



Department Business Affairs  
Policy Number: SAF-A016  
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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### RENTAL CAR REIMBURSEMENT REQUEST: VEHICLE CLAIMS

Clarksville Montgomery County Schools (CMCSS) operates as a self-insured entity, managing all insurance claims in-house. In the event of a motor vehicle accident involving a CMCSS vehicle that is deemed at fault for causing property damage to another vehicle, CMCSS will assume responsibility for managing the associated vehicle rental claims.

If a party involved in a motor vehicle accident with a CMCSS vehicle requires a rental vehicle and is determined to be eligible, CMCSS will reimburse up to 60 days of rental expenses. Reimbursement will be provided at a rate of up to \$50 per day. The maximum reimbursement for rental vehicle expenses is capped at \$3,000.

To be eligible for reimbursement, the individual seeking reimbursement must provide necessary documentation, including but not limited to executed rental agreements, accident reports, and any other relevant information requested by CMCSS.

Receipts of payment for the rental vehicle are required to process reimbursement.

Claims for rental vehicle reimbursement must be submitted to the CMCSS Safety and Health Department within 30 days of the accident. Late submissions will not be considered.

The Safety and Health Department will review and approve eligible reimbursement claims based on the provided documentation and adherence to the policy guidelines.

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/8/24		Initial Release

\*\*\* End of Policy \*\*\*