

How to Rent a Car Guidelines

Who can rent a vehicle?

Fleming College employees travelling for College business can take advantage of the negotiated rates with Enterprise Rent-A-Car under Contract Account Number L400210.

How do I arrange a rental?

Employees are responsible for arranging their own rentals, and can be done one of 3 ways:

1. Sir Sandford Fleming College Online Reservation Link found in Item #1 below, as well as under the Purchasing Website
2. Phone Reservations
3. In-person Reservation

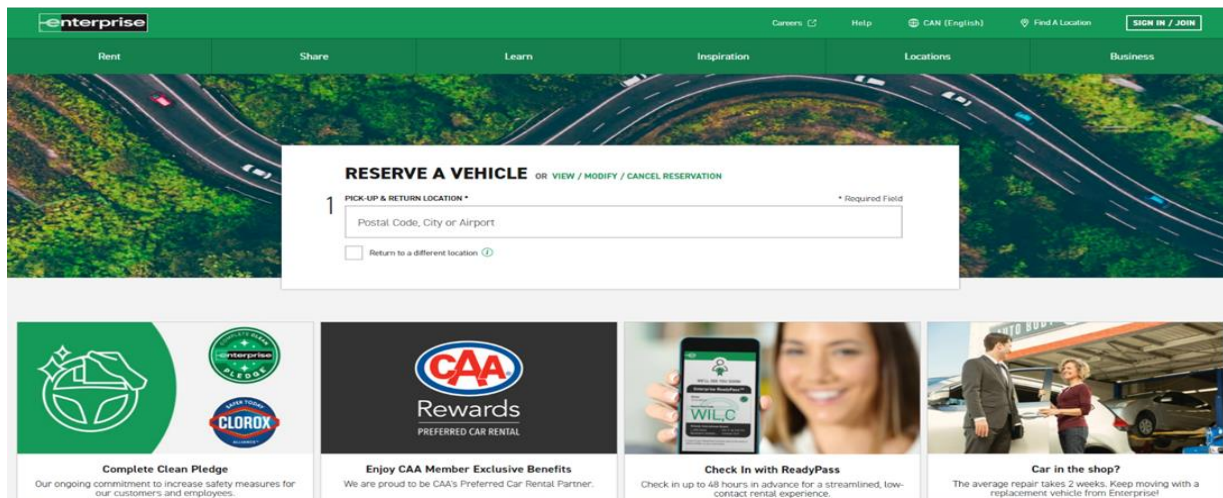
1. Sir Sandford Fleming College Online Reservation Link

In an effort to streamline the reservation process and provide a more convenient way of booking, Enterprise has created the new Sir Sandford Fleming College reservation link.

Click the link below and it will take you directly to the Sir Sandford Fleming College reservation page.

