

LAFAYETTE COLLEGE

STUDENT POLICY FOR ENTERPRISE CAR RENTALS

1) REQUIREMENTS:

- A) *Students MUST be Approved Drivers to drive a vehicle insured by the College, or rent from Enterprise Car Rental.* To become an Approved Driver, go to the Public Safety website at <https://publicsafety.lafayette.edu/student-driving-of-college-insured-vehicles/> and review the “*Driver Approval Process*” and “*Student Car Rental*” sections on the webpage. Click on the link “*Driver Approval Request Form*”, #4 in the “*Driver Approval Process*” section. Complete the form and print it (be sure to have your Advisor or Department Head sign it) and deliver it to the Public Safety/Transportation Office at 901 Bushkill Drive –Room 105. Bring your valid driver's license to this office as well when you deliver the form. Complete Public Safety's required student training.
- B) When a vehicle is required for a College event or club activity, an [Enterprise Car Rental Student Driver Approval Form](#) (found at [Public Safety's website](#)) must be completed and signed by the Advisor or Department Head as well as indicating the appropriate Banner Organization Account Number, dates of rental and driver's name(s). This form must be received in the Purchasing Office PRIOR to a student reserving a vehicle from Enterprise. Once you have sent the form to the Purchasing Office (procurement@lafayette.edu) you may contact Enterprise Easton office at 610-253-7599 to reserve a vehicle, check pricing and availability, or make a reservation on-line, <https://elink.enterprise.com/en/lafayett.html>. Click on “Business Use-Easton Enterprise office”. NOTE: Enterprise may reserve but will not release the vehicle if they have not received notification from the Purchasing Office.

2) VEHICLE DELIVERY:

The student renting the vehicle must pick up the car at the Sullivan Parking Deck. Once you receive the key, the vehicle is your responsibility. The keys will be provided with the vehicle (usually in visor) and the contracts left on the dash with the renter's last name. **Upon return, the student must place keys in the drop box and then email or call the Easton office enterpriserentacar-5723@ehi.com that the vehicle is returned.** The Easton office email is also on the drop box. Students may also pick up the vehicle at the Easton office.

During the rental period, please refer to the contract for contact numbers for assistance (vehicle performance, accident, etc. Do not call Lafayette)

3) VEHICLE RETURN:

Upon return to campus at the end of the reservation period, the Student must return the vehicle to the Enterprise assigned spaces in the Sullivan Parking Deck; email or call Enterprise to notify time of drop off, and deposit the keys to the vehicle in the drop box.

NOTE: The Club/Department may be charged for additional days if the student does not notify Enterprise by email that the car is dropped off and keys in drop off box.

If you have any questions regarding how to rent a vehicle, please call the Transportation X5330, or Purchasing X5016, or Enterprise at 610-253-7599.

Enterprise Easton Office	enterpriserentacar-5723@ehi.com	610-253-7599 (phone)
Enterprise online reservations	https://elink.enterprise.com/en/lafayett.html	
Public Safety-Transportation	transportation@lafayette.edu	610- 330-5330 (phone)
Procurement Services	procurement@lafayette.edu	610-330-5016 (phone)