



Revised: September 29, 2011

Enterprise Vehicle Rental Guidelines

Reservations:

Information on how to make a vehicle reservation can be found on the Travel Information webpage under the “Vehicle Reservations” section. To reserve a vehicle, click on the Enterprise-Rent-A-Car logo.

Users are required to complete a Vehicle Reservation Request form and have proper approvals and funds reservation number before a vehicle rental reservation is made. You must be 21 years of age, have a valid driver’s license, and be on the University payroll in order to rent and operate a vehicle from Enterprise. You must be 25 years of age if you choose to rent the 12 or 15 passenger vans.

24 hour’s notice is required for a rental vehicle cancellation. The \$10.00 daily weekend fee will still apply for cancellations of a Saturday, Sunday, or early Monday morning reservation if the rental vehicle has already been delivered to campus. If 24 hour’s notice is not given for a rental vehicle cancellation, there will be a one-day rental fee. The renter must call the Enterprise Bloomsburg Branch at 570-784-8558 to cancel the reservation if the vehicle is being delivered to campus. Voice messages may be left if after normal business hours.

Logistics:

Users have the option of picking up a vehicle at a nearby Enterprise branch location, or having the vehicle delivered to campus.

Rental vehicles delivered to campus will be parked at the Buckingham Maintenance Center.

Do not park your personal vehicle in the designated Enterprise Rent-A-Car space the Buckingham Maintenance Center. Please park your personal vehicle in the employee spaces.

Keys and the rental contract for vehicles delivered to campus will be dropped off during BU normal business hours, to the Buckingham Maintenance Center.

On return to campus, park the rental vehicle at the same Enterprise Rent-A-Car location where the car was picked up; the Buckingham Maintenance Center.

Return the rental vehicle keys by placing them in the Key Drop Box. There is a Key Drop Box at Buckingham Maintenance Center. Once the keys are in the Key Drop Box, they **cannot** be retrieved.

Call the Enterprise Rent-A-Car office when the rental vehicle is returned to the campus delivery site. The telephone number is on the Key Drop Box.

Pick up of a rental vehicle at an Enterprise branch location is during their normal business hours. Vehicle keys and the rental contract agreement will be provided at that time.

On occasions, a rental vehicle may be at the designated pick-up location prior to the reservation period. The University rental agreement does not provide insurance coverage on the vehicle before the start date and time of your reservation. Use of the rental vehicle before this period will result in personal liability.

Fuel:

Renters do not have to fill the gas tank when you return the vehicle. Enterprise Rent-A-Car will charge for gas to the level noted on the rental contract agreement. If you need to purchase gas during your trip, make sure to obtain a receipt, include the expense on the Travel Expense Report form as a miscellaneous expense, secure the necessary approval signatures, attach the receipt(s) to the Travel Expense Report form and return the form to the Accounts Payable office (WAB 18) for reimbursement.

Please keep your copy of the rental contract agreement with you during use of the vehicle. It will serve as your vehicle registration, proof of insurance, and provide important emergency contact information.

Charges:

Charges for your rental vehicle by Enterprise Rent-A-Car begin on the date and time specified on the reservation.

A one-day reservation is equivalent to 24 hours. Example: If the reservation begins at 12 noon on Monday, it is due back by 12 noon on Tuesday.

There is a \$10.00 daily fee for vehicles delivered on Friday for a Saturday or Sunday reservation.

Rental vehicles returned beyond the end time of the reservation are subject to a late fee.

Rental vehicles returned in a dirty condition will be subject to an additional fee for cleaning.

Enterprise Rent-A-Car has a STRICT no smoking policy and will assess additional charges for smoking in a rental vehicle.

There is no need to send the invoice to the Accounts Payable office as payment will be directly charged to your funds center, by Accounts Payable, through a monthly statement sent to the University.

Liability, Insurance and Accidents:

Collision Damage Waiver (CDW) - CDW is to cover repair expenses to the rented vehicle and is included directly in the contracted rates for PASSHE and Bloomsburg University. This includes full damage coverage of our rental car with no deductible, barring any contract violations such as drinking while driving, etc.... up to \$1 million combined single limit.

Personal Accident Insurance (PAI) – This is an optional coverage for employees. University employees performing normal duties are covered by Workers Compensation policy. If the employee elects this coverage it is at their expense.

Supplemental Liability Coverage – This is included directly in the contract rates for PASSHE/Bloomsburg University. It provides third party liability coverage up to \$1 million. This coverage is primary, unless again contract violation.

Accidents - If an accident/incident occurs with a rental vehicle that may result in a claim or potential claim, employees are to report the situation immediately to Enterprise and thereafter to their supervisor with copies to the Vice President for Administration and Finance. Written accounts of the incident and ensuing documentation are required.

Roadside Assistance:

Enterprise Rent-A-Car provides emergency roadside assistance by calling 1-800-307-6666. This number is also printed on the rental agreement.

Questions:

Questions or concerns regarding your rental vehicle should be directed to Enterprise Rent-A-Car. Please call: If vehicle delivered to campus- Bloomsburg Office – 570-784-8558

The phone number is also located at the top of the rental agreement.

If you need to reach the Bloomsburg Office during their after hours for returns or cancellations, please email GPBR5754@ehi.com