

**If using an Enterprise vehicle for your trip:**

**\*\*\* PRE-TRIP \*\*\***

Meet with Matt at Facilities Planning to review rental vehicle procedures and pick up your keys.

Review the rental agreement – take note of:

- **Enterprise Janesville phone number in the event roadside assistance is needed**
- **608-758-7100**
- Rental agreement number
- Know your plates
- Gas gauge – vehicle must be returned with the same level of fuel as it had at the time of departure
- If gas gauge is not indicated on the rental agreement, return the vehicle at 100% full level

There are marked parking spaces reserved for Enterprise vehicles. You may park your personal vehicle in a marked Enterprise space during your trip and “swap” vehicles upon your return. You should NOT receive a parking ticket.

Bring toll money if crossing state lines. Vehicles do not contain electronic toll passes. If you do not pay cash tolls, your club will be required to do extra paperwork and may be fined by the state issuing tolls.

Have all drivers authorized and make sure they bring their driver licenses.

**\*\*\* DURING TRIP \*\*\***

Keep your rental agreement in your vehicle.

If pulled over by law enforcement, refer to the agreement. DO NOT SPEED – plan ahead for timing, gas stops, restaurant stops, bathroom breaks and TIME ZONE DIFFERENCES (if they apply)

Update Club Sports staff on your trip progress – this includes event results.

**\*\*\* AFTER TRIP \*\*\***

Fill vehicle with the appropriate amount of gas.

Park your vehicle in the designated spot you picked it up in.

**Return your keys in the BROWN lock box by the Facilities Planning main entrance.**

Bring all rental agreements to Matt (along with other receipts and your post-travel report).

Any outstanding tolls, fines, rental expenses, etc. are the responsibility of the club renting the vehicle.

**IMPORTANT INFORMATION**

**Matt Schneider**  
850-980-1816 (cell)  
PLEASE TEXT OR CALL  
WITH UPDATES

**Enterprise Janesville**  
608-758-7100  
Emerald Number  
821697380

**Facilities Planning**  
Fremont Street  
Lot 21

