Date:

November 26, 2024

To:

All Employees

From:

Chris Herrera, Insurance Manager

Re:

Insurance Coverage for Rental Cars – October 1, 2024-2025

The University's automobile insurance policy renews on October 1, 2024. In addition to liability coverage, the policy also includes a \$100,000 physical damage limit for rented or hired vehicles; therefore, it is not necessary for you to purchase any additional liability or physical damage insurance when renting a vehicle for Washburn business, unless you are in a foreign country.

When renting a vehicle on behalf of the University, please rent the vehicle in the name of Washburn and your own name, meaning you should sign both your name and Washburn University on the rental agreement. The University's policy will then respond as if the rented vehicle is a "University-owned" vehicle.

We have a \$1,000 physical damage deductible and the University department renting the vehicle is responsible for the first \$500 in damages to any rental vehicle. Please remember to inspect the vehicle before driving it. Make sure any dents, scratches or other damages to the vehicle are noted on the rental form, otherwise Washburn may be required to pay for damages you did not cause.

Attached is an insurance certificate for the October 1, 2024-2025 policy period. In case of accident, you should have a copy of this certificate in your possession while renting a vehicle on University business.

If you are involved in an accident with a rental vehicle or have any questions, please contact me at chris.herrera@washburn.edu, phone extension 1779 or cell phone number 785-608-8549.

TO REPORT AN EMERGENCY AUTO CLAIM AFTER HOURS OR ON **WEEKENDS:**

Call Philadelphia Insurance Company at 1-800-765-9749

Policy #PHPK2604795003

Policy Term: 10/1/24 through 10/1/25



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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	DUCE					CONTAC NAME:	Erika Flynn	ì				
IMA, Inc Kansas City 11350 Switzer Rd, Suite 200 Overland Park KS 66210						PHONE (A/C, No, Ext): 913-643-2426 (A/C, No):						
						ADDRESS: Erika.Flynn@imacorp.com						
32.10						Volume of the Control						
731. Jw 22 Western										NAIC#		
License#: PC-1210733 INSURED WASHUNI-01						INSURER A : Accident Fund General Insurance Company				12304		
Washburn University						INSURER B : Philadelphia Indemnity Insurance Company				18058		
1700 SW College						INSURER C:						
Topeka, KS 66621						INSURER D :						
						INSURER E :						
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COVERAGES CERTIFICATE NUMBER: 1061881168							REVISION NUMBER:					
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		CLAIMS-MADE X OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000		
									MED EXP (Any one person)	\$ 5,000		
									PERSONAL & ADV INJURY	\$ 1,000	,000	
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	X	ANY AUTO OWNED SCHEDULED							BODILY INJURY (Per person)	\$		
	AUTOS ONLY AUTOS								BODILY INJURY (Per accident)	t) S		
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									\$			
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	(Mar	OFFICER/MEMBEREXCLUDED? Mandatory in NH) f yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	- 12 at 12 a				
	If yes							E.L. DISEASE - POLICY LIMIT	\$ 1,000			
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DES	CRIPT	ION OF OPERATIONS / LOCATIONS / VEHIC	LES (A	CORE) 101. Additional Remarks Schedu	le may b	e attached if more	e snace is requir	ed)			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)												
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	OCCUPANTS HOLDER						2 2V 280 8 E S 820 5					
CERTIFICATE HOLDER						CANCELLATION						
Rental Car Verification Only 1700 SW College Topeka KS 66621						SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
						AUTHORIZED REPRESENTATIVE						