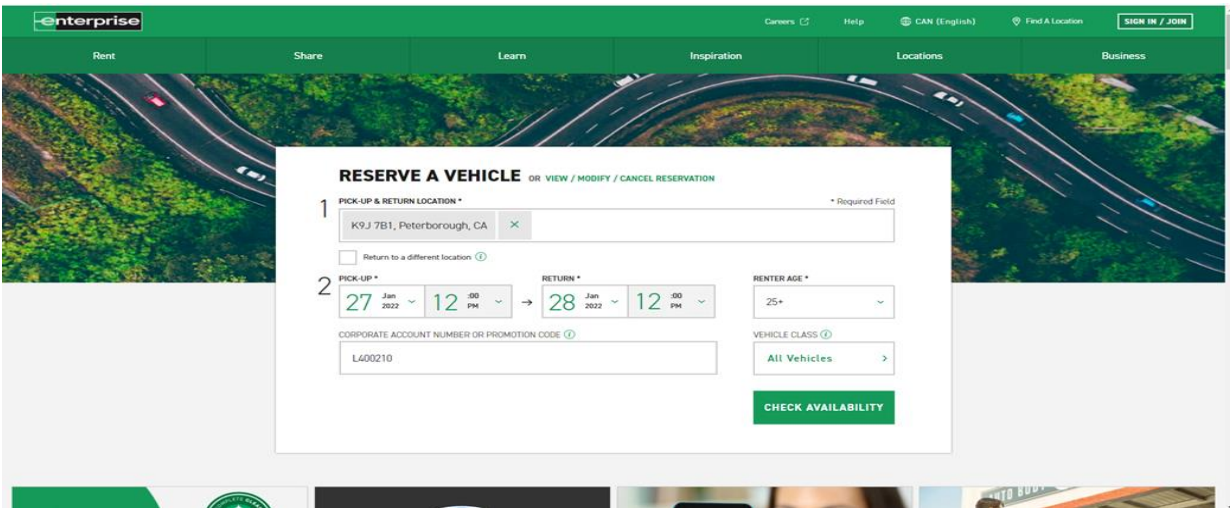
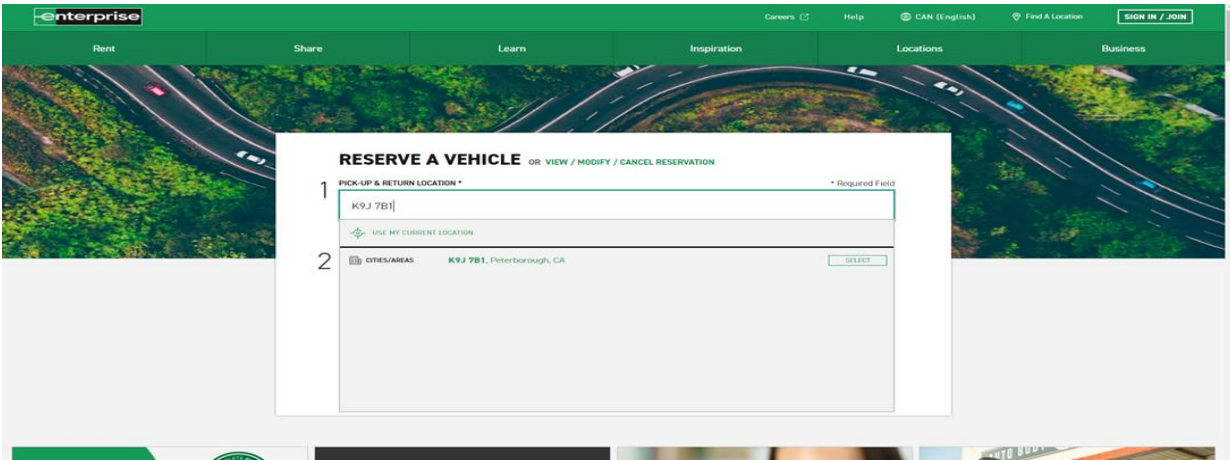
For future ease and convenience, copy and paste the link below in a new browser and save to your favorites.

https://legacy.enterpriserentacar.ca/car_rental/deeplinkmap.do?bid=002&cust=L400210

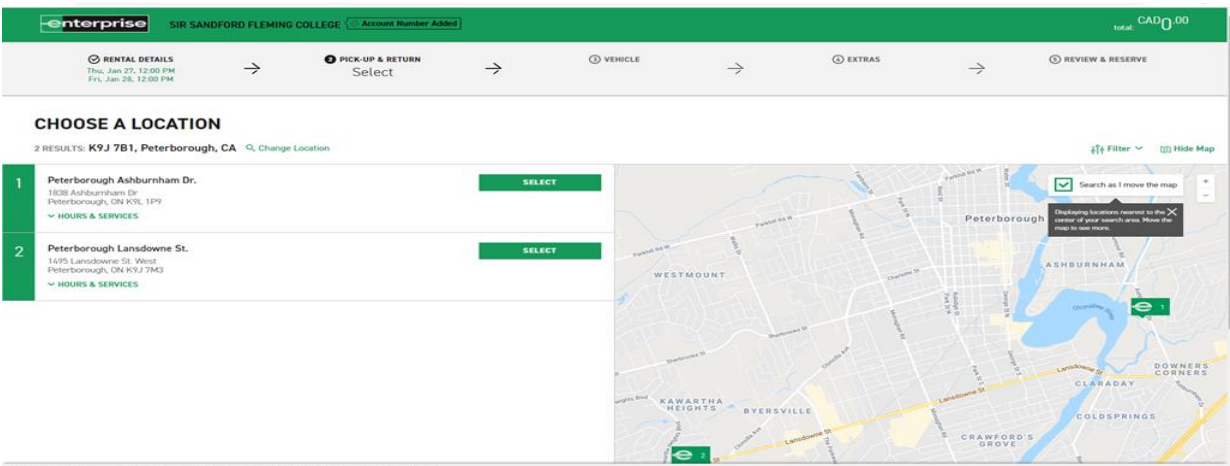


The screenshot shows the Enterprise Rent-A-Car website's reservation interface. At the top, there is a green navigation bar with the Enterprise logo and links for 'Rent', 'Share', 'Learn', 'Inspiration', 'Locations', and 'Business'. Below the navigation bar is a large banner image of a winding road through a forest. In the center of the banner is a white box titled 'RESERVE A VEHICLE' with sub-links for 'OR VIEW / MODIFY / CANCEL RESERVATION'. Below the title is a form with a dropdown menu for 'PICK-UP & RETURN LOCATION *' and a text input field for 'Postal Code, City or Airport'. There is a checkbox for 'Return to a different location' and a small icon for location assistance. Below the form are four promotional tiles: 'Complete Clean Pledge' with a Clorox logo, 'Enjoy CAA Member Exclusive Benefits' with the CAA logo, 'Check In with ReadyPass' showing a smartphone with a WILC app, and 'Car in the shop?' showing a car in a repair shop.

