)
- ii. Decline Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW)

Both are included in University non-owned vehicle insurance policy

- iii. List all provinces or states you will be travelling in during the period of the rental

- b. If renting outside of Canada or the United States

- i. Determine extent of Third Party Liability Insurance included in the rental fee. (Third Party Liability Insurance is not included in credit card supplement auto rental insurance agreements and must be purchased by the renter). As part of the rental agreement purchase a minimum of \$1,000,000.00 Third Party Liability Insurance. The purchase of \$2,000,000.00 Third Party Liability Insurance is preferable.

- If it is not possible to purchase \$1,000,000.00 or \$2,000,000.00 Third Party Liability Insurance purchase the maximum amount of Third Party Liability Insurance available.

- ii. Purchase the Collision Damage Waiver or Loss Damage Waiver. (Check credit card agreement and decline if coverage beyond North America is included)

- iii. List all places you will be travelling in during the period of the rental

- ii. Use a personal vehicle for University business only if the vehicle is specifically insured for business use.

- iii. Transport only **authorized University passengers** who are assigned to the specific University activity for which the vehicle was rented.

- b. Authorized University drivers shall not:

- i. Operate a University vehicle off-road without prior authorization from the Office of Insurance and Risk Management.

- ii. Operate a University vehicle outside of Canada or the United States.

6. VEHICLE RENTAL FOR UNAUTHORIZED DRIVERS

- a. Unauthorized University drivers must:

- i. Rent vehicles from a commercial source with a personal credit card and

- 1. Determine the extent of Third Party Liability Insurance included in the rental fee from the rental agent (Third Party Liability insurance is not included in credit card supplemental auto rental insurance agreements and must be purchased by the renter). As part of the rental agreement purchase a minimum of \$1,000,000.00 Third Party Liability Insurance. The Purchase of \$2,000,000.00 Third Party Liability Insurance is preferable.

- If it is not possible to purchase \$1,000,000.000 or \$2,000,000.00 Third Party Liability Insurance purchase the maximum amount of Third Party Liability Insurance available or;

- 2. Rely on the renter's personal vehicle insurance policy for Third Party Liability coverage. Renter should ensure their personal vehicle insurance covers at least \$1,000,000.00 Third Party Liability but carrying \$2,000,000.00 Third Party Liability is preferable.

- (The renter's personal vehicle insurer will respond to Third Party claims involving the rented vehicle) or;

- 3. List all provinces or states you will be travelling in during the period of the rental

- ii. Purchase the Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) offered by the renting agent.
 - iii. Use a personal vehicle for University business only if the vehicle is specifically insured for business use.
 - iv. Transport passengers in a personal vehicle or in a vehicle rented with a personal credit card.
- b. Unauthorized University drivers shall not:
- i. Operate University vehicles
 - ii. Identify the “University of Alberta” on a vehicle rental agreement.
 - iii. Purchase vehicle rentals with a University corporate credit card.

7. FINES AND PENALTIES

Fine and penalties issued on University owned rented or leased vehicles are the responsibility of the driver. If the driver of the vehicle cannot be identified, the fine or penalty will be transferred to the department or unit responsible for the vehicle at the time of infraction. For further information on fines and penalties on University vehicles, consult the *Vehicle Management and Driver Safety Manual*.

The University will not respond in defense of an action or claim against drivers who have operated a motor vehicle contrary to University policies and procedures.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
General Use Vehicle	Cars, trucks, vans and trailers owned by the University and managed by the Vehicle Pool Office.
Authorized Driver	An individual who has met the University of Alberta’s minimum safety requirements and who has been granted driving privileges. See <i>Driver Authorization Procedure</i> .
University Business	Activities conducted in the course of official or authorized business.
University Vehicle	Cars, trucks, vans and other licensed and /or motorized equipment owned, rented, or leased by the University of Alberta.
Vehicle Pool Office	The University of Alberta Office responsible for managing and maintaining all general use vehicles.
Vehicular Equipment	Items such as quads, trailers, RV’s or other miscellaneous pieces of equipment necessary to conduct university business or research. Such equipment can be owned, rented or leased by the University.
Department-Specific Vehicle	Cars, trucks, vans and trailers owned by the University of Alberta and managed by a specific faculty, department or unit.
Authorized University Passengers	Persons assigned specifically to the University activity for which the vehicle is rented
Commercial Suppliers	A business that supplies vehicles or equipment to the University through the Vehicle Pool Office or other department.

FORMS

Should a link fail, please contact uappol@ualberta.ca. [\[▲Top\]](#)

[Request for Pool Vehicle Form](#)

RELATED LINKS

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[CFI Purchasing Procedure](#) (UAPPOL)

[Class 4 Driver's License](#) (University of Alberta)

[Competitive Bid Procedure](#) (UAPPOL)

[Preferred Supplier Agreement Procedure](#) (UAPPOL)

[Purchase Order System Procedure](#) (UAPPOL)

[Standing Purchase Order System Procedure](#) (UAPPOL)

[Supply of Goods and Services Policy](#) (UAPPOL)

[U-Drive Website](#) (University of Alberta)

[Vehicle Management and Driver Safety Manual](#) (University of Alberta)