



Appendix 2: CAR RENTAL SUPPLEMENT: CORPORATE SUPPLY ARRANGEMENT (CSA) TRAVEL EXPENSES POLICY

1.00 CSA IN-PROVINCE VEHICLE RENTAL

- To locate the vehicle rental companies holding a CSA, first determine the community in which you want to rent the vehicle and then check on the [Daily Vehicle Rental Suppliers By Community](#) spreadsheet for suppliers in that community.
- Renters are required to provide a Corporate Identification Number to the rental company when requesting a vehicle. This number can be found on the Daily Vehicle Rental Suppliers by Community spreadsheet. **Ensure the Corporate Identification Number appears on your rental agreement** as this results in the correct rates, and terms and conditions being applied to your rental.
- Contact the vehicle rental agency in the location from which you wish to rent.
- BC broad public sector employees must identify the organization for which you work.

2.00 INSURANCE

All required insurance is already included for in-province business travel in vehicles rented under the Province's Vehicle Rental CSA, including a minimum \$2 million 3rd Party Liability coverage for all rental vehicles and collision and comprehensive coverage for amounts greater than the deductibles.

Do not accept **any** insurance offers made by the rental company.

Do not purchase Collision Damage Waiver / Loss Damage Waiver coverage, Personal Injury/Accident Insurance or Cargo Insurance or Personal Effect Insurance. *(The only exception to this is where you are renting a vehicle from a company that does not have a CSA with the BC government. See [Out-of-Province Rentals](#).)*

3.00 IN CASE OF AN ACCIDENT

Call the Local Police

The local police must be informed **within 24 hours** when:

- Damages exceed \$1,000
- The vehicle is stolen or vandalized
- A person has sustained injury or death
- There has been a hit-and-run accident with damage

The operator of the vehicle must not admit/accept liability and should only provide the information required by the investigating police officer.

4.00 SERIOUS ACCIDENT?

If you are involved in a serious accident contact Risk Management Branch at (250) 952-0845 or (250) 356-1794 for direction and assistance.

5.00 CALL THE VEHICLE RENTAL AGENCY

- All accidents must be reported to the rental agency within 24 hours
- Stolen or vandalized vehicles must be reported to the rental agency immediately

COPIES OF THE RENTAL AGENCY'S ACCIDENT & INCIDENT FORM AND ACCIDENT REPORT ARE REQUIRED TO BE FORWARDED TO:

- The Province's Risk Management Branch (Fax: 250 356-0661)
- The driver's manager

6.00 CSA VEHICLE RENTAL SUPPLIERS & RATES

- [CSA Approved BC Car Rental Agencies](#) GO TO "List of Suppliers"

7.00 INSURANCE & ACCIDENT INFO

- [Insurance & Accident Information](#)

8.00 OTHER

Identification Requirements

- Business card

9.00 AUTHORIZED PASSENGERS

Passengers authorized to travel in the rented vehicle under the terms of the CSA include:

- Spouses or children accompanying authorized users on travel status
- Contractors or persons other than employees transported in connection with government business
- Persons authorized in writing by an executive financial officer or designate

10.00 ADDITIONAL DRIVERS

- Authorized passengers (see above) accompanying the authorized user are permitted as additional drivers whether declared or not at the time of rental.
- Additional drivers must hold a current and valid driver's license and have completed the graduated licensing program.
- Additional drivers must be over the age of 19.
- An additional driver fee will not be charged for additional drivers.

11.00 PERSONAL

CSA agreements are for short-term rentals (up to 30 days) of light vehicles within British Columbia. **They are restricted to business travel only.** If combining College Business travel with personal travel, a separate agreement must be made with the car rental agency for the personal portion of the trip.

For any other questions regarding CSA rental vehicles, refer to [CSA In Province Car Rentals](#).