

LAFAYETTE COLLEGE

STUDENT POLICY FOR ENTERPRISE CAR RENTALS

1) REQUIREMENTS:

- A) Students **MUST** be Approved Drivers to rent and drive a vehicle insured by the College. To become an Approved Driver, go to the Business Affairs website at http://www.lafayette.edu/community/business_affairs.html and click on the Request for Approved Driver Status link under “Forms”. Complete the form (be sure to have your Advisor or Department Head sign it) and deliver it to the Treasurer's Office at 6 Markle Hall. Also bring your valid driver's license to this office.
- B) When a vehicle is required for a College event or club activity, an Enterprise Car Rental Student Driver Approval Form 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 you may contact Enterprise at 610-253-7599 to reserve a vehicle, check pricing and availability.

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 schedule a time to meet with the Enterprise representative to sign the forms and accept the key. The March Field lot is where all Enterprise vehicles are delivered. Once you receive the key, the vehicle is your responsibility.

3) VEHICLE RETURN:

Upon your return to campus at the end of your reservation period you must return the vehicle to the assigned spaces in the March Field lot, sign in, and drop the keys to the vehicle at the Public Safety Office. The Office of Public Safety is open 24/7 for your convenience.

NOTE: The Club/Department may be charged for additional days if the student does not sign in and drop off the keys.

If you have any questions regarding how to rent a vehicle, please call the Purchasing Office at Ext. 5016 or 5017 or stop by our office at 630 Parsons Street.

Linda Jroski
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