

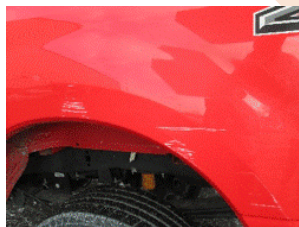
## Driving and Motor Vehicles Policy

### Appendix C – Damage Responsibility for the Repair of University Vehicles

Departments are responsible for the entire cost of repair for vehicles owned by the department, unless \*physical damage insurance has been previously obtained. In cases where extensive damage to a rental vehicle is the result of clear abuse or carelessness during the rental period, the department will be billed more than the normal maximum. Replacement vehicles will be charged to the responsible department at the daily rental rate

CATEGORY	DEPARTMENT RESPONSIBILITY	DEPARTMENT RESPONSIBILITY
	Fleet Management Rental Vehicle	DEPARTMENT OWNED WITH PHYSICAL DAMAGE INSURANCE
Windshield repair	\$0	Cost of repair
Windshield replacement	\$100	\$500
Comprehensive damage (weather, animal strike, road debris, etc.)	\$400	\$500
Dual fault crash on roadway	\$400	\$500
Striking stationary object (parked vehicle, pole, gate, etc.)*	\$850, first case each fiscal year, amount increases by \$200 each case thereafter	\$500
Crash or damage not reported	\$850, first case each fiscal year, amount increases by \$200 each case thereafter	\$500

Reportable damage is defined as “minor”, “moderate”, or “severe”. Minor damage typically means scratches, scrapes or dings. Moderate damage usually means large dents in the hood, fender or door. Severe damage is very heavy damage, including broken axles, bent or twisted frames. Minor damage will be reviewed on a case by case basis to determine if a report is necessary.



Minor Damage



Minor Damage



Moderate Damage



Severe Damage

Departments renting vehicles from University Fleet Management are responsible for the entire cost of repair or replacement for intentional vehicle abuse or misuse.

Pre-authorization is required for all body repair or glass replacement.