



ADMINISTRATIVE PROCEDURE 7340  
RENTING A VEHICLE WHILE ON DISTRICT BUSINESS

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**Responsible:** Office of Human Resources – Risk Management Department

**PURPOSE**

This administrative procedure shall set the guidelines used when an employee rents/leases a vehicle while on District business.

**PROCEDURE**

1. When renting/leasing a vehicle from a rental car agency for District business, an employee must elect the insurance option for physical damage to the rental vehicle. The insurance option must be selected:
  - a. Regardless of whether the vehicle will be paid for with a District purchasing card or with personal funds to be reimbursed by the District.
  - b. Regardless of the insurance limits and coverage the employee has on his/her own personal vehicle. Personal insurance coverage does not cover for "loss of use" should the rental vehicle be damaged and unable to be rented for a period of time while being repaired.
2. If the coverage is not purchased and the rental vehicle is damaged, the department or school renting the vehicle may be responsible for damages.
3. If an employee is involved in an accident while using a rental car on District business, he/she should contact the Risk Management Department immediately.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure complies with the District's governing documents, to include Board Policy 4133, Travel for School District Employees.

**REVIEW AND REPORTING**

1. This procedure will be reviewed as part of the annual audit of the District's governing documents.

**REVISION HISTORY**

Date	Revision	Modification
7/01/2014	1.0	Adopted