Use College Campus postal code



Use Account Number: L400210



enterprise SIR SANDFORD FLEMING COLLEGE Account Number Added TERMS & CONDITIONS / POLICIES total: CAD 0.00

RENTAL DETAILS → PICK-UP & RETURN → VEHICLE Select → EXTRAS → REVIEW & RESERVE

CHOOSE A VEHICLE CLASS & RESULTS

Sort By: Featured

Filters

MILEAGE Total from

Limited Mileage CAD50

VEHICLE TYPE Total from

Cars CAD60

SUVs CAD77

Trucks CAD82

Vans -

NUMBER OF PASSENGERS Total from





2+ CAD50

4+ CAD60

5+ CAD65

7+ -

8+ -

	Economy Chevrolet Spark or similar Automatic 4 People 2 Bags FEATURES & PRICE DETAILS	PAY LATER CAD 59.31 total SELECT CUSTOM RATE
	Intermediate Kia Forte or similar Automatic 5 People 3 Bags FEATURES & PRICE DETAILS	PAY LATER CAD 64.96 total SELECT CUSTOM RATE
	Full Size Toyota Camry or similar Automatic 5 People 4 Bags FEATURES & PRICE DETAILS	PAY LATER CAD 68.35 total SELECT CUSTOM RATE
	Intermediate SUV Toyota RAV4 or similar Automatic 5 People 4 Bags FEATURES & PRICE DETAILS	PAY LATER CAD 76.26 total SELECT CUSTOM RATE

enterprise SIR SANDFORD FLEMING COLLEGE Account Number Added TERMS & CONDITIONS / POLICIES total: CAD 68.35

RENTAL DETAILS → PICK-UP & RETURN → VEHICLE Full Size → EXTRAS Select → REVIEW & RESERVE

ADD EXTRAS

CONTINUE TO REVIEW

Extras mandated per the terms of your account contract: **Damage Waiver**
 Extras included in your reservation (at no additional cost): **Roadside Protection**

Protection Products

Recommended For You			
Damage Waiver	CAD 19.99 / day	DETAILS	MANDATORY
Roadside Protection	Included with reservation	DETAILS	INCLUDED

Equipment

Sirius XM®	CAD 5.99 / day (CAD 48.98 max)	DETAILS	ADD
Listen to anything you want, everywhere you drive.			
Greenhouse Gas Emissions Offset	CAD 1.25 / rental	DETAILS	ADD
Join your fellow customers in helping to save the environment!			

Mandatory insurances added automatically as per contract

enterprise SIR SANDFORD FLEMING COLLEGE Account Number Added TERMS & CONDITIONS / POLICIES total: CAD 68.35

RENTAL DETAILS → PICK-UP & RETURN → VEHICLE Full Size → EXTRAS 2 Extras → REVIEW & RESERVE

REVIEW & RESERVE

Rental Details

DATES & TIMES EDIT

Thu, Jan 27, 2022 @ 12:00 PM
 Fri, Jan 28, 2022 @ 12:00 PM

PICK-UP & RETURN LOCATION EDIT

Peterborough Lansdowne St.
 1495 Lansdowne St. West
 Peterborough, ON K9J 7M3

ADDITIONAL DETAILS ⓘ

Renter Age: 25+
 Corporate Account Number Or Promotion Code: SIR SANDFORD FLEMING COLLEGE

Full Size

Toyota Camry or similar
 Automatic

Are you a loyalty member?
 Sign in to earn points and speed through the form below. SIGN IN

* Required to complete your reservation

Contact Details

First Name * Last Name *

Phone Number *

+1

E-mail Address *

name@domain.com

Would you like to receive SMS notifications from Enterprise about this rental?
 Yes, I would like to receive text messages about this rental to the phone number on this reservation
 No

Full Size
Toyota Camry or similar
Automatic

VEHICLE
Time And Distance 1 Day(s) @ CAD 39.20 / Day
4000 Kilometers
Over 4000 Kilometers @ CAD 0.20 / Kilometer

EDIT
CAD 39.20
Included

EXTRAS
Roadside Protection
Damage Waiver
9 Additional Drivers

EDIT
Included
CAD 19.99
Included

TAXES & FEES CAD 9.16

ESTIMATED TOTAL CAD **68.35**
CUSTOM RATE

Rental Policies

- Rental Contract Additional Terms and Conditions
- ADDR - Additional Driver
- Age

Please see your negotiated contract agreement for rental policies.

