



South Shore
Regional Centre for Education

ENTERPRISE RENTAL CAR FORM

(Corporate Class# T40128, Vendor#1000075458)

EMPLOYEE RENTING VEHICLE:

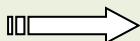
School/Location: _____ Contact# _____
Employee E-mail: _____ Personnel# (required) _____
Name of Driver (if different from above): _____

REASON FOR RENTAL:

Function: _____
Location of Function: _____
Date(s) of Rental: From: _____ Pickup Time: _____
To: _____ Return Time: _____

NAME/TITLE OF SUPERVISOR: _____

SIGNATURE OF SUPERVISOR: _____



Must have signature of Supervisor Prior to Car Rental

ACCT INFO:	GL:	7600800	Fund	68	Fund:		Functional	
			Centre				Area:	

ENTERPRISE VEHICLES & RATES (Circle Rate) :

Vehicle Size	Vehicle Type (Examples)	Daily Rates	Weekly Rates	Monthly Rates
Economy	Hyundai Accent or Similar	\$31.99	\$191.99	\$767.96
Compact	Kia Rio or Similar	\$33.99	\$203.99	\$815.96
Intermediate	Ford Focus or Similar	\$35.99	\$215.99	\$863.96
Standard	Chrysler 200 or Similar	\$40.99	\$245.99	\$983.96
Full Size	Chevy Impala or Similar	\$41.99	\$251.99	\$1,007.96
Mini Vans	Dodge Caravan or Similar	\$47.99	\$287.99	\$1,151.96
Truck (4X4)	Ford F150 or Similar	\$52.99	\$317.94	\$1,271.76
SUV	Ford Escape or Similar	\$52.99	\$317.94	\$1,271.76
Cargo Van	Ford Econoline or Similar	\$49.99	\$299.94	\$1,199.76

INSTRUCTIONS:

- 1) E-mail completed and approved form to: payables@ssrce.ca
- 2) If Travelling For Business Purposes, Fax Or Bring A Copy Of Completed Form To Enterprise When Picking Up Vehicle To Waive Enterprise Insurance As A Regional Centre Employee Under The Regional Centre Insurance Plan. Please Note, Schools Renting Vehicles For Sports Events Must Purchase The Enterprise Insurance For The Protection Of The School. Otherwise, The School Would Be Responsible To Pay For All Repairs Under \$1000.
- 3) A Copy Of An Up To Date Insurance Certificate Is Attached. Please Take Certificate With You In The Rented Vehicle To Present To Law Enforcement Officer, If Stopped.

ENTERPRISE PHONE/FAX NUMBERS :

Bridgewater Office: 527-5909 or 1-800-736-8222 FAX# 527-5914

Yarmouth Office: 742-5559 or 1-800-736-8222 Fax # 742-5552

NOTE ON "AUTHORIZED DRIVERS"

All employees and non-employees driving students must be approved as an "AUTHORIZED DRIVER". To become an "AUTHORIZED DRIVER" you must be approved by the School Principal/Manager and only drive when a small number of students and/or short distances are involved. For trips outside NS approval must be obtained from the Regional Executive Director or Coordinator of Transportation. Seat belt capacity must not be exceeded. Principals/Managers shall keep a copy of the "AUTHORIZED DRIVER's" operators licence for rentals and if driver using own vehicle copies of operators licence, vehicle insurance policy (MUST HAVE \$2 Million PL/PD) and vehicle inspection slip. No drivers under the age of 19 are permitted or newly licensed drivers. "AUTHORIZED DRIVERS" who are not employed by the Regional Centre MUST use Enterprise Insurance Coverage. Employees are covered under the Regional Centre's Insurance policy for the Regional Centre related events. SEE "NON-BOARD OWNED VEHICLES" POLICY #500.9 FOR DETAILS.

Ref. No. 320011426326

CERTIFICATE OF INSURANCE

Aon Reed Stenhouse Inc.
1969 Upper Water Street, Suite 1001
Purdy's Wharf Tower II
Halifax NS B3J 3R7
tel 902-429-7310 fax 902-429-9087

Re: SIP-0060 Evidence of Insurance

Enterprise Car Rental
209 Aerotech Drive, Unit 1
Goffs, NS B2T 1K3

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.

Insured

Nova Scotia School Insurance Exchange; South Shore
Regional Centre for Education
Park Place II
Suite 100-238A Brownlow Ave.
Dartmouth, NS B3B 2B4

Coverage

Automobile Owners Form	Insurer	The Sovereign General Insurance Company	
Policy #	NCA9503045		
Effective	01-Jul-2026	Expiry	01-Jul-2027
Limits of Liability	Third Party Liability - S.P.F.1 \$2,000,000		

Terms and / or Additional Coverage

Automobile Policy Includes the Following:
SEF 5 - Permission to Rent or Lease (Specified Lessee)
SEF 21B - Blanket Basis Fleet

Cancellation / Termination

The Insurer will endeavour to provide THIRTY (30) days written notice of cancellation/termination to the addressee except that statutory or policy conditions (whichever prevails) will apply for non-payment of premium.

THIS CERTIFICATE CONSTITUTES A STATEMENT OF THE FACTS AS OF THE DATE OF ISSUANCE AND ARE SO REPRESENTED AND WARRANTED ONLY TO THE INSURED. OTHER PERSONS RELYING ON THIS CERTIFICATE DO SO AT THEIR OWN RISK.

Dated : 26-June-2026

Aon Reed Stenhouse Inc

THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,

THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE
THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY