

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

USE OF RENTAL VEHICLES

Rental vehicles may be used in the conduct of authorized College business.

Rental cars are covered by College insurance if, and only if, the car is rented in the name of Schoolcraft College. Since rental companies require the driver's name and vital statistics when renting a car, the employee should write Schoolcraft College under their name on the rental agreement if the car is being used to conduct College business.

If the employee does not rent the car in Schoolcraft College's name as suggested above, the employee is relying on his/her own personal automobile coverage and therefore, may wish to purchase the additional insurance depending on his/her personal circumstances.

Proposed—Cabinet
September 25, 2000
Revised—Cabinet
October 17, 2000
Reviewed—Cabinet
February 5, 2002
Reviewed—Business Services
April 13, 2005
Reviewed—Cabinet
March 16, 2010
Changed Procedure #
12/1/16
Reviewed—VP and CFO
August 1, 2019