



Vehicle Rental Information

Insurance

The District's insurance policy provides liability and physical damage coverage for rental vehicles only if the rental is authorized by the District and the vehicle is being used for District business. HOWEVER, the District's policy is secondary to any other valid insurance. Personal property in the rented vehicle is not covered by the rental company nor is it covered by the District's insurance policy.

Auto Rental Collision Damage Waiver or Loss Damage Waiver

When renting a vehicle for District business, you should elect and pay for the Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW).

CDW/LDW is a waiver between the renter and the rental car company where the company waives its right to charge the renter for valid damage to the vehicle. For this waiver, the company charges a fee.

Other Requirements When Renting a Vehicle

- Vehicles rented using District funds (whether directly or indirectly) can only be driven by an employee of the District.
- Rent the vehicle in the District's name or declare the rental is for business use if the rental company does not allow the District to be name as the renter.
- Review the contract to be sure you understand the exclusions.

If Transporting Students

- Per Colorado Department of Education regulation 4204-R-201.00 (<http://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=70>), an employee driving any vehicle owned, rented or leased by the District must obtain a small vehicle permit through the District. *(Please refer to the Transportation Department's "Small Vehicle/Multifunction Bus Handbook" located in the Document Library).*
- **15-Passenger Vans:** A "15-passenger van" is defined as a vehicle that seats 11-15 passengers, including the driver. The National Highway Transportation Safety Administration, the Colorado Department of Education and the District's insurer,

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the Colorado School Districts Self Insurance Pool, have all raised significant concerns regarding the use of 15-passenger vans to transport students. School districts are prohibited from purchasing or leasing a new 15-passenger van for student transportation unless it complies with the motor vehicle standards prescribed for school buses and multifunction school buses under the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act.

Due to safety concerns, the District does not allow students to be transported in any vehicle with a seating capacity of 10 or more passengers, including the driver.

Personal Use

If you are adding a personal leg to your business trip, you will be responsible for insurance during the time you are driving the vehicle for personal reasons.

- You should have the rental company split the bill accordingly. If they are unable to split your bill, please indicate which days were for District business and which days were for personal use when you submit the receipt for reimbursement.

You should be aware of the laws in the state in which you are traveling and be sure you have appropriate coverage through your personal automobile insurance and/or the rental car company.