

**Passenger Rental Fleet vs. Enterprise Rent-A-Car vs. Personal Vehicle Usage**

Vehicle Details	Vehicle Usage		
	BSU Fleet Vehicle	Enterprise Rent-A-Car Rental	Personal
<b>Driver</b>	Authorized drivers are: 1) state employees, 2) contract employees, if authorization to drive a state vehicle is specifically mentioned in their contract with the university, 3) students who have received permission by college or university administration, and 4) an individual assisting an employee or student with a disability (for an employee: approval must be by the employee's supervisor; if a student: approval from the college or university administration. Driver must be 18 and have a valid United States or Canada driver's license and have completed Vehicle Use Agreement and been approved.	To use the Enterprise rental contract, the traveler must be an employee of the Minnesota State system and have a valid driver's license issued by the state the person resides in. Any authorized renter/driver that may operate the rental vehicle(s) must be 18 years of age or older. Any authorized renter/driver must be 21 years of age if renting/operating 10 to 12 passenger vehicles (see 12 passenger portion below). This contract cannot be used for personal use. Renter must complete Vehicle Use Agreement and been approved.	Discretion of Vehicle Owner
<b>Passenger</b>	Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include BSU/NTC employees and students, or an individual assisting an employee or student with a disability, if approved by the employee's supervisor.	Must be affiliated with BSU/NTC and on official BSU/NTC business.	Discretion of Vehicle Owner
<b>Fuel</b>	BSU/NTC Pays - Fuel cards are stored in state vehicle key packs. The driver shall fuel the vehicle prior to returning to the state lot.	Driver Pays - The renter will provide fuel for the term of the rental and return the vehicle with a full tank. If the renter fails to return the vehicle with a full tank of fuel, the Contract Vendor may charge for the fuel at the rate of 33% above the weekly gasoline price for the Midwest as posted in the Department of Energy Fuel Index at <a href="http://www.eia.gov/petroleum/gasdiesel">http://www.eia.gov/petroleum/gasdiesel</a>	Driver Pays
<b>Insurance</b>	BSU/NTC covers	Supplemental Liability Protection & Roadside Assistance are included in Contract, employee shall not accept any optional insurance.	Driver's personal insurance covers
<b>Tax &amp; Fees</b>	BSU/NTC Pays	Driver Pays 22.075% fees (Includes 7.875% State Sales Tax, 9.2% MN Rental Tax for rental vehicles - vehicles are not exempt from this tax and a 5% Fee)	Driver Pays

**Passenger Rental Fleet vs. Enterprise Rent-A-Car vs. Personal Vehicle Usage**

Vehicle Details	Vehicle Usage		
	BSU Fleet Vehicle	Enterprise Rent-A-Car Rental	Personal
<b>Accident</b>	BSU/NTC Pays  Driver may be personally liable for loss or damage of vehicle while performing non-state related activities or inappropriate behavior.	Enterprise covers (SIP) not PIP  Driver may be personally liable for loss or damage of vehicle if performing non-state related activity or inappropriate behavior.	Driver Pays
<b>Late Return Fee</b>	Failure to return vehicles at the designated time on the request will result in a \$20.00 penalty charge to your account	Late Return Charge - \$15 per hour up to the cost of one rental day	N/A
<b>Delivery Costs</b>	N/A	0-10 miles - No Charge; 11-35 miles - \$25; 36-60 miles - \$50; 60 miles or more - \$75 (subject to availability). Vehicles must be returned to the renting branch.	N/A

\*INSURANCE COVERAGE. All rentals include the following coverage: Both Short Term Rental rates and Long Term Rental rates will include the following insurance coverage:

Supplemental Liability Protection (SLP) of \$2,000,000 on short and long term rentals. Full comprehensive and collision coverage. The Contract Vendor may not require or request the Renter to pay any supplemental liability protection insurance or require them to agree to any additional collision and loss damage waivers. State employees will be instructed to decline this coverage if offered as vehicles are rented. Non-state agency users may make its decisions to purchase the additional coverage or not. If an employee chooses not to use Enterprise, the employee would need to ensure that the rental agency has a contract that includes \$2 million in coverage

	Vehicle Usage		
	BSU Fleet	Enterprise Rent-A-Car Rental	Personal Vehicle Usage
<b>Daily Charges</b>	Minimum charge of \$20.00/day	Driver pays for fuel and submits paid receipts on employee expense reimbursement <b>*Use of a vehicle larger than standard requires prior justification*</b>	N/A
<b>Sedans</b>	N/A	Standard size: \$38.00 plus 22.075%(tax & fees) and fuel Full size: \$39.00 plus 22.075% (tax & fees) and fuel	State Owned Vehicle Not Available: Use IRS approved mileage rate  State Owned Vehicle Available: IRS rate less 7 cents per mile
<b>Minivans</b>	Seats 7 - 5 in fleet .44/mile	<b>\$57.00 plus 22.075% (tax &amp; fees) and fuel</b>	
<b>Suburbans</b>	Seats 8 - 3 in fleet .50 /mile	<b>\$102.00 plus 22.075% (tax &amp; fees) and fuel</b> 15 passenger vans may <u>not</u> be rented against the State Rental Contract Release V-33(5) Short Term/Long Term/Six State Area or V-38(5) Vehicle Rental/Short Term/National Coverage	
<b>Equipment Trailer</b>	2 in fleet, trailer can only be towed by suburbans, additional .06/mile	Renter/Driver must be 21 years of age for renting and driving a van with a capacity of 10-12. For a van with a seating capacity of 10-12 rented pursuant of this Contract, vans will not be operated or used in Canada, vans do not meet Federal Bus Safety Standards and cannot transport children 12th grade or younger, other than family members.	
<b>12 Passenger Large Vans</b>	Seats 12- 7 in fleet .50/mile		

If a Enterprise Rent-A-Car vehicle is needed the University employee requesting a vehicle will call Enterprise for a reservation. At the time of reservation please specify name of our University, Driver's Name, Department and the Contract #Y50456.

Release to Enterprise will be emailed over once an approved Travel Request is on file.

To contact BSU Fleet vehicle services call 218-755-2531