E-mail Address *
name@bnsn.com

Would you like to receive SMS notifications from Enterprise about this rental?

Yes, I would like to receive text messages about this rental to the phone number on this reservation.

No

By selecting "Yes" above, message and data rates may apply. Message frequency varies and depends on the activity of your reservation. You can opt out by responding STOP at any time. For more information, please review our [Privacy Policy](#) and [SMS Terms](#). If you choose not to receive text messages, we will give you a courtesy reminder call 1-2 days prior to your reservation.

Confirm Trip Purpose

Your account is associated with SIR SANDFORD FLEMING COLLEGE. Are you travelling on behalf of SIR SANDFORD FLEMING COLLEGE for this rental?

Yes

No

Additional Details

Purchase Order # (Optional)

Save Time At The Counter

Provide more rental details and **speed less time at the counter.**

- You won't be charged right now
- You can cancel at any time
- It should only take a couple of minutes

Would you like to save time at the counter?

Yes, I'd like to save time

No, I'll provide my information at the counter

Complete Your Booking

You will be charged when you pick up your rental. CAD **68.35**

RESERVE NOW

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2. Phone Reservations

To set up a rental reservation by phone simply call 1-800-RENT-A-CAR and give the booking agent the **Account Number: L400210** to ensure that the proper rates and insurance are applied to your rental.

3. In-Person Booking

When booking in-person make sure to give the booking agent the **Account Number: L400210** to ensure that the proper rates and insurance are applied to your rental.

Locations in the Area:

<u>Location and Address</u>	<u>Telephone</u>	<u>Hours of Operations</u>
Peterborough		
1495 Lansdowne St. West, K9J 7M3	705-745-7275	Mon - Fri 8 am - 5:30 pm, Sat 9am - 12pm
1838 Ashburnham Dr., K9L 1P9	705-748-2707	Mon - Fri 8 am - 5 pm
Lindsay		
351 Kent St. W., K9V 2Z7	705-328-3030	Mon - Fri 8am - 5:30 pm
Cobourg		

25 Munroe St., Unit #1, K9A 1B3	905-372-0669	Mon - Fri 8am - 5:30 pm
Bancroft		
8 Valleyview Dr, K0L 1C0	613-332-1322	Mon - Fri 8am - 5:30 pm
Bowmanville		
83 Mearns Court, L1C 4N4	905-697-7051	Mon - Fri 8 am - 5:30 pm, Sat 9am - 12pm
Oshawa		
423 Bloor St. W., Unit #1, L1J 5Y5	905-728-3370	Mon - Fri 8 am - 5:30 pm, Sat 9am - 12pm
Whitby		
1111 Dundas St. E., L1N 2K4	905-430-4535	Mon - Fri 8 am - 5:30 pm, Sat 9am - 12pm

Note: ensure that “Sir Sandford Fleming College of Applied Arts and Technology” is listed as the primary renter; this assigns liability for the rental to the College.

When picking up your vehicle:

- Ensure the vehicle has a **FULL** tank of gas when picking it up as this provision is included in our contact and to avoid higher gasoline charges.
- **REFUEL** your rental car **BEFORE** returning it.
- You must conduct a “Pre-Use Inspection” to avoid unnecessary damage claims. **ANY marks to paint, exterior or interior damage must be noted on the rental car agreement.**
- Luxury and sports vehicles are **prohibited**.
- Minimum Rental Age – **21years**
- Rentals will be paid by using College issued **corporate** credit card.
- Roadside Assistance can be purchased for \$5.99/day

Contract Rental Rates

<u>Car Class</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
Compact	\$ 44.00	\$ 264.00	\$ 1056.00
Standard	\$ 45.00	\$ 270.00	\$ 1080.00
Full-Size	\$ 47.00	\$ 282.00	\$ 1128.00
Minivan (7 passenger)	\$ 90.00	\$ 540.00	\$ 2160.00
SUV Intermediate	\$ 81.00	\$ 486.00	\$ 1944.00
SUV Standard	\$ 90.00	\$ 354.00	\$ 2160.00
SUV Large	\$ 115.00	\$ 369.00	\$ 2760.00
1/2 ton Pick Up Truck	\$ 78.00	\$ 468.00	\$ 1872.00

When renting a vehicle, a compact model or its equivalent is required.

Any exceptions must be:

- Documented and approved prior to the rental if possible; and
- Guided by the principle that the rental vehicle is the most economical and practical size. Taking into account the business purpose, number of occupants and safety (including weather) considerations.

When booking in person or phone, it's policy and a must to take the following insurance coverage:

- Collision Damage Waiver (CDW) \$24.99/day
- Personal Accident Insurance/Personal Effects Coverage (PAI/PEC) \$6.99/day