

## Enterprise Rental Procedures For EUP Faculty and Staff

### OBJECTIVE:

To establish the procedures for travel by University employees on University-related business under the PASSHE vehicle rental contract. This procedure also creates a program for safe vehicle operation and guidelines for their use.

### Reservation Process

Employees will go to EUP Facilities vehicle reservations web page to initiate the *Travel Calculator*, which is an online program to determine the most economical means of automobile travel. The most economical means available, including automobile rentals, is consistent with the [Board of Governors Policy 1986-07-A: Travel Expense Regulations](#).

Employees will complete the data requested within the *Travel Calculator* (i.e. total miles round-trip, total number of days, automobile type and average cost of fuel per gallon) and press the “Calculate” button on the web page. The estimated trip expense is displayed. The *Travel Calculator* page should be printed and attached to the employee’s Request for Travel Form. The vehicle information and estimated cost should be entered on the Request for Travel Form.

Employees select the least expensive option (between the rental vehicle and the state/personal vehicle) displayed through the *Travel Calculator* and press the appropriate “Reserve a State Vehicle” or “Reserve a Rental Vehicle” button at the bottom of the web page.

For rental vehicles, the following information is required:

- Name of Renter
- Name of any additional approved employee drivers
- Delivery date
- Delivery time
- Expected return date
- Cost Center/WBS for vehicle charge
- Department name
- Phone number of renter

Print copy of vehicle confirmation page when finished.

### Note:

- Student employees may drive cars or mini-vans at age 21 or older; they must have a valid driver’s license. 12-passenger vans must be driven by individuals over the age of 25.
- Travel authority and procedures for use by University employees on University-related business are governed by Vehicle Use Policy C022.
- 12-passenger rental vans may not be driven by anyone on highways of New York, Connecticut, Vermont, Washington DC, Florida, Iowa, Maine, Massachusetts, Rhode Island or Canada

- Vehicles are insured for collision and vehicle liability.



### **Delivery Procedure**

1. Enterprise meets renter at Enterprise reserved parking spot at Crawford/Reeder Hall parking lot (middle row has assigned spaces) at specified start time requested on car reservation. Renter **must** meet Enterprise at requested time to receive vehicle. \*
2. Car will be delivered with a full tank of gas and must be returned full.
3. Faculty/staff renter must show valid driver's license (no copy required).
4. (Student employee drivers must give a **copy** of valid driver's license to Enterprise and must be at least 21 years of age).
5. Renter inspects vehicle, signs rental agreement signature sections.
6. Pink copy of rental agreement is given to renter and must be kept in vehicle at all times; it serves as the vehicle registration. Enterprise will also give renter a copy of procedure sheet (breakdown info, vehicle return instructions, etc.).
7. Enterprise informs renter to return car to Enterprise parking location and to deposit keys into Enterprise drop box outside of Crawford Hall upon return from the trip.
8. Renter may not leave their personal vehicle in Enterprise parking spot.

*\*Alternate arrangements can be made for vehicle pickup/dropoff at other locations. Please call Enterprise at 814-864-6899 to make alternate arrangements*

### **Emergency Procedures**

- **For Breakdowns:** Contact branch directly (814-864-6899) during business hours (M-F 8 a.m. – 6 p.m. & Sat. 9 a.m.-12 p.m.). After business hours, get to a safe location and call Enterprise 24 Hour Roadside Assistance at **1-800-307-6666**.

Roadside assistance will help to determine the best course of action depending on your situation. However, if this is not acceptable to you, please find a hotel to stay in overnight. If a tow truck was dispatched by Roadside Assistance, the driver may be able to give you a ride to the hotel. If not, please find transportation to the hotel. Call the branch at 814-864-6899 in the morning. **KEEP ALL RECEIPTS FOR HOTEL, TOWING, ETC. ENTERPRISE WILL REIMBURSE FOR THESE CHARGES IF RECEIPTS ARE TURNED IN.**

- For Accidents: Contact local police and Erie rental branch (814-864-6899) immediately. Obtain name of the investigating police dept. (with police report number), the name, address, driver's license number, license plate number, insurance carrier and policy number of the other vehicle operator(s). The pink rental agreement serves as the registration card. Enterprise vehicles are self-insured by Enterprise so there is no insurance card in the vehicle. If after hours and vehicle is not driveable, follow procedure above and locate a hotel to stay overnight and call the Erie branch office in the morning. Save all receipts.



### Return Vehicle Procedure

1. Fill vehicle with gas before returning to campus. Enterprise will charge additional fees for cars returned with less than full tank. Employees purchase fuel on their own and turn in receipts for reimbursement through their travel expense voucher form.
2. Return vehicle to designated spot in Crawford parking lot. If all Enterprise spaces are taken, inform police where the vehicle is parked so it is not ticketed.
3. Remove all personal items from vehicle and lock it.
4. Deposit keys in Enterprise drop box outside of Crawford Hall.
5. Pink form should be turned in with travel expense voucher.
6. **Call Enterprise at 814-864-6899 when you return the car to inform them that it is ready to be picked up. If after hours, leave a message. Charges to your Department will accrue until vehicle return is called in to Enterprise.**

### Billing Procedure

Invoices will be sent to Accounts Payable, 216 Mc Nerney Hall, 300 Scotland Road, Edinboro University, Edinboro, PA 16444 and the appropriate EUP Department will be charged accordingly.

Renter should complete travel expense voucher and include a copy of the *Travel Calculator* page (see reservation process above) and receipts for any rental vehicle gasoline purchases to be reimbursed.