

## 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