

## **Use of Personal and Rental Vehicles**

A brief description of the insurance issues surrounding rental cars/personal vehicle usage is as follows:

### **Use of Rented Automobiles by University Employees:**

- The University's automobile policy will automatically provide limited coverage for rental vehicles as long as the renter is an employee of the University and is operating under the scope of their job duties. However, due to complications that may arise with rental car claims filed under the University's insurance coverage, Risk Management strongly recommends that, at a minimum, you purchase the rental company's optional liability insurance coverage (*this coverage is automatically included in the rental contract when using a rental agency under [contract with the state of SC](#) and reserving with the appropriate USC account number*).
- The University's policy covers accidents or losses which occur in the United States, its territories or possessions, Puerto Rico, or Canada. If you are traveling outside the coverage area, you will need to purchase the insurance offered by the rental company. Due to complications that may arise with rental car claims filed under the University's coverage, Risk Management strongly recommends that, at a minimum, you purchase the rental company's optional liability coverage whenever an employee is traveling outside the lower 48 states, Alaska, and Hawaii.
- Whenever a University employee rents a vehicle, they should sign the contract making a reference to their department, i.e. "USC Risk Management, John Doe".
- Coverage does not extend to students and other non-University personnel. Only University employees should drive rental cars rented on behalf of the University. If you have specific questions pertaining to non-University drivers, please contact Risk Management.
- A police report must always be filed when an accident occurs.
- When renting a vehicle, employees should always carry a copy of the University's auto insurance card.

### **Use of Personal Vehicles for University Business:**

- The University's automobile liability insurance policy only covers liability and does not cover damage to employee's personal vehicles.

- Liability coverage is secondary to the employee's personal automobile insurance. This means that if a University employee is involved in an accident while using their personal vehicle for university business, the claim would first be filed with employee's automobile insurance company. Any potential coverage from the University's insurance would occur after the claim had been resolved with the employee's insurance company.

**NOTE: This is a basic overview of how the insurance coverage works; it is not all inclusive. If you have further questions, please contact Risk Management at 777-7103.**