

To: Directors, Managers, Coordinators, Executive Assistants and Administrative Assistants

From: Peter Myllymaa, Vice President, Operations, Clinical and Support Services and Chief Financial Officer

Date: February 21, 2023

RE: Process for Booking Rental Vehicles for Staff: Reminder

Following the February 15, 2023 memo regarding adding drivers to Thunder Bay Regional Health Sciences Centre (the Hospital's) insurance policy, the Purchasing and Financial Services teams would like to remind leaders of the proper process for booking rental vehicles for staff when needed in the course of their work duties. The proper process for these bookings ensures that staff are covered by the Hospital's insurance policy.

Process:

1. Rental vehicles must be booked by completing and submitting a Non Stock Purchase Requisition to the Purchasing Department for the issuing of a Purchase Order for the vehicle rental. As per Policy ADMIN-21 Approved Authorities and Limits, the Purchase Requisition is to be signed and approved by the next level of authority and the travel must follow the appropriate pre-approval process as previously communicated for discretionary Hospital travel.
2. All rental agreements are to be less than 30 days in order for the Hospital's insurance policy to apply.
3. All leased vs. rental vehicles are communicated to the Hospital's insurance provider and are added to the Hospital's insurance policy.
4. Staff must decline the rental agency's insurance, except where there is a unique requirement for a specialty rental where it is required.
5. Staff must not present their own personal insurance to the rental agency.

Staff personally booking a rental vehicle in their own name and requesting reimbursement from the Hospital is only by exception and when approved by their respective Vice President (VP). Staff personally booking their own rental vehicle are not covered by the Hospital's insurance policy, but by their own personal insurance policy.

If you have any questions on the above process, please contact Brian Cassidy, Manager, Procurement and Strategic Sourcing, at brian.cassidy@tbh.net.