Rental Cars and Car Accidents

Prerequisite: All Penn faculty, staff and students are required to take the Fundamentals of Driver Safety course available on Knowledge Link prior to renting a car for university related travel. (Course renewal every 3 years). Please logon to http://knowledgelink.upenn.edu using your PennKey username and password. Click on the Curricula link in the Learning Status section on the right side of the screen. You can click on the “Fundamentals of Driver Safety - RSK” link to start the training. There is also a course, specifically for van drivers, titled “Driver Safety Training for Van Drivers – RSK”.

BEST PRACTICE: Rent from a Penn preferred provider that includes insurance in the rental rate: Enterprise, National, Avis and Budget. If you rent with a rental car agency not listed above, insurance purchased is non-reimbursable. Reserve car rentals through Concur, use the links under Preferred Vendors on the Penn Travel website, or provide the contract number at time of booking to obtain Penn negotiated rates.

Rental Car Safety

- Make sure your rental car is in good operating condition. Learn how to operate all windows, door locks and other equipment before you leave the lot.
- Become familiar with your travel route before you start. Maps are available at car rental counters.
- Keep maps and the car rental agreement concealed when you leave the car, not lying on the seat or dashboard.
- Keep car doors locked while you are driving. Store luggage in the trunk.
- Park in well-lighted areas only, close to building entrances and walkways.
- Have car keys ready when approaching your car. Visually check back seat and floor before you get in.
- GPS devices are helpful tools, but may not be perfect in getting you to your exact destination.
- Directional help is easily available from your hotel. Keep the front desk number handy in case you get lost in the area.

Car Accidents

Important Safety Tip: If you are bumped by another car, think before you get out. If you are in doubt, or feeling unsafe, signal the other driver to follow you to a nearby police station or a busy, well-lighted area where it is safe to get out.

Penn’s Office of Risk Management and Insurance is your main contact when involved in any car damage or accident. Click the link below for the Financial Policy explaining how to handle auto accidents involving University owned, leased or rented vehicles.