

## **Hertz Rental Policy: Delivery/Pickup For Local Rentals**

The following policy has been written to provide a clear and concise process for locally renting vehicles from Hertz. All employees must comply with this policy for continued privileges of renting and/or driving a rental vehicle. St. Norbert College has a Corporate Account with Hertz, and would prefer that all rental requests start with them, except in the event when a larger vehicle such as a bus is necessary.

No vehicle larger than an 8-passenger mini-van or large SUV is allowed to be purchased or rented at any time for the purpose of transporting people. You must be 20 to drive a rental vehicle from Hertz.

### **Renting (locally) and Delivery/Drop Off of Vehicle from Hertz**

College employees who rent a vehicle which is to be delivered to campus, need to make the arrangements at Hertz.com or by contacting the local Hertz agency at 920-498-7733 referencing St. Norbert College and account # 1977110. The delivery location will be the Kress Inn and **unless you are a Hertz GOLD MEMBER, you must inspect the vehicle prior to signing for it.** If you are a Hertz GOLD MEMBER, the vehicle will be delivered to the Kress Inn and the key will be dropped off at the Kress Inn FRONT DESK. If the rental vehicle is to be parked on campus **overnight** (after 2:00 a.m.) before it is used, it must be parked in the **Kress Inn Lot- Lot 14**. Any fines and/or additional fees that rental vehicles incur will be charged to the person or department responsible for the vehicle.

**UNLESS YOU ARE A HERTZ GOLD MEMBER, prior to accepting and signing the rental agreement, the vehicle **MUST** be inspected for damage with the Hertz Representative.**

**Kress Inn employees will not accept (sign for) any rental vehicles.**

**Any fines, additional fees, and/or insurance deductibles that rental vehicles incur will be charged to the person or department responsible for the vehicle.**

### **Pick up by Hertz-**

When the employee returns to campus with the rental vehicle, **the vehicle needs to be parked within the Kress Inn Lot-Lot -14, and you MUST call 920-498-7733 to end the billing cycle and inform them the vehicle is ready for pick up.** Employees **MUST** complete and sign the Rental Vehicle Information log located at the front desk in Kress Inn when returning the keys. **Failure to follow this policy could result in the rental vehicle being ticketed or towed, and/or your vehicle rental privileges suspended.**

### **Employee Personal Vehicle-**

If the employee's personal vehicle is to be parked on campus **overnight** (after 2:00 a.m.) any given day of the week, the employee's vehicle **MUST** be parked at the far western section of the **Kress Inn Lot –Lot 14**. You must contact Campus Safety at 403-3299 to notify them that you will be parking your vehicle overnight in the Kress Inn Lot.

Any employee vehicle that is parked after 2:00 a.m. in a No Overnight – No Parking 2-6 a.m. lot (JMS, PAC, Admission, Third Street North, Schuldes West) will be ticketed and possibly towed (if weather conditions warrant) at the owner's expense. **These fines can not be appealed.**

### **ADDITIONAL DRIVING POLICIES**

- Any persons driving either a Campus owned vehicle or renting a vehicle as a St. Norbert College employee, you must have taken the College's Defensive Driving course prior to making any rental agreements. Contact Pat Dart, Department of Risk and Property Management @ 403-3066 for information on the Defensive Driving Course.
- St. Norbert College driving privileges will be revoked for any one or combination of the following situation:
  - **Arrest made for drunk driving**
  - **Excessive driving violations**
  - **Involved in an accident while on a cell phone**
- **Failure to contact the local police and St. Norbert College if involved in an accident with a St. Norbert College vehicle or rental.** Every accident regardless of the damage dollar amount estimate must be reported to both the local police and St. Norbert College, Department of Risk and Property Management, 920-403-3066.