

VEHICLE RENTAL — ORIGINATING IN AMES

The ISU vehicle rental fleet is managed by University Transportation Services and consists of approximately 500 vehicles, ranging from compact sedans to fifteen passenger vans. All vehicles are available for lease or rent by ISU departments and officially recognized student organizations for individuals driving on approved University business. When planning University business travel that will depart from Ames, contact Transportation Services at (515) 294-1882 (opt. 1) for assistance with vehicle reservations or go to <http://www.transportation.iastate.edu/reservations> to book reservations online.

VEHICLE RENTAL — ORIGINATING OUTSIDE OF AMES

For University business travel that requires rental vehicles originating outside of Ames, Iowa State University has access to a new formalized contract with Enterprise Rent-A-Car and National Car Rental, both of which are operated by Enterprise Holdings, Inc. Departments/employees **are to use this contract when it's available logistically** as insurance coverage is already provided within the rental rate for travel within the continental United States. **Contract benefits include:**

- Available for university business travel; also available for personal or leisure rental.
- Loss Damage Waiver is included in the rate, provided the vehicle is operated consistent with the terms of the rental agreement. For insurance coverage to apply, the driver must be listed as an authorized driver on the signed rental agreement.
- Liability insurance is included in the rate, provided the vehicle is operated consistent with the terms of the rental agreement. For insurance coverage to apply, the driver must be listed as an authorized driver on the signed rental agreement.
- Minimum rental age is 21.

Q: Who is an eligible renter under this contract?

A: All faculty and staff, including their immediate family (spouse, domestic partners, and children 21 years and older when permanently residing in the home of the faculty or staff member, and retirees and their spouses). The contract also extends to consultants and contractors whose car rental expenses are being reimbursed by the university, as well as graduate students on business rentals.

Q: How do I make a reservation?

A: In order to receive contracted rates and benefits, you **must** use one of the following options:

- Online via www.purchasing.iastate.edu/contracts - click on the Enterprise or National link under **Car Rental**.
- If you make an online reservation from Enterprise's or National's website, you must enter the contract ID/account #XZ62073. Enterprise will also require a PIN code, which is **IOW**.
- Call the Enterprise/National representative at (515) 251-5215 and provide the University's contract ID/account #XZ62073.
- Note if you rent from Enterprise or National but fail to use the proper contract ID/account number, loss damage waiver and liability coverage are not automatically provided and must be purchased.

Q: Can I use a different rental company when traveling on University business?

A. When renting vehicles anywhere outside of Ames, reservations **are to** be made through the Enterprise/National agreement **when reasonably available from a logistical and vehicle availability perspective.**

NEW REIMBURSABLE EXPENSE

If Enterprise/National isn't an option on your trip or you rent from Enterprise/National under another contract ID/account number, or you choose another rental firm, you **must** purchase the minimum amount of liability coverage available AND purchase the optional collision damage waiver or loss damage waiver (CDW/LDW). **The cost of this insurance is a reimbursable University travel expense.** There will be **no reimbursement** to an individual's personal insurance for rental vehicle damages or claims. Therefore, it is very important to remember to use the University contract when renting vehicles at any location.

For non-owned vehicles (including rentals, personal, or borrowed), the Regents' Motor Vehicle Program will apply **ONLY** as excess liability coverage when the driver is an authorized University employee on University business at the time of a claim or loss. The Regents' Motor Vehicle Program requires that the rental car company coverage be primary.



ISU Authorized Caterers/Vendors

While the university recommends ISU Dining for catering needs, a list of other Authorized Caterers/Vendors is posted at www.riskmanagement.iastate.edu for ISU departments and organizations to select from when holding events at ISU.

ISU requires that all vendors providing food/alcohol services at an ISU facility meet the same minimum requirements. Vendors not on the list are not allowed to cater events at ISU facilities until they provide the required documents.

It is not ISU's intent to exclude any vendor from providing services to ISU, but rather to ensure the safety of our students/staff and all other parties involved. Vendors who wish to be included may contact ISU Purchasing for contract information.

New Procedures: Driver Requirements - 15-Passenger Vans and Vehicles Towing Trailers

All undergraduate and graduate **student drivers** (regardless of employment status) of large passenger vans and vehicles towing trailers must be at least 20 years old, have a satisfactory motor vehicle driver review and successfully complete the Transportation Services training program for Large Passenger Vans and Vehicles Towing Trailers.

Additionally, **any driver** (regardless of employment status) for a Student/Campus Organization activity must have a satisfactory motor vehicle record check and driver training before driving a 15-passenger van or any vehicle towing a trailer.

- The Large Passenger Van Driving Class is currently a two-hour classroom session, generally held in the evening, which covers handling characteristics and defensive driving techniques for 15-passenger vans.
- Each driver must also show behind-the-wheel competency by driving a large passenger van with a trailer attached. Competency is determined by the Transportation Services instructor.