

City of Richmond

Administrative Manual

SUBJECT: Insurance Coverage for Rented or Leased Vehicles
and Automotive Equipment

SECTION: Risk Management

POLICY NUMBER: AP 402

INITIAL DATE PREPARED: April 24, 2000

LAST DATE REVISED:

I. Purpose

To set forth the City's policy regarding insurance coverage for rented or leased vehicles and automotive equipment, including heavy duty trucks, vans, rental cars and/or other special equipment.

II. Policy

- A. Employees traveling on City business are covered. Employees are instructed not to incur additional charges for liability insurance (including medical payments) when renting or leasing vehicles or automotive equipment during the course of City business within the continental United States, its' territories or possessions, Puerto Rico or Canada.
- B. Employees may purchase the collision damage waiver (CDW) if they are charging the rental on a personal credit card.
- C. City employees renting or leasing vehicles outside the continental limits of the United States shall obtain automobile liability and physical damage insurance in accordance with the laws of the foreign jurisdiction but in no event less than \$250,000/\$500,000/\$250,000. Inquiries pertaining to matters of insurance coverage shall be directed to Risk Management.