

Rental Car Procedure for Policy Number 30005.1

Type of Policy: Administrative

Last Revised: April 29, 2025

Review Date: April 28, 2028

Contact Name: Laura Gross

Contact Title: Director of Business Affairs and Controller

Contact Email: grossll@cobleskill.edu

NYS Car Rental Program

New York State has secured discounted contract rates for business use with Enterprise Rent-A-Car, National Car Rental and The Hertz Corporation. Note that Enterprise and National are both owned by Enterprise but have separate OGS contract numbers.

Please consider rates, city/airport surcharges and one-way drop fees when determining which contracted rental agency to use.

It is strongly encouraged that travelers to Enterprise, Hertz or National cities use this program. If you are in a city with no Enterprise, Hertz or National location(s), you may use another provider; just remember to use the OGS contracted Visa travel card (T-Card.). The Visa travel card (T-Card) offers insurance for damage to the rental car referred to Collision Damage Waiver insurance (CDW) or Loss Damage Waiver insurance (LDW.)

OGS contact award:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7200123174ra.pdf>

Statewide Travel Frequently Asked Questions:

[Statewide Travel Frequently Asked Questions | Office of General Services \(ny.gov\)](#)

Online Rental Reservations – when using the online reservation links contained within this document, it is not necessary to enter the SUNY Cobleskill codes. These links may ask which school in which you would select SUNY Cobleskill or may automatically enter State of New York.

Enterprise Rent-A-Car:

Please use the following Enterprise website to reserve a vehicle through the New York State contract.

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=NYSUNY8&referredPage=multiDivOffer

Note: If calling the rental facility, be sure to use SUNY Cobleskill's account number to take advantage of the state rental rates, insurance requirements and other information.

SUNY Cobleskill's account number for Enterprise and National is **24H9845**.

Enterprise rates effective 9/15/24:

[7200123174PLServices_EnterpriseNational.xlsx \(live.com\)](#)

These rates are good in all locations within the State of New York and locations within the following counties/locations in Connecticut, New Jersey and Vermont:

Connecticut: Fairfield County: (Branford, Bridgeport, Danbury, Fairfield, Greenwich, Monroe, Norwalk, Ridgefield, Shelton, Stamford, and Stratford locations), Litchfield County: (New Milford location), and New Haven County: (Ansonia, Guilford, Hamden, Milford, New Haven, North Haven, and West Haven locations).

New Jersey: Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, and Union.

Vermont: Addison, Bennington, Caledonia, Chittenden, Franklin, Lamoille, Orange, Orleans, Rutland, Windham, and Windsor.

Enterprise Rental Terms

- Vehicles must be rented under the name of SUNY Cobleskill. The traveler's name should be included as an authorized user of SUNY Cobleskill. Proof of tax exemption may be requested. Authorized users of SUNY Cobleskill will not be required to use their personal resources to guarantee payment.

National

Please use the following website to reserve a vehicle through the New York State contract: [National Car Rental website](#)

Note: If calling the rental facility, be sure to use SUNY Cobleskill's account number to take advantage of the state rental rates, insurance requirements and other information.

SUNY Cobleskill's account number for Enterprise and National is **24H9845**.

National rates effective 9/15/24:

[7200123174PLServices_EnterpriseNational.xlsx \(live.com\)](#)

These rates are good in all locations within the State of New York and locations within the following counties/locations in Connecticut, New Jersey and Vermont:

Connecticut: Fairfield County: (Branford, Bridgeport, Danbury, Fairfield, Greenwich, Monroe, Norwalk, Ridgefield, Shelton, Stamford, and Stratford locations), Litchfield County: (New Milford location), and New Haven County: (Ansonia, Guilford, Hamden, Milford, New Haven, North Haven, and West Haven locations).

New Jersey: Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, and Union.

Vermont: Addison, Bennington, Caledonia, Chittenden, Franklin, Lamoille, Orange, Orleans, Rutland, Windham, and Windsor.

Hertz

Please use the following Hertz website to reserve a vehicle through the New York State contract: [NY State \(hertz.com\)](https://www.hertz.com/ny-state)

Note: If calling the rental facility, be sure to use SUNY Cobleskill's account number to take advantage of the state rental rates, insurance requirements and other information.

SUNY Cobleskill ID for Hertz is **1928948**.

Hertz rates effective 12/1/22:

[7200123174PL Hertz.pdf \(ny.gov\)](#)

These rates are national wide for Hertz.

No additional fees apply for one-way Hertz rentals within 500 miles of the renting location. Hertz charges \$125 per rental for all one-way rentals exceeding 500 miles.

Note: Additional insurance should not be purchased when renting a car. Enterprise, Hertz or National car rental price agreements already include Collision Damage Waiver Insurance (CDW) or Loss Damage Waiver Insurance and up to \$1M Extended Liability Insurance Coverage.

Personal Automobile Insurance Policies and Rental Cars

In some instances, an authorized traveler for SUNY Cobleskill may choose to rent a vehicle in their personal name, pay for the vehicle with personal funds, and seek subsequent reimbursement for their expenses. In most cases the driver's personal automobile policy will provide some level of protection. For the protection of the traveler, as well the College, it is important for all parties to be fully aware of the liability implications of this arrangement. The following information is for general information only. Please consult with your personal automobile insurer for more detailed information about your individual policy protection prior to travel.

Damage to Rental Vehicle: New York State law requires that most personal automobile policies extend coverage to rental vehicles. This protection applies only when a vehicle is rented in the individual driver's name (not an employer's). The personal coverage works in one of two ways. First, if the driver only has liability coverage on his/her personal policy then any damage sustained to the rental car while in their possession would fall under the property damage liability portion of their personal policy and there is no deductible cost to the driver. If, however, the driver has full coverage on any vehicle on their personal policy then the vehicle is covered under the comprehensive and collision portion of the policy and the deductible applies.

Most insured individuals renting a vehicle in New York State do not need to purchase additional CDW insurance when they rent a vehicle, however it is highly recommended that each driver consult with their insurer prior to travel. These rules may not apply to out of state rentals.

Third Party Liability: Any individual renting a vehicle in their personal name, along with any additional authorized drivers, are primarily responsible for all third party (liability) claims of personal injury and property damage arising from the use and operation of the rental vehicle. In the absence of a personal vehicle policy most rental agencies are required by law to provide only the amount necessary to satisfy the minimum financial responsibility limits required by applicable law. Additional damages are the financial responsibility of the individual.

In general, personal policies do not indemnify damages when vehicles are rented and paid for by the employer unless the driver was found to be personally responsible due to negligence.

Accident Reporting

In the case of any damages/accidents, travelers are urged to notify Facilities Management as well as the rental agency immediately to file a claim. All claims under the Visa Collision Damage Waiver must be reported to the Visa Claims Center at 1-866-390-9735. A full explanation of Visa's CDW coverage is explained at

http://www.ogs.state.ny.us/purchase/snt/wordfiles/7900802837NYS_TravelCardBenefits.doc

Policy History: Revision Date	Author/Owner	Description of the action on the revision date
April, 2021	Laura Gross	Adoption of the policy
February 8, 2022	Laura Gross	Format edits
April 29, 2025	Laura Gross	Procedure separated from Policy; Updated for new vendor