BOARD OF EDUCATION
School District #33 (Chilliwack)

711.1
ADMINISTRATIVE REGULATION
Rental Vehicles

When authorized, School District employees may rent a vehicle while on District business or for the purpose of transporting students or staff while attending a School District authorized activity. See the *Rental Vehicle Flowchart*.

Due to the high risk of rollover crashes in 15 Passenger Vans, the use of these vehicles is strictly prohibited.

The following recommendations in the Risk Note provided by Schools Protection Program (SPP) on *Rental Vehicle Insurance Coverage* will ensure that minimum insurance coverage is met when renting a vehicle. All inquiries may be directed to the Secretary Treasurer.

RENTING A VEHICLE IN BC - USING THE CSA

For in-province business travel, vehicles must be rented using the BC Provincial Government's *Corporate Supply Arrangement (CSA)*. The CSA provides various rental vehicles at a negotiated rate in several areas of BC.

All required insurance is already included for vehicles rented under the CSA. For further details, please refer to the *Insurance Information Guide*.

 To rent a vehicle using the CSA:

1) Select a vehicle rental agency according to your travel destination by accessing the CSA - Goods and Services Catalogue for *daily rentals* (short-term rentals up to 30 days).

2) Provide a Corporate ID number to the rental company when making your reservation. This can be found on the *list of vendors/suppliers* for daily rentals.

3) Use your District Purchasing Card (BMO MasterCard) to reserve and pay for the rental vehicle. Personal credit cards are **not** permitted.

4) Do **not** accept **any** insurance offers made by the rental company such as:

- Collision Damage Waiver or Loss Damage Waiver coverage
- Personal Injury/Accident Insurance
- Cargo Insurance or Personal Effect Insurance

RENTING A VEHICLE - NOT USING THE CSA

This may be necessary when:
- a CSA rental agency is unable to supply the vehicle required;
- a CSA rental agency is not available in the region; or
- a vehicle is rented outside of BC.

1) Select a vehicle rental agency according to your travel destination.

2) Prior to selecting a vehicle type, ensure you are familiar with the Collison Damage Waiver (CDW) exclusions and limitations (including vehicle limitations) stated in the *BMO One Card Endorsement*.

3) Please consult with the Secretary Treasurer prior to your departure in the following instances:

   - Vehicle rentals outside of Canada and the US
   - Rental periods exceeding 31 days
   - The maximum value of the vehicle exceeds $75,000 (CAD)

4) The vehicle must be rented from a commercial rental agency and operated by the Primary Cardholder or other School District employee who is permitted as a driver. Declare the names of **all** drivers on the agreement **and** confirm they are covered by the insurance. **SPP's additional liability protection only covers employees or officers of the School District**.

5) Use your District Purchasing Card (BMO MasterCard) to reserve and pay for the rental vehicle. Personal credit cards are **not** permitted.

6) Coverage provided under the BMO MasterCard agreement does **not** include Third Party Liability. Therefore, ensure the following:

Must be done through the Rental Agency for rentals outside of BC
☐ **PURCHASE** a minimum of $1 million Third Party Liability
☐ **DECLINE** Collison Damage Waiver/Loss Damage Waiver

In Case of an Accident

All accidents involving rental vehicles are to be reported within 24 hours. Notify the Secretary Treasurer together with a copy of the Police accident report.

For in province rentals: *In Province Accident Matrix*

For out of province rentals: as specified in the *BMO One Card Endorsement*