



NATIONAL
CHILDREN'S
ALLIANCE®

National Children's Alliance Rental Car Policy

Rental Car Policy

Auto rental, for which reimbursement is expected, requires approval of the Executive Director in advance of travel, except for Accreditation Site Reviewer travel, in which case the Accreditation Department has the authority to approve. Vehicle selection will be based upon the most cost-effective class that satisfies requirements for the employee(s) or contractor(s) and any demonstration equipment. Any damage done to the vehicle that is not covered by the rental car agency insurance policy will be the sole responsibility of the person renting the vehicle. You are responsible for refueling the vehicle prior to returning it to the rental car agency. NCA will not pay for a refueling charge.

Supplemental auto insurance coverage offered by car rental agencies should be **accepted for rental vehicle coverage only**. All other types of coverage should be declined as NCA's insurance policies cover property damage and bodily injury.

Questions and Responses to common questions:

- Q. Should I elect vehicle liability insurance coverage when I rent the car?
R. Yes. But **only purchase liability coverage for the vehicle**. NCA's Hired/Non Owned Liability insurance policy will cover property damages and bodily injury for contractors. NCA's Workers Comp insurance policy will cover property damages and bodily injury for employees.
- Q. Can I opt for an upgrade if it is given to me for free?
R. Yes but some vehicles are more costly to repair in case of an accident so please keep that in mind. **If you upgrade by choice you will be responsible for the additional fee.**
- Q. What should I do in case of an accident?
R. Contact the police immediately and the rental car company. You should obtain details of witnesses and other vehicles involved and their drivers, owners and relevant insurances wherever possible. Then contact the accounting department at NCA (accounting@nca-online.org or by calling 202-548-0090 ext. 116). We will need a copy of the police report, rental car agreement, information on any other vehicles/drivers involved and their insurance information, plus a copy of your driver's license.
- Q. What are items NCA will not reimburse for?
- Upgrades
 - Refueling charges
 - Change Fees
 - Tolls and Plate Pass Devices, unless necessary for your travel destination
 - Damages to vehicle that are not covered by insurance
 - Loss of or damage to your personal property left in the vehicle