



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Liability &amp; Use of Commercial Car Rental Companies</b>	
Department: <b>Safety &amp; Risk Management</b>	Reference No.:
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Web Links: <a href="#">State of California Commercial Car Rental</a>	Expiration Date: <b>NA</b>

## Where to Rent

To minimize your personal liability and related costs to the University, when you are traveling on University business and renting a vehicle, you should always use one of the car rental companies contracted with the State of California.

The State of California, Department of General Services negotiates contracts on an annual (calendar year) basis. The State's contract not only assures clean and well maintained vehicles but also limits the University's liability as well as your own. The State's contract includes comprehensive, collision, loss of use, and liability coverage at no cost to the renter or the University.

## How to Rent

When making your rental reservations with one of the car rental companies contracted with the State of California, you **must**:

- Specify the State Contract ID
- Pay with a corporate American Express Card of Department of General Services (DGS) Card. A DGS Card can be obtained from the Office of Financial Management (BH-363) and is valid only for intra-state travel.

## Personal Liability

If you rent a vehicle from a *non-State contracted company* and are involved in an accident, you can be held personally responsible for all costs associated with the loss of or damage to vehicles and personal injury to others.

If you rent a vehicle from a *State contracted company* and have not identified the State Contract ID Number when renting the vehicle or have not paid for the rental with either a Corporate American Express Card or Department of General Services Card, you can be held personally responsible for all costs associated with the loss of or damage to vehicles and personal injury to others.

The coverage provided by the State negotiated contract *does not apply* if you are under the influence of alcohol or other controlled substances, or if non-authorized drivers are operating the vehicle.

**FORMS:** NA