



MJ INSURANCE
INTEGRITY INNOVATION INTENSITY

playing it safe

Safety and health tips for your work, home and life brought to you by the insurance and safety specialists at MJ Insurance, Inc.

Renting a Vehicle for Business Use

Rental, safety, and accident procedures

If your business travel includes renting a vehicle, your safety is important to us. The following provides company information on what to do when leasing a vehicle, the safe operation of a rental vehicle, and what to do in the event of an accident.

Basic rental procedures:

- List both Trends International and your name on the rental agreement.
- List Trends International's business address: 5188 West 74th Street Indianapolis, 46268, not your home address, on the contract.
- Waive physical damage and Liability coverage offered by the rental company. Trends International's commercial auto policy provides these coverages.
- Do not purchase gas from the rental agency. Rather, fill the vehicle prior to returning it.

When driving a rented vehicle:

- Use seat belts at all times. Let other workers ride with you only when the vehicle has a seat belt for each person.
- Before you begin driving, check your map and become familiar with vehicle's mirrors, lights, wipers, windows, etc.

and make adjustments as needed.

- Do not use your cell phone while driving. If you receive a call, pull over at a safe location and return the call.
- Always drive the speed limit.
- If you start to feel tired or drowsy while driving, stop and take a break.
- In bad weather conditions, pull over at the nearest safe place and wait it out.
- Do not drink and drive.

In the event of an accident:

- Stay calm. Do not argue with others involved in the accident.
- Call an ambulance if anyone is injured. Assist those injured but do not administer first aid unless you are qualified.
- Call the police. Do not discuss what happened with anyone

except the police.

- Do not admit responsibility for the accident, or sign a statement.
- Do not disclose policy limits to anyone.
- Telephone a report to Trends International and fill out the company's "What to do in Case of a Claim" form.



Before traveling, remember to...

Carry your Trends International auto identification card with you when traveling for business. It identifies the company's policy number, effective date, and insurance carrier.

This flyer is for informational purposes only.