

Enterprise Rent-a-Car and National

Enterprise Rent –A-Car and National Car Rental are now **Bard's only direct billing car options** for renting. The National Car Rental is available through the Enterprise link and is best for one-way travel and travel from airports.

Emerald Club

Before reserving a car, be sure to sign on to the **Emerald Club** to create a personal profile, which will give you individual benefits and loyalty points. It is a free program. It will ask you for a credit card when enrolling, but you will only use it when you book for personal reasons.

If you are a Bard faculty or staff member, please join by clicking on this link:

<https://nationalcar.com/offer/XZ24341>

**** Be sure to decline insurance offerings – it is included in rentals through Bard. If renting for personal use, you should add it in for that booking.**

If booking for a guest of the college, they can log on to www.emeraldclub.com to create their own profile, and then share their Emerald ID number. Please do not share the above link with them – it is only for Bard employees.

If you already have an Emerald Club ID, you can email Cindy Garvin at cindy.j.garvin@ehi.com and she will add the Bard College account number to your profile.

If you participate in other reward programs, like Hertz for example, and you have worked your way up to a premier status, you can also email Cindy at the above email address and she will match your status in the Emerald Club.

Benefits to Booking through Enterprise/National

- * More fully staffed locations and the largest fleet available, as compared to competitors
- * If you are between 21 – 25 years old, there are no underage fees
- * There are no additional fees for additional drivers or for energy recovery
- * No fees for cancellations or change of locations
- * No personal credit card needed to book through the direct billing link
- * Competitors charge 3x the amount for fuel cost
- * No black-out dates
- * Insurance included
- * 12 passenger vans available through Enterprise – driver must be 25 years old – no school age children allowed in vehicle though – all drivers must sign an addendum when renting. \$97/day
- * Can be used for personal travel also – just choose the personal travel option for payment

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How to Make a Reservation through the Bard Website

Go to <https://inside.bard.edu>

Click on **Human Resources**, which is on the tool bar on the right

Under the black toolbar, click on **Bard Benefits**, and choose **Current Offerings** on the drop-down menu

Scroll all the way to the bottom, and click on **Enterprise Rent-a-Car Discounts**

Click on the red **Go to Bard-Enterprise** button

Choose **Business Rental – Direct Billing** when booking a Bard-sponsored trip

If you are an Emerald Club member, be sure to click on the Emerald Club link and put in your ID and last name

Choose your pick-up location and dates and car type – you can choose a midsize or intermediate size car

When you get to the Renter's Details page:

Add in Renter's name and home phone number and email

Under Corporate Account Details, it asks "Are you traveling on behalf of Bard College – E&I for this rental," click the yes button.

Under Payment Details, it asks "Are you authorized and choosing to bill Bard College – E&I for this rental" and it defaults to the "yes button."

Additional Information:

***Account number: GA24H48**

***Billing number: enter 18344405 (this is new as of 8/27/25)**

***Department Name: Please put budget number here, along with Department name – be sure to list the budget number first.**

Example: 1000-1234-5678-10, Controller's office

Or if using an index number: 123456, Visiting faculty – Social Studies

If booking for someone else, you can send the reservation directly to them at the end of the booking. You can also include their email address so that they receive it. You can also book for them using their Emerald Club number and last name.

Tax-exempt The driver MUST tell the agent at the desk that we are tax-exempt or taxes will be added. This only applies if you pick up the car in New York State.

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Tolls

There are different options for dealing with tolls. They are not included in the rental.

