



**Quick Reference Guide on Insurance and Claims: Ground Transportation**

**Insurance**

	Collision/Loss Damage Waiver (CDW or LDW)	Liability Insurance Supplement (LIS) or Supplemental Liability Insurance (SLI)	University Insurance
<b>OSU Motor Pool Rental</b>	N/A	N/A	University Insurance applies. (\$5,000 deductible)
<b>State of Oregon Vehicle Rental Contract</b> <ul style="list-style-type: none"> <li>Enterprise Rent-a-Car</li> <li>National Car Rental</li> </ul>	DO NOT PURCHASE (Cost included in rental, \$0 deductible)	DO NOT PURCHASE (Cost included in rental, \$0 deductible)	N/A
<b>Not using State of Oregon Vehicle Rental Contract</b> <ul style="list-style-type: none"> <li>Hertz</li> <li>Budget</li> <li>Avis</li> <li>Others</li> </ul>	PURCHASE (deductible varies, read rental contract)	PURCHASE (deductible varies, read rental contract)	University Insurance will apply if CDW and LIS is not purchased (\$5,000 deductible)
<b>Personal Vehicle Use on Business</b>	Driver must have personal auto insurance, including liability, uninsured motorist, and personal injury protection, with minimum limits as required by the State of Oregon.		University <u>Liability</u> Insurance applies <b>ONLY</b> after personal auto liability insurance limits have been exhausted.
<b>International</b>	PURCHASE (deductible varies, read rental contract)	PURCHASE (deductible varies, read rental contract)	Call Risk Management to discuss.

**Claims**

Complete the [OSU Auto Accident Report Form](#) and send to OSU Risk Management within 24 hours.  
 Complete the [Oregon Traffic Accident and Insurance Report](#) and send to DMV, when applicable.  
 Collect all pertinent data and take pictures.

**OSU Risk Management Contact Information**

Phone: 541-737-7350  
 Email: [risk@oregonstate.edu](mailto:risk@oregonstate.edu)  
<http://risk.oregonstate.edu>  
 Mailing Address: 3015 SW Western Blvd Corvallis, OR 97333