

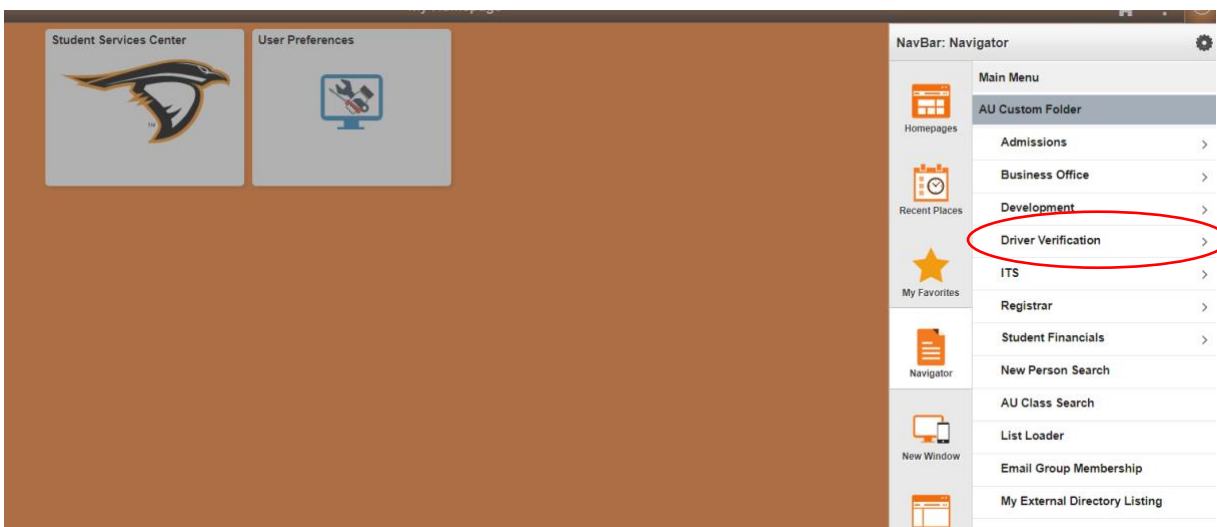


## Driver Approval Application Instructions

### Navigate to [aupsp.anderson.edu](http://aupsp.anderson.edu)

- Select CS92PRD (very first option) and login using your University Network login and password

- o Click  in the upper right hand corner (You may have to choose the  option)
  - AU Custom Folder
    - Driver Verification
      - o Driver Approval Form



- Under **Applicant Type**, please select either New Application or Update Previous Application and complete the form with your personal information.
  - o All drivers will update their information annually; you will receive an email when your authorization is about to expire as a reminder.
- Once you have completed all the information, you will receive an automated email and you have completed **your** driver approval application. **You will also receive an email from Business and Auxiliary Services that you have been approved to driver for the university, and any further instructions deemed necessary.**

# DRIVING FOR UNIVERSITY PURPOSES

## University Driving Policies and Procedures

- [Anderson University Personnel Driving Policy](#) [PDF]
- [Driver Approval Application Instructions](#) [PDF]
- [Rental Vehicle Policies](#) [PDF]
- [Motor Pool Rules and Emergency Procedures](#) [PDF]
- [EHI Enterprise Rental Reservation Instructions](#) [PDF]

## Driver Approval

The Anderson University Personnel Driving Policy establishes requirements for the safe operation of University vehicles by students, guests, faculty and staff. The policy applies to all University-owned or rented vehicles and personal vehicles used in connection with University-related activities. You must be an approved driver in order to drive on behalf of Anderson University.

In order to become an approved driver, you must be 18 years of age or older, have held a valid U.S. driver's license for at least one year, and have acceptable driving records. Authorization is valid for one year only.

To apply for driver authorization or renew your existing authorization, please follow the above "Driver Approve Application Instructions".

## Campus Vehicle Requests

Approved University drivers in need of a vehicle for university related travel will need to reserve a rental car through the EHI Enterprise online rental program. Rates for vehicles rented through the Anderson, IN Enterprise location are charged a contractually negotiated discounted rental rate. Payment for these vehicles will be billed directly to Anderson University based on budget information provided at the time of reservation.

