

Tips for Renting Vehicles for University Business

1. PRINT the current Proof of Insurance card found at the following link:
<http://www.uark.edu/admin/busaffrs/risk/insurance.pdf>
2. CARRY this printout with you while operating rented vehicle.
3. NOTATE "University of Arkansas" on the rental agreement along with your name as Renter.
4. NOTIFY your department immediately of any accident; and COMPLETE the Motor Vehicle Accident Report found at the following link:
<http://www.uark.edu/admin/busaffrs/risk/mvaccident.pdf>
5. CAREFULLY INSPECT rental vehicles BEFORE signing the form which states pre-existing damage (or lack thereof). For tall vehicles (vans, pickups, SUV's), inspect the TOP of the vehicle if possible.