

STATE FLEET AND RENTAL VEHICLES GUIDELINES

Fold 3

In case of an accident with a State Fleet Vehicle

- ❖ All accidents must be reported to law enforcement. Need name of law enforcement agency that investigated the damage, name and badge number of officer, and phone number of law enforcement agency.
- ❖ Submit all forms to UND Transportation within 24 hours. Contact (701) 777-4122.
- ❖ Fill out Risk Management Fund Motor Vehicle Accident Report Incident Reporting form within 24 hours of accident.
- ❖ Incident Investigation Form completed by supervisor must be completed within 24 hours.
- ❖ UND property damage, fill out a Dept. Bldg. /Property Loss Report and submit to UND Safety.

Fold 2

Rental cars (In the United States)

- ❖ Cannot rent a vehicle in North Dakota, must use a State Fleet vehicle.
- ❖ If out-of-state and need a rental vehicle for state business, must use the North Dakota Vehicle Rental Agreement. Insurance is included when you use codes **National/Enterprise – XZ63UND Pin NDS** or **Hertz – 1892010**. State agreement does not include 15-passenger vans.
- ❖ If out-of-state and need a 15 Passenger Van for state business, must use the UND Agreement. UND Agreement only pertains to **National/Enterprise**. Use account code **NA63100** and the **3-digit pin UND**. Insurance is included when using these codes. No discount or insurance coverage through Hertz for 15 passenger vans.
- ❖ Expedia, Travelocity, etc.: National/Enterprise can add code where it asks for Discount Code. Must book directly thru Hertz.com for discount.
- ❖ When National, Enterprise or Hertz aren't available at the destination, **MUST** purchase **Collision Damage Waiver, Comprehensive, and Liability** Insurance except in the following states: MN, SD, MT, WY, IA and WI. In these states, coverage is through the ND Risk Management Division.
- ❖ Rental cars (International, including Canada) Outside the United States, **Collision Damage Waiver, Comprehensive, and Liability** insurance must be purchased.
- ❖ Personal Travel State Employee Discount (National/Enterprise NA63ND1)

Fold 1

In case of an accident with a Rental Car

- ❖ Accidents must be reported to law enforcement. Need name of law enforcement agency that investigated the damage, name and badge number of officer, and phone number of law enforcement agency.
- ❖ Report accident to UND Safety within 24 hours by calling (701) 777-3341 and must submit an Incident Reporting Form.
- ❖ Supervisor must fill out the Incident Investigation Form and submit to UND Safety within 24 hours.
- ❖ Incident/Accident will be filed online by UND Safety with the ND Risk Management Division whether rental agreement was or was not used. All incidents/accidents must be filed with ND Risk Management Division.

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