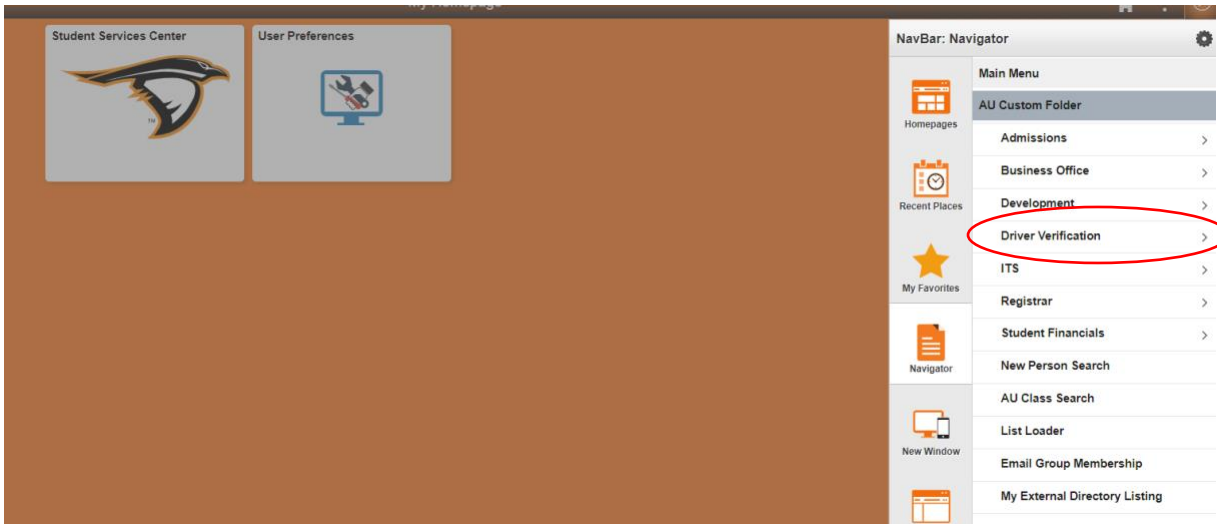
Approved Drivers are required to set up an Emerald Club account with Enterprise. To set up an account and begin reserving rentals, follow the above "EHI Enterprise Rental Reservation Instructions".



## Enterprise/National Sign Up

The Enterprise/National rental agreement this year will allow users to make vehicle reservations online. In order to sign up for this feature you'll need to complete 3 simple steps.

**Step 1 – Filling out the Anderson University Driver Approval Form** - this is required for insurance purposes. The form can be found on AccessAU Academics -- Main Menu -- AU Custom Folder -- Driver Verification -- **Driver Approval Form**.



Under **Applicant Type**, please select either New Application or Update Previous Application. The expectation is that all drivers will update their information annually; you will receive an email when your authorization is about to expire as a reminder.

Once you have completed all the information, you will receive an automated email and you have completed Step 1.

**Step 2 - Signing up for your personal Emerald Club account.** The Emerald Club account will allow for 3 important things:

1. Provide for quick and easy rentals (no need to sign, check out, inspect vehicles, etc.). The Emerald Club program covers all of that for you.
2. Allows you to book vehicles for personal use while getting the benefit of our Anderson University Discounted Rates and you start to earn free rental days.
3. Provides secure data integration for step 3, which is the EHI direct portal.

So, click here [Emerald Club](#) to get started. You **MUST** use this specific link as it is tied to our Anderson University Account. If you already have an Emerald Club account, you'll be prompted to input that information. The home page should say "Anderson University."

# Welcome ANDERSON UNIVERSITY Travelers!

 **EMERALD CLUB.**

The Emerald Club is designed to make your car rental experience faster and more convenient. You can enjoy special privileges reserved for frequent renters every time you rent.

