

Rental and Use of Vehicles in an Official Capacity

Procedure Statement

SFA provides several choices for transportation necessary for operations or travel needed for university business. There is always an inherent risk when using any vehicle. The following three procedures and requirements provide general insurance, worker's compensation and policy information for use of any vehicle an employee drives while on official university business.

A. Rental of a University Vehicle – Refer to university policy [16.23](#).

B. Non-university Vehicle and Passenger Van Rentals - The university allows its employees to rent vehicles from a vehicle rental company. All SFA employees driving rental vehicles while operating in an official capacity shall be SFA certified drivers issued by the University Policy Department in accordance with university policy [13.23](#).

For those renting a passenger van, all drivers must be SFA certified drivers with a van endorsement issued by UPD and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department. An email with the trip dates and activities must be submitted within ten days prior to the departure date for the authorization to be considered. The following are vehicle and passenger van rental requirements:

1. Drivers renting a passenger van from a non-university fleet shall follow all requirements and guidelines stated in university policy [16.23](#). ***Rentals of 12-15 passenger vans are strictly prohibited.***
2. Drivers involved in an accident locally may be required to submit to a drug and alcohol screening in accordance with the SFA university policy [11.6](#). The driver shall report the accident to the UPD (936-468-2608); if the police determine the employee is at no fault then the driver will not be required to take the drug test, if the accident fault is undetermined or the employee is at fault then a drug test will be required. If the accident occurs out of town, the driver shall report the accident to a local police agency (911) and upon returning to campus notify UPD of filing the accident with an out of town police agency. Drug and alcohol screening for out of town accidents will be left up to the discretion of the officer on site.
3. Renting vehicles from a state contracted vendor such as [Enterprise or Avis](#) does not require purchasing insurance unless the trip includes driving off-road or crossing the Mexican or Canadian borders. Call the Environmental Health, Safety, and Risk Management Department for insurance information before crossing any United States borders or driving off-road as it may be necessary to purchase additional insurance.

An email request with the trip dates and activities must be submitted within 10 days prior to departure to allow for insurance coverage requests from the insurance agent.

4. Cell phone usage shall adhere to all federal, state and local laws and ordinances. University employees are strictly prohibited from texting while driving a rental vehicle on university business.

C. Use of a Personal Vehicle in an Official Capacity – Another transportation option is the use of a personal vehicle for business purposes, and there are several things you should know before choosing this option:

1. All personal vehicle trips on official business need to be documented with a Travel Requisition: this includes any short trips outside of Nacogdoches. This verifies approval of the official business in a personal vehicle should any unforeseen events happen during the trip.
2. The insurance on the personal vehicle is primary which means that in the event of an accident, theft, vandalism, etc. the driver's personal auto insurance will be the primary coverage.
3. Cell phone usage shall adhere to all federal, state and local laws and ordinances. University employees are strictly prohibited from texting while driving any vehicle on university business.
4. University auto insurance coverage does not insure personal vehicles on official business if the driver is serving as a commuter driver such as Uber, Lyft, etc.

Accident Medical Insurance Coverage

Medical insurance coverage for employees is the same regardless of which transportation option you choose. The university, being a state entity, offers Worker's Compensation for any employee as long as they are doing the job they were hired for, which may include travel. Accident medical treatment for:

1. **Employees** - Should an employee be injured in an accident while driving a university rental, rental company vehicle or personal vehicle on SFA business, the employee's medical treatment will be covered under Worker's Compensation. Any injured SFA employees riding in the vehicle will also be covered by Worker's Compensation. Employees serving as a commuter driver (Uber, Lyft, etc.) is considered on personal time and will not be covered by Worker's Compensation.
2. **Non-employees** – In the event of an injury during an accident in a university owned rental vehicle, any non-employee is covered under the university's auto liability insurance.
3. **Non-employees** - In the event of an injury during an accident, any students or passengers not employed by the university that are riding in the university employee's personal vehicle on official business shall be covered by the driver's

personal auto insurance. The driver's personal vehicle auto insurance is always considered primary in an accident.

4. **Non-employees** - In the event of an injury during an accident, any students or passengers not employed by the university that are riding in a rental vehicle from a state contracted company ([Enterprise or Avis](#)) will not be covered by Worker's Compensation but may be covered by the contracted insurance coverage agreed upon by the state and the rental car agency. The university's auto insurance will activate should the rental car agency's coverage be exhausted.