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# Edwardsville Bulletin

*To the Faculty and Staff of Southern Illinois University*

Vol. 3, No. 10  
May 25, 1971

Vehicle Lease Policy--In the event it is necessary to rent or lease a vehicle for transportation purposes, it is necessary that a properly signed requisition be submitted to the Purchasing Department for processing before the actual trip is made. If the faculty member or staff employee is away from his campus and review and processing is not possible by Purchasing or Legal Counsel, the person renting the vehicle should understand who may drive the vehicle.

The standard rental agreement states that NO ONE UNDER 21 YEARS OF AGE or NO ONE OTHER THAN AN EMPLOYEE of the University is permitted to drive the leased vehicle. If these conditions are violated, the insurance of the lessor is voided. All authorized personnel who are leasing automobiles should be aware of this fact and understand that when they sign a lease agreement, the above exclusion does apply. Therefore, NO STUDENTS would be covered under any lease agreement, unless they are student workers over the age of twenty-one (21).

A review of various faculty and staff travel expense accounts indicates that University employees are signing leases in their own names. If a loss should occur, the rental companies' insurance would apply as primary insurance with the usual limits of 100/311/25. If a loss should exceed the limits under the lease agreement coverage, the personal insurance of the person signing the lease would then be brought into the loss settlement. Therefore, it is important that all authorized personnel who lease vehicles in the name of Southern Illinois University should sign the lease--SOUTHERN ILLINOIS UNIVERSITY and then their name. Then, if a loss should exceed the lease liability coverage, the University Fleet Policy would be the excess liability carrier and not the individual's personal automobile insurance. All rental agreements include bodily injury and property damage only (comprehensive and collision coverage can be added at an additional cost). Persons who lease these automobiles and sign the leases in their names only are exposed to a liability condition of which they may not be aware.

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The offices of the Campus Architect and Associate University Architect have been combined into a single unit known as the Architectural and Engineering Services Department, with Marvin C. Gaston as Director. Telephone numbers have not changed. Post Office box address for the new department is Box 22.

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With the recent purchase of General Liability Insurance, University responsibility for reporting types of accidents has been expanded. Please advise all persons in your organization of the importance of notifying the Security Office of all accidents without delay. Deans and Directors of University departments that are responsible for follow-up of accidents must notify Hubert Hayes, Safety Coordinator, of the actions taken as the result of any accident. Mr. Hayes may request additional information for his quarterly safety report to the Chancellor. It should be emphasized that reports on accidents must be made within 24 hours regardless of whether injuries were sustained or property damage resulted. Preparation of and signing of all types of accident reports are not to be construed as an admission of University liability.

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