

Fermilab Intern Rental Car Accountability Form

Your internship provides a shared rental car from Enterprise Rent-A-Car for out-of-state interns during the duration of the internship. The rental car is shared with up to 4 interns. Each car requires a primary and secondary driver to register with Enterprise Rent-A-Car. To register as a primary or secondary driver, a valid driver's license is required.

Enterprise Rent-A-Car:

Address: 504 North Route 59, Naperville, IL

Phone Number: (630) 548-9835

Contact Name:

Driver responsibilities:

- Safely and responsibly bringing all riders to and from the Fermilab Campus for their assigned working hours.
- Ensuring that all riders have access to a grocery store during the week/weekends.
- Once the primary and secondary drivers and both occupants are identified, agreement must be reached regarding the work-week transportation schedule and weekend options/expectations.

Please note the following information:

- Fermilab does not provide funding for gas. This must be split among all riders.
- Fermilab does not provide funding for highway tolls. Please pay all tolls before your internship ends using the following website: <https://www.illinoistollway.com/>
- Fermilab does not provide funding for tickets or parking violations. All riders are responsible for paying for tickets or parking violations before their internship ends.
- Fermilab does not provide funding for any type of collision.
- Driving the rental car does not factor into work time.

Rental car rules (all drivers and riders are responsible for adhering to the following):

- Only primary and secondary drivers are allowed to operate the vehicle.
- To ensure intern safety, the rental car cannot leave the state of Illinois.
- Should you get into a car accident **of any kind** you are required to immediately inform the Fermilab EDIA Office (Internships@fnal.gov). You are also required to submit a police report and take pictures of your rental and the other vehicle(s) that were involved in the accident, whether there is obvious damage or not.

The Office of Equity, Diversity, Inclusion and Accessibility will contact Enterprise.

- Should you have a collision with a stationary object or vehicle, send an email to the EDIA Office (internships@fnal.gov) detailing the collision. Take pictures of both the vehicle and property damage so that everything impacted is recorded. Attach the pictures to your email.
- When rental car occupants are unable to amicably resolve a disagreement or dispute the matter should be brought to the attention of Judy Nunez jnunez@fnal.gov, Mallory Bowman mbowman@fnal.gov, or Maria Cortes mariac@fnal.gov in the EDIA Office by email.

By signing this form, I am acknowledging that I have read the written rules and responsibilities and agree to adhere to them for the entire duration of my internship at Fermi National Accelerator Laboratory. I agree to stay in the rental car I have been assigned and to share the monetary responsibilities of said car with the other individuals assigned to this vehicle.

Car Make & Model: _____

Car License Plate: _____

Primary Driver Name (Print) _____

Primary Driver Signature _____

Date _____

Secondary Driver Name (Print) _____

Secondary Driver Signature _____

Date _____

Rider Name (Print) _____

Rider Signature _____

Date _____

Rider Name (Print) _____

Rider Signature _____

Date _____