



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

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www.k12northstar.org



TO: All Principals, Department Heads, Activity Coordinators & Rental Vehicle Drivers

FROM: FNSBSD Business Services - Jennifer Rindlisbacher

CC: FNSB Risk Management

DATE: November 3, 2023

SUBJECT: Guidelines for Rental Vehicle Insurance and 15 Passenger Vans

Questions about the use of 15 passenger vans and rental vehicle insurance arise each year. Two of the most common questions include "May we rent a 15 passenger van for student activity travel?" and "Do we need to purchase insurance when renting a car?" Please inform your staff (coaches, sponsors, etc.) of the following guidelines:

15 Passenger Vans

Due to Federal laws & regulations, schools ***may not, under any circumstances***, rent 15 passenger vans. Federal law defines a van designed to carry over 9 passengers (*driver not included*) as a school bus. The regulations cannot be circumvented by removing some seats. The key phrase is "***designed to carry***."

For safety reasons, the FNSBSD prefers schools use Durham school buses for school activity travel. Alternatively, a commercial carrier (such as Premier Alaska Tours, Alaska Airlines, etc.) may be used. Please contact Transportation for assistance with reservations.

As a **last resort**, schools may rent cars or vans that are designed to carry up to 9 passengers (*10 total vehicle occupants, including the driver*). School activity drivers **must** follow the **additional guidelines** for school activity vehicle rental found in the annual Student Activities Handbook for Coaches. All volunteer drivers **must** also complete the Volunteer Packet and be approved by Human Resources **prior to travel**. You can find the latest version of the Student Activities Handbook and Volunteer packet at www.k12northstar.org.

Rental Vehicles

When traveling on district administrative business, or as part of student activity travel:

- ***Always ACCEPT Additional Liability Insurance, which some Vendors refer to as "ALI" or "Auto Liability Insurance" or "Supplemental Liability". (Coverage is for damages you cause to other parties property)***
- Generally, **DECLINE** the LDW/CDW (Loss/Damage Waiver/Collision Damage Waiver). **Note:** As a rule, LDW coverage is expensive and may be declined. Use your judgment, as poor weather conditions (e.g. icy roads) may justify the purchase of LDW coverage. (This is a waiver for your rental vehicle if damaged)
- Thoroughly examine the rental vehicle for any existing damage. Document any existing damage with the rental agent prior to acceptance, and before leaving the rental lot with the vehicle.
- Thoroughly examine the rental vehicle and document any damages upon return.

Promptly report any incidents or damages sustained during the rental period to law enforcement, your supervisor, and the Fairbanks North Star Borough Risk Management department at 459- 1344.

Feel free to contact me via email or at 452-2000 ext. 11303 if you have any questions. Thank you