

## **Vehicle Rental Policy: Drop off/Pickup For Local Rentals**

The following policy has been written to provide a clear and concise process for locally renting vehicles from Enterprise Rent-A-Car (Enterprise). All employees must comply with this policy for continued privileges of renting and/or driving a rental vehicle. St. Norbert College has a Corporate Account with Enterprise, and would prefer that all rental requests start with them, except in the event when a larger vehicle such as a bus is necessary.

No vehicle larger than an 8-passenger mini-van is allowed to be purchased or rented at any time for the purpose of transporting people. You must be 21 to drive a rental vehicle from Enterprise.

### **Renting (locally) and Delivery/Drop Off of Vehicle from Enterprise**

College employees who rent a vehicle which is to be delivered to and dropped off on campus need to make the arrangements directly with Enterprise Rent-A-Car, (920) 592-8888, referencing St. Norbert College and account # N68150. The drop off location can be anywhere you choose, as you must inspect the vehicle prior to signing for it. If the rental vehicle is to be parked on campus **overnight** (after 2:00 a.m.) before it is used, it must be parked in the **Kress Inn lot- Lot 14**. Any fines and/or additional fees that rental vehicles incur will be charged to the person or department responsible for the vehicle.

**Prior to accepting and signing the rental agreement the vehicle  
MUST be inspected for damage.**

**Krees Inn employees will not accept (sign for) any rental vehicles.**

**Any fines, additional fees, and/or insurance deductibles that rental vehicles incur  
will be charged to the person or department responsible for the vehicle.**

### **Pick up by Enterprise-**

When the employee returns to campus with the rental vehicle, the vehicle needs to be parked within the Kress Inn lot-Lot -14. The employee must notify Enterprise that the vehicle has been returned to campus and is available for pick up (The Kress front desk is not responsible for contacting Enterprise regarding pick up of the rental). Should the employee not notify Enterprise of the vehicles return, any additional daily charges will be the responsibility of the renter's department. Additionally, the employee must complete and sign the Rental Vehicle Information log located at the front desk when dropping off the keys. Failure to follow this policy could result in the rental vehicle being ticketed or towed, and/or your vehicle rental privileges suspended.

### **Employee Personal Vehicle-**

If the employee's personal vehicle is to be parked on campus **overnight** (after 2:00 a.m.) any given day of the week, the employee's vehicle **MUST** be parked within the **Kress Inn lot –Lot 14**. You will need to contact the Parking office (ext. 3948) with your vehicle information and the length of time your vehicle will be parked in this lot.

Any employee vehicle that is parked after 2:00 a.m. in a No Overnight – No Parking 2-6 a.m. lot (JMS, PAC, Admission, Third Street North, Schuldes West) will be ticketed and possibly towed (if weather conditions warrant) at the owner's expense. **These fines can not be appealed.**

Continued on page two.

### **ADDITIONAL DRIVING POLICIES**

- Any persons driving either a Campus owned vehicle or a renting a vehicle in the capacity of a St. Norbert College employee must have taken the College's Defensive Driving course. Contact Pat Dart, Department of Risk and Property Management @ 403-3066 for information on the defensive driving course.
- St. Norbert College driving privileges will be revoked for any one or combination of the following situation:
  - **Arrest made for drunk driving**
  - **Excessive driving violations**
  - **Involved in an accident while on a cell phone**
- **Failure to contact the local police and St. Norbert College if involved in an accident with a St. Norbert College vehicle or rental.** (Every accident regardless of the damage dollar amount estimate must be reported to both the local police and St. Norbert College, Department of Risk and Property Management, 403-3066.)