



LHU Policy No – LHU-83  
Original Date – February 4, 2013  
Last Review Date – May 29, 2020  
Last Update Date – May 29, 2020  
Next 5-Year Review Date – May, 2025

## **Enterprise Vehicle Rental Guidelines**

### **Reservations**

To reserve a vehicle, go to <https://community.lhup.edu/purchasing/index.htm> and click on the Enterprise-Rent-A-Car logo.

Approved rental car sizes are compact, intermediate (midsize), or standard, including hybrids. Other vehicle types require business need justification.

Users are required to complete a Travel Request and Authorization Form (TRAF), attach the Trip Optimizer and Mileage Calculator, and have proper approvals and a Funds Reservation number assigned by Procurement 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 are renting a 15-passenger van.

***NOTE: Whether using a personal vehicle or Enterprise Rental vehicle, please complete and attach the Enterprise trip optimizer and a mileage calculator to the Travel Request and Authorization Form. Route the completed form and trip optimizer for required approval(s).***

24 hours' notice is required for a rental vehicle cancellation. The daily weekend fee will still apply for cancellation of a Saturday, Sunday, or early Monday reservation if the rental vehicle has already been delivered to campus. If 24 hours' notice is not given for a rental vehicle cancellation, there will be a one-day rental fee. The renter must call Lock Haven Branch at 570-748-3669 to cancel the reservation if the vehicle is being delivered to campus. After hours, you may contact the Lock Haven Enterprise office via email to [GPBR5755@ehi.com](mailto:GPBR5755@ehi.com)

### **Logistics**

Users have the option of picking up a vehicle at a nearby Enterprise branch location, or having the vehicle delivered to campus. For delivery service to campus, keys for the rental vehicles **MUST** be picked up in the Facilities Office **BEFORE** 4:00 p.m. Please make sure the reservation time is accurate. *If you are leaving prior to the local office opening, you will need to notify them of your early morning departure that requires a late afternoon dropoff. (In the contract effective July 2017, this is referred to as their "Quickstart" service. It must be requested by phone call to the local office – 570-748-3669, menu option #4).*

1. Rental vehicles delivered to campus will be parked at the side of the Facilities Bldg. located at 95 West 4<sup>th</sup> Street in the designated Enterprise parking spaces.

Do not park your personal vehicle in the designated Enterprise Rent-A-Car spaces at the Facilities Bldg. Please park your personal vehicle in the employee spaces. (If your vehicle will remain in the lot between midnight and 5:00 a.m., please obtain the overnight parking permit from Facilities and display it as required.)

Vehicles, keys and the rental contract for the vehicles delivered to campus will be dropped off during LHU normal business hours (8:00 a.m. – 4:00 p.m.), at the Facilities Building main office. Someone within Facilities will sign only indicating the car was delivered to the parking lot.

Rental keys and contracts must be picked up from Facilities during LHU normal business hours (8:00 a.m. – 4:00 p.m.\*\*\*) at the Facilities Building main office. Please make sure that your reservation is accurate for the date/time that you will need to pick up the rental keys.

The papers will be signed and initialed by the driver **PRIOR** to getting the keys from Facilities personnel.

Facilities personnel will remove the top copy of the form and fax to Enterprise at 570-748-5926.

The pink copy will be handed to the driver with the vehicle keys to keep with the rental vehicle. The remaining two copies will be put in the Enterprise basket for pickup by Enterprise personnel. Please keep your copy of the rental contract agreement with you during use of the vehicle. It serves as your vehicle registration, proof of insurance, and provides important emergency contact information.

On return to campus, park the rental vehicle at the same Enterprise Rent-A-Car location where the car was picked up at the side of the Facilities Building.

Return the rental vehicle keys by placing them in the Key Drop Box. There is a Key Drop Box at the side of the Facilities Building, right by the Enterprise parking spaces. 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.

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

On occasion, 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 the time of your reservation. Use of the rental vehicle before this period will result in personal liability.

\*\*\*For special arrangements outside these hours, you may choose to pick up the rental at the Enterprise office in Lock Haven. Please contact an Enterprise representative at 570-748-3669 for details.

## **Fuel**

**Please note that effective with the July 2017 contract, renters are not guaranteed a full tank of fuel when an Enterprise vehicle is delivered.** The level of fuel is to be indicated on the rental agreement, and if you choose to refuel a vehicle upon return, it only needs to be refilled to the same level as when received.

Renters do not have to fill up the gas tank when returning 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, be sure to obtain a receipt, include the expense on the Travel Expense Voucher as a miscellaneous expense, secure the necessary approval signatures, attach the receipt to the Travel Expense Voucher and return the form to the Procurement Office (East Campus, J211) for reimbursement.

## **Charges**

Charges for your rental vehicle by Enterprise Rent-A-Car begin on the date and time specified on the reservation. (Quickstart charges will apply when vehicles must be dropped off on Friday for a weekend or early Monday morning departure, as defined in the current contract.)

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. The contract does not provide for partial day billing.

***There is a 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.

The invoice forwarded to you for review by Procurement is to be signed as approval to pay, and payment will be charged to your fund 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 in the contracted rates for PASSHE and Lock Haven University. This includes full damage coverage of the rental car with no deductible, barring any contract violation such as drinking while driving, etc.

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

**Supplemental Liability Coverage** - This is included directly in the contract rates for PASSHE/ Lock Haven University. It provides third party liability coverage up to \$1 million. This coverage is primary, unless there is a contract violation.

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**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 Controller. 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. If the vehicle was delivered to campus, please call the Lock Haven Office – 570-748-3669. The phone number is also located at the top of the rental agreement.

If you need to reach the Lock Haven Office after their normal business hours for returns or cancellations, please email [GPBR5755@ehi.com](mailto:GPBR5755@ehi.com)

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