

# Rental Vehicle Procedures

There is no need to secure coverage for each individual rental vehicle as coverage is provided under the Commercial Auto policy (e.g. Mission trips). The only requirements are the following:

## **Rental Vehicle should be rented under the Parish or Schools name.**

- **Use of 11-15 Passenger Vans is strictly prohibited - this number includes the driver**
- Please have all drivers fill out the attached **Rental Vehicle Driver Form**. Potential drivers should not be utilized if they answered "FALSE" to any of the three questions asked on the Volunteer Driver Form.
- Please forward AON the completed **Rental Vehicle Driver Form** noting each person who will be driving the rental vehicle(s), no less than 14 business days prior to the rental date. This can be done by emailing the attached form to your AON representative as listed below.
- Please returning your form, let us know if you need an Auto Identification Card for the rental vehicle(s).

### **Other:**

#### **Accident Reporting**

##### If an accident occurs

- Obtain medical assistance, if needed, at the scene as soon as possible.
- Contact local police, sheriff, or highway patrol authorities as required.
- Exchange driver, vehicle and insurance information right away.
- Report the accident/moving violation to the insurance agent.
- Claim reporting instructions and forms will be on the Diocese Web Site
  - <https://www.gbdioc.org/facilities-properties/insurance-renewal-documents>
  - or reported directly to Church Mutual Insurance Co at 1-800-554-2742 Opt 2
- Report the accident/moving violation to the Diocese.

##### Policy Information

- The policy is listed under St Joseph Real Estate Services Corp. (aka Diocese of Green Bay)
- Policy# 0500232-09-247224, Effective Date: 7/1/2021 to 7/1/20

## All Drivers

- Drivers must be 21 years of age or older.
- Drivers must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
- Drivers must hold a current, valid driver's license for the type of vehicle they will be operating.
- No driver will be hired or allowed to provide volunteer transportation on behalf of any diocesan entity who has had any of the following citations or convictions in the past three years:
  - Operating a vehicle during a period of license suspension, revocation or forfeiture
  - Driving under the influence of alcohol or drugs
  - Hit and run accident
  - Failure to report an accident
  - Negligent homicide arising out of the use of a motor vehicle
  - A motor vehicle for the commission of a felony
  - Operating a motor vehicle without the owner's authority
  - Permitting an unlicensed person to drive
  - Reckless driving
  - A combined total of three or more accidents and/or moving violations
- It is the responsibility of the driver to ensure that all passengers adhere to State safety seat belt laws and regulations.
- All drivers are required to take the online defensive driving course (as noted above)
- Cell phones and other handheld electronic devices are not permitted to be used while driving a motor vehicle.

If you have additional question or concerns, please contact:

**Katrina Brandner** □ [katrina.brandner@aon.com](mailto:katrina.brandner@aon.com) or 920-431-6241

or

**Mike Frey** □ [mike.frey@aon.com](mailto:mike.frey@aon.com) or 920-431-6253

# Rental Vehicle Driver Request Form

Contact at Aon: **Katrina Brandner**  [katrina.brandner@aon.com](mailto:katrina.brandner@aon.com) or 920-431-6241

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Parish / School:** \_\_\_\_\_

**Parish / School Address:** \_\_\_\_\_

**Name of Rental Car Company** \_\_\_\_\_

**Address of Rental Car Company:** \_\_\_\_\_

**How Many Vehicles Being Rented:** \_\_\_\_\_

**Date(s) of the Rental:** \_\_\_\_\_

**Destination (city, state, zip):** \_\_\_\_\_

**Number of Person(s) Traveling:** \_\_\_\_\_

**Adults 18 yrs. of Age & Older:** \_\_\_\_\_

**Children Under the Age of 18:** \_\_\_\_\_

**Driver Information  Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Drivers Licenses Number:** \_\_\_\_\_ **State Issued in:** \_\_\_\_\_

**Driver Information  Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Drivers Licenses Number:** \_\_\_\_\_ **State Issued in:** \_\_\_\_\_

**Driver Information  Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Drivers Licenses Number:** \_\_\_\_\_ **State Issued in:** \_\_\_\_\_

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