[ENROLL IN THE CLUB](#)**BENEFITS OF THE EMERALD CLUB****BYPASS THE COUNTER**

As an Emerald Club member, bypass the rental counter and go directly to the Emerald Club Aisle™ at more than 50 50 major airports in the U.S. and Canada.

**CHOOSE YOUR OWN CAR**

As an Emerald Club member, don't waste time looking for your assigned car - just choose any car from the Emerald Club Aisle and be on your way.

**SPEED UP RETURNS**

As an Emerald Club member, there's no need to wait around for a piece of paper when you return your car. We'll email you a detailed receipt.

This process will require you to input your personal credit card information. Please keep in mind that your personal credit card will only be used if you decide to rent a car for personal use. Otherwise, you'll be reserving cars in the 3rd and final step. You should decline any "Optional coverage." If you accept this additional coverage, it will automatically show up on your AU Enterprise reservation and you will be invoiced for it.

Once you have signed up for Emerald Club you'll receive an email confirmation. It will look like this:



## Welcome TO EMERALD CLUB

As an Emerald Club® member, enjoy exclusive benefits when you rent with National Car Rental® worldwide.

You'll receive an online membership kit in the next 48 hours, but you can start enjoying your benefits right away by using your Emerald Club member number below. Use it every time you make a reservation to ensure you receive the rewards you deserve.

This email confirms that you have successfully signed up for the Emerald Club, NOT EHI Enterprise. That is the next step.

After you have received this email verification from Emerald Club, please contact Randy Coppess at [racoppess@anderson.edu](mailto:racoppess@anderson.edu) and she will invite you to the EHI Direct site.

Look for that email from EHI Direct. This will have the AU Enterprise account set up.

**Step 3 - Renting Cars via EHI Direct.** This portal provides the flexibility we need as an institution to manage rental cars. We can use this system to book cars, help others in your area reserve cars, and allow for easy direct billing. Complete this page.



## Activate your account

Date of Birth\* ⓘ

User Name (email)

Password   
• Must be at least 8 characters in length.  
• Must not contain your name or User Name.  
• Must contain at least one letter and one number.

Confirm password

End User License Agreement 

DEEM™ CUSTOMER AND END USER LICENSE AGREEMENT (EULA)

TERMS AND CONDITIONS OF USE:  
BY CHECKING THE "I ACCEPT THE END USER LICENSE AGREEMENT FOR DEEM@WORK" CHECKBOX, YOU, THE CUSTOMER, AGREE TO AND ACCEPT THE FOLLOWING TERMS AND CONDITIONS

You must scroll down to the end of the document and check the box below in order to accept the EHI Direct End User License Agreement.

I agree to the EHI Direct End User License Agreement.

User Acceptance .....  
 I accept the [Global Privacy Statement](#).

# EHIDirect

Everything your Business Needs



Travel



Reservations



Admin Access

Once you login you'll want to click on the **Travel** icon.

This process should be self-explanatory, so I'll just walk you through some of the highlights.

**IGNORE the Deliver and Collection boxes.** They will be removed from the system.

**COMPLETE CLEAN PLEDGE**  
We pledge to go above and beyond our already rigorous cleaning protocols, including strict sanitising procedures to protect the health and safety of all. [LEARN MORE](#)

Single Destination | Multi-Destination

+ Add Flight

+ Add Hotel

Car Rental

Anderson University, East 5th Street, Anderson

Anderson University, East 5th Street, Anderson

2/3/22 | 9:00 AM | 2/4/22 | 5:00 PM

Search Summary

+ Add Flight

+ Add Hotel

Car Rental

Search

Start typing in the first field, “Anderson University, and it will give you a few options. Choose the one as above. It will auto-populate the 2<sup>nd</sup> field also. Then hit the Search button.

If you find the “search” button is grey, then click in the second field, where Anderson University shows, and it will become blue. Then you will find the search button is green and usable.

This is the next screen:

The first option should be the Scatterfield Road location if you are renting locally.

