



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Liability & Use of Commercial Car Rental Companies	
Department: Safety & Risk Management	Reference No.:
Division: Administration & Finance	Issue Date: 1998
References: Risk Management Memo 01-05 Supersedes Risk Management Memo 98-03	Revision Date: July 2001
Web Links: NA	Expiration Date: NA

This Risk Management Memo supersedes and updates information concerning potential personal liability associated with the use of rental vehicles while on University business.

Background

The State of California annually contracts with several commercial car rental companies to provide vehicles to state employees while on official state business. Under the terms of these contracts, the commercial car rental company assumes and bears the entire risk of loss or damage to the rented vehicles. Accordingly, when renting a car from one of these companies, **do not** purchase the insurance waiver offered by the car rental companies. You will **not** be reimbursed for these charges. The State's Motor Vehicle Liability Self-Insurance, in which the campus participates, provides for the loss or damage of vehicles or injury to third parties when an accident is the fault of the state driver.

Rental Requirements

To be protected by the insurances of the commercial car rental company and the State of California you **must** use one of the commercial car rental companies contracted with the State of California **and** pay for the rental car with either an American Express Corporate Card (obtained through the University) or the Department of General Services Blue Card (obtained from Financial Management). **If you are unable to use one of the contracted car rental companies and/or are unable to utilize the required method of payment, your personal insurance coverage will apply.** Under these circumstances you may wish to purchase the insurance waiver offered by the car rental company.

Contracted Commercial

The State of California negotiates contracts on an annual basis. Therefore, commercial car rental contractors, rates, locations and types of vehicles available for rent may change at the beginning of the calendar year. Complete information can be found at the following web address:
www.ofa.dgs.ca.gov/Services/CarRental.asp

For additional travel information, please call the Travel Desk at ext. 55500.

For additional information concerning insurance issues, please contact Safety and Risk Management at ext. 52283.

FORMS: NA