

# Rental Vehicle Information Sheet

## Steps to Take When Renting Vehicles: Travel in U. S.

1. Before leaving campus, make or print copies of insurance identification card and Automobile Accident Reporting Guide. You can download and print copies of these forms from the Risk Management website by accessing the following link: [https://www.baylor.edu/risk\\_management/index.php?id=34622](https://www.baylor.edu/risk_management/index.php?id=34622).
2. Before taking possession of the vehicle or signing any rental forms, completely inspect the inside and outside of the vehicle noting any damage.
3. Have the rental company's representative indicate on the rental form if any damage exists at the time you take control of the vehicle. If the vehicle is delivered to you by Enterprise, be sure to inspect the exterior and interior of the vehicle and have the Enterprise Representative annotate any damage found on the rental agreement form before the representative leaves your location.
4. Before returning the vehicle, inspect it again, noting any damage. Have the rental company's agent annotate on the rental form that either no damage existed or that all damage present was there when you originally took possession of the vehicle. If you have made arrangements to have an Enterprise Representative pick the vehicle up, be sure to inspect the exterior and interior of the vehicle for damage. If damage is observed, inform the appropriate Enterprise office, and report the damage to the Risk Management Department as specified in the [Driving Policy](#).
5. If there was any damage sustained while the vehicle was in your possession, you will need to complete an [Incident Report](#).

Note: Many rental car companies will deliver the vehicle to you and/or pick it up when you are finished. Be aware that any damage to the vehicle not noted on the rental agreement form prior your use of the vehicle will become your responsibility.

## Steps to Take When Renting Vehicles: Travel in Foreign Countries

1. Inspect the vehicle exterior and interior. Have any defects noted by the rental company's attendant.
2. Purchase all insurance coverage available from the rental car company.

Additional Information: Travel in Foreign Countries

Due to the difference in laws governing automobile operation and liability in foreign countries, the purchase of rental vehicles is undesirable for many travelers. For information on automobile rental specific to vehicle operation in Mexico, please review the [Automobile Travel in Mexico Information Sheet](#).