## Select Pick-up Location

Anderson | Feb 03 → Feb 04  
Change | Thu | Fri

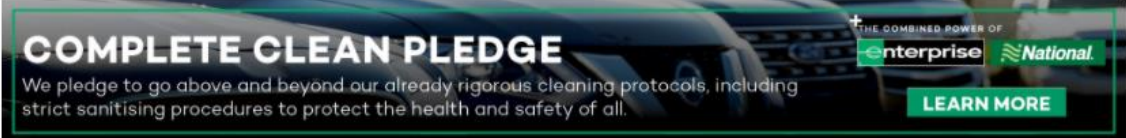
Preferred | 25 mi

- Enterprise  
4131 S SCATTERFIELD RD, ANDERSON 46013, ...  
2.7 mi | Hours | [Select](#)
- Enterprise  
3415A WEST FOX RIDGE LANE, MUNCIE 47304...  
14.7 mi | Hours | [Select](#)
- Enterprise  
3217 S MADISON ST, MUNCIE 47302, US  
15.4 mi | Hours | [Select](#)
- Enterprise



Make different selections based on vehicle type and size. The compact vehicle should be selected as the preferred vehicle rental for Anderson University purposes. Then hit Select.

## Select Car Rental



**COMPLETE CLEAN PLEDGE**  
We pledge to go above and beyond our already rigorous cleaning protocols, including strict sanitising procedures to protect the health and safety of all. [LEARN MORE](#)



1100 E 5th St, Anderson,... Feb 03 → Feb 04 Car Class Refine Your Search  
Change Thu Fri





	CAR	SUV	VAN		PICKUP		
	Mini	Compact	Intermediate	Standard	Full size	Premium	Luxury
Enterprise	--	<b>USD \$36</b>	USD \$38	USD \$39	USD \$42	USD \$52	USD \$62

Please review: Some vendors offer multiple rates for your request. Select the option that fits your needs.

Policy 1 Total Results


Enterprise - **Compact** 2/4 Door  
Contract: Anderson University  
**AUTOMATIC**

 Pick Up 9:00 AM  2 Days  Drop Off 5:00 PM  
2.7 miles  
ANDERSON  
4131 S SCATTERFIELD RD,  
ANDERSON, IN 46013, US

 SafetyCheck  
5 2   

**USD \$36.00**  
per day base rate  
**USD \$80.25**  
Total estimated cost including taxes & fees

**Select**



Double check the information, then hit Continue

Make sure that your Emerald Club number is captured. This is the emerald club number of the traveler, which might not be the same as the person who is making the reservation!

Preference and Rewards Programs [Edit](#)

### Car Rental

Contact providers to ensure membership numbers are applied to your account.

Car Rental Membership	Number
Enterprise ▼	123456789
Frequent Flyer Programs	Number
None ▼	

Note to car rental branch

In the “Note to car rental branch” box, you can add “JUMPSTART” for early pickup on Friday at 4PM if it’s a Saturday rental. Then we are only charged when the rental actually begins and not the full Friday charge.

Next box down is where you will be required to put in your approved **FULL Budget number (ex. 19450 7400)**

### Car Rental Additional Information

Budget Number \*

And next:

The Anderson University Direct Billing account will automatically be populated.

