Verbal Flowchart to Follow when Renting a Vehicle for University Business

Please read in conjunction with appendix[[1]](#endnote-1)

# Renting with Non-Lakehead Employees and Students Involved

If there is a non-Lakehead employee (student or non-student) involved, are all drivers licensed and over 21?

1. If yes, contact Risk Management, who will advise next steps
2. If no, a vehicle can be rented but no person under 21 years old can drive. Contact Risk Management, who will advise next steps.

# Short-Term Vehicle Rentals

If only Lakehead employees, and no students, are involved, and the rental period is short term (48 consecutive days or fewer), proceed through the following steps:

1. If the vehicle is on the restricted list[[2]](#endnote-2), create a purchase requisition in Colleague. The insurance is purchased at rental agency as indicated on Purchase Order.
2. If the vehicle is not on the restricted list, use US Bank Corporate Visa[[3]](#endnote-3), and consider the following:
	1. if the card is not in good standing[[4]](#endnote-4), proceed to step 3
	2. if the card is in good standing, the cardholder must be present to pick up and sign. Otherwise, proceed to 2c
	3. if the cardholder will not be present to pick up and sign for the vehicle, do not use US Bank Visa. Instead, create a purchase requisition in Colleague; the insurance is purchased at rental agency as indicated on Purchase Order
3. In order to reinstate a card, the full balance owing must be paid[[5]](#endnote-5). Once paid, contact the Visa Site Coordinator at creditcard@lakeheadu.ca to have the card reinstated. Once reinstated, return to step 2b.

# Long-Term Vehicle Rentals

If only Lakehead employees, including no students, are involved, and the rental period is long term (more than 48 consecutive days), create a purchase requisition in Colleague. The insurance is purchased at rental agency as indicated on Purchase Order

# Endnotes

1. This flowchart is not comprehensive and definitive and should be read in conjunction to the University’s Travel Expense Policy; Basic Insurance and Other Risk Management Guidelines for Travel to and from, and Attendance at, Off-Campus Events; and the U.S. Bank Visa Commercial Card: Insurance Certificates. [↑](#endnote-ref-1)
2. Restricted Vehicles are as follows:

Vans, Cargo Vans, or Mini Cargo Vans (other than mini-vans as described in the Insurance Certificate);

Trucks, pick-up trucks, or any vehicle that can be spontaneously reconfigured into a pick-up truck;

Limousines;

Off-road vehicles — meaning any vehicle used on roads that are not publicly maintained roads unless used in ingress and egress private property;

Motorcycles, mopeds, or motor bikes;

Trailers, campers, recreational vehicles or vehicles not licensed for road use;

Vehicles towing or propelling trailers or any other object;

Mini-buses or buses;

Any vehicle with a manufacturer’s suggested retail price (MSRP) excluding all taxes, over $65,000 CAD, at the time and place of loss;

Exotic vehicles, such as Aston Martin, Bentley, Bricklin, Daimler, DeLorean, Executive, Ferrari, Jensen, Lamborghini, Lotus, Maserati, Porsche, Rolls Royce;

Any vehicle which is either wholly or in part handmade, hand finished, or has a limited production of under 2,500 vehicles per year;

Antique vehicles, meaning a vehicle over 20 years old or which has not been manufactured for 10 years or more;

Tax-free cars [↑](#endnote-ref-2)
3. Per the Travel Expense Policy (section 3.b.iii.), Lakehead will not reimburse travellers for insurance coverages available through the University’s credit card program. For special circumstances, contact Financial Services. [↑](#endnote-ref-3)
4. The cardholder is ultimately responsible for the rental car, regardless of who was driving at the time of loss. The cardholder is responsible to ensure that any person driving the vehicle is over 21 years of age, is a fully licensed driver, and is familiar with the stipulations laid out in the U.S. Bank Visa Commercial Card Insurance Certificate. [↑](#endnote-ref-4)
5. Lakehead University will not reimburse cardholders for insurance that was needed to be purchased additionally because of a suspended, closed, or otherwise over-due account, as cardholders are responsible for ensuring their corporate cards are paid in full and on time, every month, per their signed acknowledgement form. [↑](#endnote-ref-5)