



## MEMORANDUM

**DATE:** July 02, 2014  
**TO:** Campus Community  
**FROM:** Tim Ridley, CSP, ARM-P  
Director, Safety and Risk Management  
**SUBJECT: Reporting a Rental Vehicle Accident**

---

The following information should be used to assist you in the decision-making process regarding reporting a rental vehicle accident / property damage while driving on state business. This information comes directly from the Office of Risk and Insurance Managements (ORIM), Use of University and Private Vehicles Guidelines, Dated May 2012. Further information and the following document can be found at:

<http://www.dgs.ca.gov/orim/Programs/AutoClaims.aspx>

**“OK, YOU’VE HAD A MOTOR VEHICLE ACCIDENT IN A RENT-A-CAR VEHICLE,  
SO NOW WHAT HAPPENS?”**

**Commercial Rental Vehicles:** The Office of Fleet Administration negotiates with rental car companies each year. A list of the selected vendors and contract provisions may be found at

**[www.ofa/services/CarRental.asp](http://www.ofa/services/CarRental.asp).**

When vehicles are rented under the terms of these negotiated contracts there is no need to purchase ANY insurance as part of the rental contract. Rental car companies are responsible for any damage sustained to vehicles as well as any damages we cause third parties as a result of negligent operation of the vehicle, (up to \$500,000 for any one accident). **Use of the negotiated contracts is highly encouraged. For the contract terms to apply, State identification must be presented to the rental car company at the time the vehicle is rented.**

Please note that claims related to rental vehicles goes through the State Office of Risk Management who holds the agreement with the approved Rental agencies.

*In addition* to following the procedure pursuant to Appendix A-7, Use of University and Private Vehicles Guidelines, Dated May

2012 – “Ok, You’ve Had a Motor Vehicle Accident, So Now What Happens?” please note the following:

- Report the loss immediately to the rental car agency. The contact information should be located on the rental agreement. If after reporting the accident to the rental agency you are contacted by the rental agency, please refer them to the State Office of Risk Management. The State Office of Risk Management handles and makes all the decisions on accident claims. **Make no promises or commitments to the Rental Car agency.**
- **Refer claimants directly to the State Office of Risk Management (916-376-5302 or 1-800- 900-3634) to expedite the handling of their claim**
- **Report the loss to your campus Risk Manager.**

If the above does not answer your particular question or address your situation, please contact Campus Counsel, Risk Management or call the ORIM at (916) 376-5302.