

July 1, 2010

**INSURANCE INFORMATION NOTICE 2011-5**  
**SUBJECT: INSPECTION OF RENTAL VEHICLES**

This Notice replaces Notice 97-2 issued October 21, 1996.

Prior to taking possession of any rental vehicle, whether a motor pool vehicle or other rental company vehicle, the State employee should inspect the vehicle for any prior damage, such as scratches, dents, windshield cracks, torn upholstery, etc. on both the outside and inside of the vehicle. Any damage found should be noted on the lease agreement prior to taking possession. This same process should be completed with the leasing agent or company once the vehicle is returned. This practice will limit the State's responsibility to only damages that we owe and decrease the claims for those damages that should not be our responsibility.