Car Rental

Choose a Billing Number \*

"Anderson Billing" \*\*\*\*\*86 ▼

Car Rental

Choose a Billing Number \*

"Anderson Billing" \*\*\*\*\*86 ▼

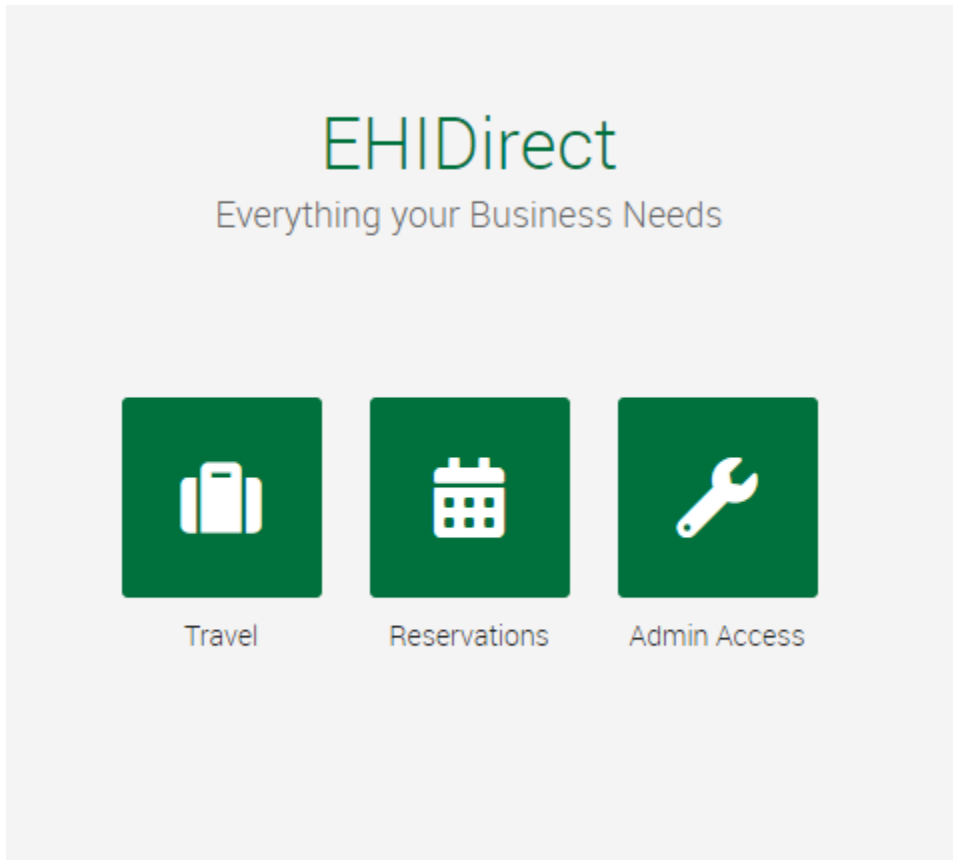
\*Anderson Billing" \*\*\*\*\*86

Use payment card at rental

Of course if you are renting a vehicle for personal reasons through this system, then use the drop down box to indicate you will pay with your personal credit card.

Then click Purchase.

Once this is done, you can go back to the home page and click "Reservations" to see it.



To rent multiple vehicles under the same name:

After you have made a reservation and want to add an additional, with all the same info:

Go to the reservation screen, click the drop down arrow and along the bottom are small blue words, one of them is "book again". That will duplicate the reservation and then there's a record of it.

See screenshots below



Trip Planner

Reservations

Unused Tickets

# Reservations

Upcoming

Archive

Search

Ascending

All Types

Mon, February 7, 2022

Trip to Indianapolis, IN (6)

Owen Handy

✔ Completed



Fri, February 11, 2022

Trip to Indianapolis, IN

Karis Johnson

✔ Confirmed



Sat, February 12, 2022

Trip to Indianapolis, IN

Nic Huffman

✔ Confirmed



Sat, February 12, 2022

Trip to Indianapolis, IN (1)

Nic Huffman

✔ Confirmed



Sat, February 12, 2022

Enterprise ANDERSON

Reservation Number 1534572450COUNT

PickUp Sat, February 12, 2022 9:30 AM

Drop Off Sat, February 12, 2022 2:00 PM

[Change Trip](#)

[Cancel Trip](#)

[Book Again](#)

[Print Itinerary](#)

[Add Service](#) ▾

[View Details](#)

Sat, February 12, 2022

Trip to Indianapolis, IN (1)

Nic Huffman

✔ Confirmed



Sat, February 12, 2022

Enterprise ANDERSON

Reservation Number 1534572450COUNT

PickUp Sat, February 12, 2022 9:30 AM

Drop Off Sat, February 12, 2022 2:00 PM

[Change Trip](#)

[Cancel Trip](#)

[Book Again](#)

[Print Itinerary](#)

