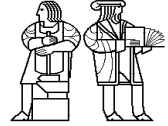


## MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Student Life Programs Office  
77 Massachusetts Avenue  
Cambridge, MA 02139



Building W20-549  
(617) 253-6777  
(617) 253-8391 Fax

### **FACTS ABOUT USE OF PERSONAL VEHICLES & RENTALS WHILE ON MIT BUSINESS/MIT CLUB-SANCTIONED ACTIVITIES**

#### Use of Personal Vehicles

- If an individual opts to use his/her own personal auto for MIT-related business, his/her personal auto insurance is **primary** and MIT will not reimburse for deductibles, physical damage to the vehicle or any surcharges to insurance premiums resulting from accidents or violations cited while on MIT business.
  - Individuals must furnish evidence of valid insurance coverage and current license if they will be transporting MIT students.
  - MIT's commercial auto insurance will cover liability claims in excess of the individual's personal auto policy.
- 

#### Use of MIT-Owned Vehicles

- Drivers must be authorized by the appropriate Department contact to operate an MIT-owned vehicle and must possess a valid license.
  - Use of MIT-owned vehicles is restricted to **MIT business only**.
- 

#### Use of Rented or Leased Vehicles

##### Domestic Rentals (US and Canada)

- Drivers are **strongly encouraged** to rent vehicles from either of the two rental agencies with which MIT currently has corporate agreements, Alamo and Budget. Please refer to the Travel Office website for additional information, including the MIT Corporate Account Nos.: <http://web.mit.edu/cao/www/travel.htm>. The rental of standard private passenger vehicles, for MIT business, through either of these agencies, ensures **first dollar coverage** (i.e., \$0 Deductible), in the event of an accident. If the driver rents from another agency, MIT self-insures the exposure. Drivers will not be reimbursed for obtaining the optional collision/loss damage

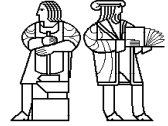
Please return this form to the Student Life Programs Office, W20-549.

In case of questions or emergency, please contact Tom Robinson or Linda Noel at 617-253-6777 during regular business hours or contact the Dean on Call at 617-253-1212.

## **MASSACHUSETTS INSTITUTE OF TECHNOLOGY**

---

Student Life Programs Office  
77 Massachusetts Avenue  
Cambridge, MA 02139



Building W20-549  
(617) 253-6777  
(617) 253-8391 Fax

waiver coverage, for MIT business rentals, for **domestic** travel, because it is not cost-effective for such coverage to be procured by all domestic travelers.

- The MIT Driver is advised to conduct a cursory physical inspection of the rented vehicle, upon initial entrustment and final return, to ensure MIT is not charged with damage that occurred to the vehicle beyond the contracted rental period.
- 

### International Rentals

- MIT drivers who rent vehicles while on MIT business outside the US or Canada **should procure the insurance coverage offered by the foreign rental car agency.** Because the international franchises of Budget and Alamo do not always honor MIT's corporate agreements, international travelers may make arrangements with other rental car agencies.

**ALL ACCIDENTS OCCURRING WHILE ON MIT BUSINESS SHOULD BE REPORTED TO THE OFFICE OF INSURANCE AS SOON AS POSSIBLE.**

**UNDER NO CIRCUMSTANCES SHOULD AN MIT DRIVER AGREE TO SIGN ANY STATEMENT AT THE SCENE OF AN ACCIDENT, ADMITTING TO FAULT OR LIABILITY.**

---

Requests for Certificates of Insurance - if you will be driving on MIT business and have been requested by a rental car agency to furnish evidence of insurance, please forward the following information to Daniel Jacobs, [dljacobs@mit.edu](mailto:dljacobs@mit.edu) (2-3408): Name of agency, address, fax, and contact name; dates of rental; number/types of vehicles; rental period, location and MIT business purpose.

Please return this form to the Student Life Programs Office, W20-549.  
In case of questions or emergency, please contact Tom Robinson or Linda Noel at 617-253-6777 during regular business hours or contact the Dean on Call at 617-253-1212.