



Indiana State University

Vehicle Reservation Procedures

University Vehicles

ISU no longer maintains fleet service in-house. This has been outsourced to Enterprise Rent-A-Car (ERAC) as a more cost-effective solution to provide reliable and safe transportation for the University's needs. Enterprise provides both short and long-term rentals in a wide range of vehicle types.

Enterprise car rental is conveniently located at 1410 Wabash Avenue, only blocks from campus. Enterprise will also deliver vehicles to campus at Facilities Management Fleet Services and bring the keys to your office when you sign the contract. You will need to refill the vehicle at the end of your trip to the same level of fuel in the vehicle at pick-up time, unless you choose the Gas option, (buy the fuel in the vehicle and not have to replace any).

Reservations and Cancellations

Your Travel Authorization must be in place in the Controller's Office before you can reserve a vehicle, and you will need the TA# when making the reservation. You must use the new EHI Direct link that you were sent when they changed to this new platform to make reservations for ISU business use. You will also use this website to make, modify, or cancel your reservations. If you are already an approved driver for ISU business and you do not have this link, send an email to Travel@indstate.edu with your University ID number and ask for it to be sent to you. If you are new to the University and need to be able to drive in order to do your job, please contact the Office of Budget, Payroll, and Risk Management for the online Driver's Safety course for instructions. Upon completion and receipt of your required documents, you will be added as an approved driver for ISU and the EHI Direct link will be emailed to you. If you need a large 12-passenger van for field trips, please contact Travel@indstate.edu and someone will return your message. For Personal/Leisure Use you will still use the Enterprise website link on the Office of the Controller's website under the Travel link. You will need your Sycamore login to access their secure website. For training on this website, please call the Travel Specialist in the Controller's Office at extension 3541 or 3542. This office also provides monthly travel training sessions.

Hours and Fees

Enterprise business hours are 8 a.m. to 6 p.m. Monday through Friday, 9 a.m. to 12 p.m. Saturday, and closed Sunday. If you need to leave before 8 a.m., you may call and arrange to have the vehicle delivered to you the day before between 3:30 - 4:30 p.m. This is called "jump

start” and the charges will not begin until the day you leave. Vehicle rental is charged on a 24-hour basis. Vehicle rates differ by type. Please see the Enterprise website for rates.

Requirements

Enterprise vehicles shall only be used in the conduct of University business and activities. The vehicle may be used for transportation to and from your personal residence in connection with departure and return from official University business travel. The driver must be an ISU employee or a graduate student and must present a valid U.S. operator’s license before keys will be issued. ISU employees or graduate students are required to complete the Hands-On Road test. Drivers who are under the age of 25 are not allowed to transport passengers unless they have passed the Hands-On Road test. Drivers must be 21 years of age or older, with noted exceptions. Saturday, Sunday, or holiday travel involving these vehicles will be allowed only when the Academic Dean or Vice President determines that the travel is necessary for the University. Smoking and animals are prohibited in Enterprise vehicles. ISU employees are not allowed to use 15-passenger vans at any time for University business. ISU employees may use 12-passenger vans for University business after being approved to drive these vehicles.

Release and Indemnity Agreement

All drivers of Enterprise vehicles must require every non-business passenger to sign the Vehicle Release and Indemnity Agreement. This can be found by calling the Controller’s Office at extension 3525. Any non-business passenger or any person who is not an employee or student of Indiana State University is not permitted in the vehicle unless the Release and Indemnity Agreement has first been signed.

Insurance and Accidents

In case of an accident or emergency mechanical failure, notify the Terre Haute Enterprise location at 812-235-1527 immediately. After hours, call Roadside Assistance (24/7) 800-307-6666. If the vehicle is damaged but does not require towing, notify the ERAC location and they will direct you to the nearest office to exchange the vehicle. If the vehicle is not drivable, Roadside Assistance will tow it to the nearest ERAC location where you can call the Terre Haute location to arrange another vehicle during business hours. Please report the accident to the Office of Risk Management upon return to campus at 237-7946.

Fleet Gas Card

If you lose the fleet gas card, immediately notify the ISU Purchasing Office at 812-237-3600 and ISU Public Safety at 812-237-5555.