



MEMORANDUM

Date: April 24, 2018

To: Managers and Office Support
From: Ken Adams, Vice President – College Services
Subject: SHORT-TERM VEHICLE RENTALS (Local and Out-of-Town)

In order for car rentals to be properly insured, it is imperative that all car rental agreements show the company name, Confederation College, as primary and then the actual name of the person renting the car as secondary.

Bill 18, as a result of a judgment in a legal case, re-assigned primary liability coverage from the rental agency to the renter of the automobile. This means your personal auto liability insurance could be accessed first as a result of any accident claim if you were recorded as the primary renter.

The good news is that our insurer and the College staff have taken steps to add coverage to the College insurance so that the College's liability insurance would be accessed first rather than the renter's **IF THE AUTOMOBILE IS RENTED IN THE COLLEGE'S NAME.**

If you are making out-of-town vehicle rentals, you must quote the following reference numbers with every booking:

Enterprise - # CD-Y10984
National - # CD-3814605

Budget and other car rental companies will take a few weeks to set up and the information will be sent out as soon as it is received.

If you rent through Red Tag Vacations, they will ensure that the College is named as primary and they also have a record of all reference numbers for the car rental companies.

If you are travelling in the U.S. we recommend that the optional accident insurance be purchased from the car rental agency.

If you have any questions please contact Sara Lecalir at Confederation College at 475-6500 or Katie Zuber at Red Tag Vacations (formerly Thomas Cook Thunder Bay Travel) at 345-6555.