

Blair Vehicle Rental Policy and Procedures

The Blair School of Music no longer leases a cargo van for use by students, faculty, and staff. It is now the responsibility of each individual/group to procure rental vehicles for University purposes, after the designated driver has been recognized by Risk and Insurance Management (RIM) as approved.

RIM has identified six driver acceptability standards that must be completed to be recognized as an approved driver:

1. Valid driver's license
2. Meet minimum age requirements for the type of vehicle (18+ to drive university owned or leased vehicles, 21+ to drive rental vehicles except vans, 25+ to drive trucks, off-road, or passenger or cargo vans)
3. Comply with all restrictions on their licenses
4. MVRs: Authorized drivers must have a satisfactory and insurable driving history by providing a satisfactory Motor Vehicle History Report as required
5. Drivers using personal vehicles for university business, including student co-curricular engagement, are appropriately insured for the vehicle they are driving
6. Annual completion of all required driver training, including for driving special vehicle type

Vanderbilt's Automobile Liability Program provides coverage for third party bodily injury or property damage liability arising out of the operation or use of university-owned or operated vehicles. All university officers, agents, employees, authorized volunteers, and authorized students are covered under this program. More information can be found on the University's Risk and Insurance Management website.

Vehicle Rental Procedure

1. Complete the "[Blair Vehicle Rental Form](#)" in RedCap, at least 30 days prior to the date of anticipated use of the rental vehicle. To ensure vehicle availability and better rates, it is recommended you submit the request as early as possible. Contact the Building & Facilities Manager¹ with questions. **Note: Per University policy, 15-passenger vans cannot be rented.**
2. The Building & Facilities Manager will provide instructions on how to complete the driver training course in Oracle and how to submit a Motor Vehicle Report (MVR). Training and MVRs are valid for one year. The Building & Facilities Manager can provide compliance status if unsure. **Note: If training and MVR is still valid, proceed to Step 4.**
3. After completing the driver training course and MVR, notify the Building & Facilities Manager so they can contact Risk and Insurance Management. RIM will give the final clearance for the driver.
4. Once RIM clearance is received, contact the Blair Administrative Specialist², provide your driving clearance, and the Administrative Specialist will assist with renting the needed vehicle through University-approved vendors for your event.

Reminder: persons under the age of 25 cannot rent/drive trucks or vans of any kind.

¹ Building & Facilities Manager – Jared Wonderly (jared.wonderly@vanderbilt.edu)

² Administrative Specialist – Glenn Haddock (glenn.haddock@vanderbilt.edu)