[Add Service](#) ▾

[View Details](#)

# MOTOR POOL

## EMERGENCY PROCEDURES

1. All occupants MUST wear seat belts at all times.
2. In case of an accident, call 911 even if there are no injuries, so that an accident report can be filed. If there are no injuries but the vehicle is not safe to drive, call Enterprise Roadside Assistance at 1-800-307-6666. If there are injuries, medical personnel will be sent to the scene to assist. Additionally, the accident must be reported to Business and Auxiliary Services at (765)641-4060 or [busaux@anderson.edu](mailto:busaux@anderson.edu) to begin the insurance claim process. Please supply all known information when you call regarding injuries and damage to vehicle(s).
3. If you encounter mechanical failure – stop as soon as you can safely do so and call Enterprise Roadside Assistance at 1-800-307-6666. Be sure to have your rental confirmation on hand.

## Anderson University Personnel Driving Policy for Insurance Liability

In order to assist in reducing liability claims and control premium costs, Anderson University (the "University") has developed the following driving policy. This policy provides guidelines for:

1. Anyone assigned a University-owned vehicle or anyone wishing to drive a University-owned or rented Motor Pool vehicle, including University personnel, guests, and students.
2. University personnel who drive their personal vehicle while on company business.

Questions may be addressed to the Director of Business and Auxiliary Services.

### University Personnel (faculty & staff) and Guests

1. The Emerald Club, set up prior to your EHI Enterprise account, is a personal use account. It allows you the corporate pricing for personal rentals. This is not true for any University-owned 12 passenger vans. No University-owned or rented vehicle is to be used for personal purposes.
2. Must have their driving record reviewed each year. Persons wishing to drive a rented vehicle may make an application for driving authorization. A driving record must be obtained from University personnel for authorization to drive a rented vehicle. This record will be obtained and reviewed by Business & Auxiliary Services to determine driving privileges eligibility. Each year, following the receipt of the initial driving record, University personnel must renew their driving application with the understanding that their driving record will be reviewed by Business & Auxiliary Services to determine continued driving authorization.
3. University personnel may provide driving record information at the time of employment. This voluntary application, if approved, will allow the person to drive a rented vehicle as needed. Persons who do not provide this information at the time of employment must provide this information prior to reserving a rented vehicle for conducting business of their department or the University.
4. Under direction of the University's liability carrier, a person will be authorized to drive a rented vehicle only if they have a valid U.S. driver's license and the following conditions are met:
  - a. Have no more than two (2) moving violations for the prior three (3) years.
  - b. Have no major moving violations.
  - c. Have no more than one (1) at-fault accident for the prior three (3) years.
  - d. Do not have the combination of one (1) at-fault accident and one (1) violation within the last three (3) years when not the same accident.

Definitions of major violations, moving violations and at-fault accident appear at the end of this policy.

Any violation which occurs after authorization has been issued, and which changes the eligibility of the violator may result in loss of authorization to operate said vehicles. It is the responsibility of any faculty/staff, guests or student with an authorized driving pass to notify Business and Auxiliary Services immediately if, between annual driving record checks, the driving infractions occur which cause the driver to fall outside the guidelines of this policy. Notwithstanding the policy discussed herein, the University reserves the right to refuse a driving pass or rescind a driving pass to any individual whose driving record or driving conduct, in the University's sole discretion, is unacceptable. This may include, but is not limited to: multiple moving violations, negligent driving, open container, DUI, reckless driving, hit and run, or driving with a suspended license. (See Drug Free Workplace and University Policies in University Handbooks).

5. University personnel driving their own vehicle on University business must also meet the eligibility standards as listed in Section 4. This is due to the fact that the University's Worker's Compensation insurance is in effect for said drivers. Ineligible drivers doing so on University business may be subject to disciplinary procedures, up to and including termination. Additionally, it should be noted that the University's insurance does NOT cover damage to personal vehicles, even being used on company business.

