

Student Organization Transportation Options

- 1) Any organization interested in reserving a van should call the local Enterprise Rental office at 463-4679 (Aaron, Nick or Jason).
Note: University policy and Insurance requirements prevents us from using 15 passenger vans. Please either rent a 12 passenger van or request the rear seat be removed from the larger van prior to delivery of vehicle.
- 2) In order to secure the vehicle, you must use a credit card. You may use your personal credit card and get reimbursed or contact Jason Rodocker, James Dick or Margo McClinton to reserve the vehicle using their departmental credit card.
- 3) Before renting an Enterprise van,
 - All drivers must be 21 years of age
 - Have a valid drivers license
 - Have a clean driving record
 - Submit a copy of their valid drivers license to University Services
 - Must complete the driver training class offered by the Security Office
 - This training must be completed **annually**.
- 4) If the student organization does not have someone 21 years of age to drive, please contact Student Activities or your advisor. If you still are in need of an authorized driver, please contact University Services (ext. 8917) for a list of available drivers for hire.
- 5) Should an accident occur while driving a rental vehicle, please notify your organizations' advisor immediately. You should submit a typed report of the accident details and submit it with copies of any official accident reports given to you at the time of the accident to the University Services Office. University Services will be contacted by an Enterprise Claim Representative and provided an estimate of repair costs. University Services will submit all information to the University Insurance Coordinator. The student organization is responsible for the insurance deductible. Please include the organization account number to be charged for the deductible with your submitted information.