

WORKSHEET FOR RENTAL OF 15 PASSENGER AND MINI-VANS

12 PASSENGER VANS

See <https://www.usm.edu/procurement-contract-services/vehicle-rental-information> for procedures.

Departments should contact the state contract rental agencies first to see if a 12-passenger van is available.

A PCARD may be used to rent the vehicle.

If none are available the following steps should be taken:

- A standing wavier is in effect for USM for the rental of a 15-passenger van
- A PCARD can not be used to pay for the rental FUEL.
- Departments should endeavor to obtain the best rate available
- Check the age requirement for the driver with the rental company. Some agencies require 21 while others require 25
- CDW (Collision Damage Waiver) insurance must be purchased when renting from an agency other than the state contract rental agency
- If the driver is NOT an employee of USM, CDW and LDW (Loss Damage Waiver) insurance must be purchased

Take a moment to read the safety advisory on 15- passenger vans located at <http://www.safercar.gov/portal/site/safercar/menuitem.13dd5c887c7e1358fefe0a2f35a67789/?vgnextoid=fa2786426c9b9110VgnVCM1000002fd17898RCRD>

MINI-VANS

See <https://www.usm.edu/procurement-contract-services/vehicle-rental-information> for procedures.

Departments should contact the state contract rental agencies first to see if a mini-van is available.

A PCARD may be used to rent the vehicle.

If none are available the following steps should be taken:

- A standing wavier is in effect for USM for the rental of a mini van
- A PCARD can not be used to pay for the rental fuel
- Departments should endeavor to obtain the best rate available
- CDW (Collision Damage Waiver) insurance must be purchased when renting the van from an agency other than the state contract rental agency
- If the driver is NOT an employee of USM, CDW and LDW (Loss Damage Waiver) insurance must be purchased