#### Student Personnel:

1. Freshman students will **not** be permitted to drive University-owned or rented vehicles. Adult students, age 22 or older, who are freshman are exempt, but must comply with items three, four, and five of this policy. Renters must be 21 years or older with Enterprise.
2. Students (sophomore, junior, senior, graduate) may be granted driving privileges on a yearly basis provided the following:
  - a. A driving record and application are on file with Business and Auxiliary Services prior to the date needing to drive a University vehicle.
  - b. Student complies with the standards listed under item 4 in the University Personnel section. Notwithstanding the policy discussed herein, the University reserves the right to refuse a driving pass or rescind a driving pass to any individual whose driving record or driving conduct, in the University's sole discretion, is unacceptable. This may include, but is not limited to: multiple moving violations, negligent driving, open container, DUI, reckless driving, hit and run, or driving with a suspended license. (See Drug Free Workplace & University Policies University Handbooks)
  - c. After application and driving record are received, and determined to be acceptable, student will be issued a driving pass for one year as of the date of approval.
3. Students that apply to drive a 12-passenger van with limited driving experience for this type of van, will be required to take a driving test. This test will be conducted by our Physical Plant Department, prior to the use of the van. If a student does not pass the driving test, they will not be approved to drive a University van.

#### Temporary Passes:

No temporary passes will be issued for driving privileges. University driver authorization application must be on file with Business and Auxiliary Services prior to receiving a University Driving Pass.

#### Multiple Drivers:

Uses of University-owned vehicles which result in the need for multiple drivers, require all drivers to have a current driver approval on file.

**Definitions:**

1. Major Violations -- Includes, but is not limited to:
  - a. Criminal Type Convictions within the last 5 years
    - i. Negligent Homicide
    - ii. Manslaughter
    - iii. Failure to Stop & Identify (Hit & Run)
    - iv. Suspended or Revoked License
    - v. Drag Racing
  - b. Driving Under the Influence within the last 5 years
  - c. Driving While Impaired within the last 5 years
  - d. Reckless Driving within the last 5 years
  - e. Careless Driving within the last 3 years
  - f. Assault involving a motor vehicle
  - g. Passing a stopped school bus
2. Moving Violations -- Includes, but is not limited to:
  - a. Speeding violations
  - b. Improper or Excessive Lane Changes
  - c. Following too Closely
  - d. At-Fault Accidents
  - e. Running a red light/stop sign
  - f. Failure to Yield
3. Not at-fault accidents, seatbelt, and failure to register vehicle are not considered moving violations, but may be considered unacceptable.
4. At Fault Accident
  - a. Any Accident where the driver is cited with a violation, or negligently contributes to the incident; OR
  - b. Any single vehicle accident that is not caused by actual equipment failure.



## **Anderson University Rental Vehicle Policies**

In order to better serve the university's vehicle needs, effective **April 2022**, all motor pool requests will be fulfilled through Enterprise Rent-A-Car and Emerald Club. This policy provides guidelines for any person or department wishing to use a motor pool vehicle for university-related travel.

1. All employees driving for university purposes using a university-provided vehicle will need to create an Emerald Club account. This account will be your personal account that will later be linked to EHI Enterprise.
  - a. Emerald Club accounts can be used on a personal basis as a way for employees to rent vehicles for personal use at the corporate rate.
  - b. When reserving for Anderson University use, rentals will be billed directly to the University through direct billing within EHI Enterprise
2. University employees renting through Enterprise are subject to all Enterprise rules and regulations other than the age exception noted in section 6.
3. Enterprise will offer delivery to campus free of charge during normal Enterprise business hours.
4. Early morning rentals may qualify for the "JUMPSTART" option. See "EHI Enterprise Rental Reservation Instructions" document for more details.
5. All drivers must be approved through the Department of Business & Auxiliary Services. Please see the Personnel Driving Policy for more information on obtaining driver approval.
6. Drivers must be 21 years of age or older to rent vehicles through Enterprise on behalf of the university.
7. Vehicles must be refueled prior to being returned to Enterprise. Vehicles returned without a full tank of gas will be charged an additional refueling fee.