

## **Use of Colorado College vehicles and rented vehicles for college business**

### College Fleet

Vehicles are available to all faculty, staff, and students for college related activities and business. College vehicles are not allowed for personal use. Students may drive college vehicles only when the trips are approved and/or arranged by a faculty or staff member.

### Rentals

There may be times when a college driver must rent a vehicle outside of the fleet vehicles for college business. Rental costs are the responsibility of the department.

### Eligible driver requirements

Drivers must have a current and valid U.S. driver's license, good driving record, be insurable, and meet the college driver's certification requirements. Refer to the college's transportation procedures or call the Transportation office at 719-389-6175 for more information.

### Insurance

All college fleet vehicles are covered under the college's auto insurance policy. Vehicles rented for college business are also covered under the college's auto insurance policy in lieu of rental insurance offered by the vehicle rental agencies within the United States. For vehicle rentals outside of the United States, select the insurance offered by the rental agency.

### Accidents

All accidents or minor incidents resulting in any vehicle damage to either a college vehicle or a rented vehicle (inside or outside of the vehicle), or resulting in injury must be reported to the supervisor and/or department chair and the college's transportation supervisor at the conclusion of the trip or the next regular business day.

### Financial Responsibility

The college's auto insurance policy carries a \$1,000 deductible per incident. All departments, student groups and organizations that use a college vehicle or rent a vehicle are responsible for the \$1,000 deductible in case of an accident.

### Privately Owned Vehicle Insurance

If driving a personal vehicle for college business, the driver's personal insurance policy will be the default coverage.