1. The easiest option is to put your own E-Z Pass in the car. Then put a copy of your receipt in for reimbursement
2. You can also pay cash, and submit receipts for reimbursement
3. You can rent a transponder, but it will be \$3.95 per rental day plus tolls

Please note the following:

If you choose to drive through the toll without a transponder, you will be charged the following:
\$3.95 admin fee (each day) plus tolls if there is no cash option available at the tolls (example Mass Pike)
Or \$10.00 admin fee (each day) plus tolls if there is a cash option

Rules Specific to Rental Vehicles

- For all rentals originating in the U.S. and Canada please **DECLINE** the Loss or Collision Damage Waiver and the Additional or Supplemental Liability Insurance, however, please **ACCEPT** the coverage if renting a twelve (12) or fifteen (15) passenger van.
- The College's insurance coverage allows only the following individuals to be passengers in any rental vehicle: current employees, current students, spouses, family members, or any person or persons reasonably engaged in official College business or activities, for example: admission visitors and campus guest speakers.
- For travel outside the U.S. and Canada, obtain counsel from a travel agent and the College's Business Office prior to your trip on which coverage(s) should be accepted in that specific foreign country for all vehicles.
- In general, a rental day consists of each twenty-four (24) hour period and there is a one-hour grace period on returns. If rental vehicles are kept longer than one (1) hour after the rental period, there are additional hourly charges as outlined in the rental agreement.
- Rental charges start at the time the vehicle is rented and cease when the vehicle has been properly returned. Generally, there are two (2) day minimum on rentals starting on Friday, Saturday, or Sunday.
- Not all rental companies allow or provide vehicles with unlimited mileage in all states. Please be sure to verify the rental companies' rules and regulations for trips to multiple states.
- Please allow time to refuel rental vehicles at a gas station well away from the car rental drop off point to ensure the lowest gas charges and avoid fuel service charges levied by most rental companies.
- The driver's responsibilities include, but are not limited to, the following:
 - Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, or neglect of the equipment.
 - In all cases, vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction where the vehicle is driven and with the utmost regard for the vehicle's care and expense of usage.

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- Attention to and practice of safe driving techniques and adherence to current safety requirements particularly given current and foreseeable weather, road, and lighting conditions. Cell phone usage while driving is not permitted unless it is hands free.
- Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any known defect that could inhibit safe operation.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is strictly prohibited.
- No vehicle may be driven while under the influence of alcohol or any controlled substance.
- The driver and all passengers must always wear available personal restraints (seat belts and shoulder harnesses) when the vehicle is in motion.
- Cargo should be placed forward of the rear axle; avoid overloading the van or placing any loads on the roof.
- Never allow more than 15 people total (includes driver) to ride in a 15-passenger van. Fill the seats from front to back: when the van is not full, passengers should sit in seats that are in front of the rear axle.

Traffic Violations

- Drivers are required to report all moving violations and damages involving the use of any vehicle (College-owned, personal, or rental) while on college business to the College's Risk Manager with oversight to your department or division and to the Business Office within twenty-four (24) hours of occurrence. Failure to report violations may result in disciplinary action.
- Each year, violations and claims will be reviewed. After two claims, rental privileges may be revoked.
- All accidents must be reported to the head of transportation and to the College's Risk Manager within twenty-four (24) hours of occurrence. The College's Risk Manager will file any necessary claim documents with the College's insurance carrier.
- Additionally, if a rental vehicle is involved in an accident, please follow the instructions in the rental agreement for reporting.
- The College does not reimburse fines, court costs, parking tickets, traffic or other violations.
- Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status since MVR's may be randomly checked throughout the year.
- Call the police if injury to others is involved, whether real or suspected — medical attention should be sought immediately. The College recommends that you call the police to file a police report even when there are no injuries.
- Do not give any statements to claimants, insurance adjusters, private investigators, or attorneys without first obtaining permission from the College's Risk Manager in the Business Office.
- Do not attempt settlement, regardless of how minor.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Get the name, address and phone number(s) of the other party(s) and any witnesses, if possible.
- Take multiple photographs of the scene of the accident, if possible.
- Complete the driver's report (in the glove box of college-owned vehicles) while at the scene of the accident, if possible.

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Our rep at Enterprise is Ryan Gilmour. His email is ryan.d.gilmour@ehi.com.

Feel free to contact him directly if you need assistance.