

VEHICLE RENTAL FACT SHEET

When Smithsonian travelers rent a vehicle during official Smithsonian travel, the vehicle should be rented using an individual travel card (if available) and using the government contract rate when available. The government rate and individual credit card include collision damage waiver insurance (CDW)*. The government plan also includes liability, property damage and comprehensive coverage.

Travelers may be asked to verify their travel status by presenting either a Travel Authorization form or a government charge card to the rental company at the time of rental. Card holders must decline CDW if offered.

NOTE: Whether the government contract rate is available or not and whether the traveler has an individual travel card or not, the traveler is covered for any official vehicle use in the United States only. In Canada and other foreign locations, the traveler must purchase a collision damage waiver (CDW) and any other required additional insurance in the country in which the rental is made. These insurance charges will be reimbursed to the traveler.

CDW fees will not be reimbursed for any car rental in the U.S.

Travelers authorized to operate vehicles rented under the government rate include the renter and any fellow travelers who are SI employees (if properly licensed) while acting within the scope of their employment duties. Such additional drivers need not be listed on the rental agreement but must meet any requirements of the agreement – e.g., age requirements.

IF AN ACCIDENT OCCURS, report the accident to the rental agency. If there are concerns or questions from the rental agency, contact the Smithsonian's Office of Risk Management at 202-633-7146.

The US Government Car Rental Agreement specifies that travelers who rent vehicles at the government rate (within the continental United States) will be held responsible and not reimbursed for any loss or damage to the vehicle in any of the following circumstances:

- a) Vehicle is obtained through fraud or misrepresentation, or the damage or loss is intentionally caused by an authorized driver
- b) Driver operates the vehicle while under the influence of intoxicants or any prohibited drugs
- c) Vehicle is used for any illegal purpose
- d) Vehicle is used to push or tow another vehicle
- e) Vehicle is operated in live artillery fire exercises, or used in training for tactical maneuvers
- f) Vehicle is used in a test, race or contest
- g) Vehicle is operated by a person other than an authorized driver
- h) Vehicle is taken across an international boundary without specific authorization at the time of rental
- i) Vehicle is stolen and the renter cannot produce the vehicle's keys, unless the renter can verify the keys were also stolen
- j) Vehicle is operated off paved, graded, state or professionally maintained roads, or driveways, and the traveler has not arranged for this in writing beforehand with the rental company

* Travel card insurance does not cover trucks, pick-ups or full-size vans mounted on truck chassis.