Enterprise Leased Vehicle
Accident/Damage Reporting Procedure

In the event of a car accident or damage occurring to an Enterprise rental car while being leased by a Jefferson College employee, the Enterprise Branch representative will communicate with the employee responsible for the vehicle.

The rental branch will create an accident report, submit it to the Enterprise Damage Recovery Unit, and forward a copy to the Jefferson College employee who will forward the report to the Administrative Assistant to the Vice President of Finance & Administration for insurance process handling.

Remember, when reserving a rental car with Enterprise, decline the optional insurance coverage and carry the Jefferson College automobile insurance card while traveling.