

How to hire a Hertz car through CERN

You can hire a Hertz car through the CERN car pool. This is advantageous because it's cheaper than renting direct from Hertz. The car pool office (130/R-013, tel: 72202) is in building 130, next to the Medical Service. Their office is accessed from the Geneva side of the building, through a door from the car pool parking area.

- Car pool web page [↗](#)
- Building 130 [↗](#)

Please note that they also deal with hiring the CERN cars so make sure you're clear about what you're requesting. There's more information available here:

- Administrative Procedures Manual [↗](#)

You will need the following:

CERN vehicle driving licence:

This is a long-term access request. Fill out the EDH request [↗](#) for category 'V'. You will need to attach a scan (PDF or JPEG) of your driving licence.

Job order (*Ordre de Mission*):

This is a specific order for a trip outside the CERN perimeter [↗](#). Submit an EDH request for a Mission Order [↗](#). Once you receive the mission order, you **must** print it out and carry it with you.

Transport-Handling Job Request (*Demande D'Intervention Transport-Manutentions*):

To obtain the actual car, you must fill out the Job Request [↗](#). This is a general form and not all the options are relevant. Tick "Supply of a vehicle or engine". The sections marked "Special risks" and "Transport insurance" are not relevant so tick "No".

The rest is (more or less) straightforward. There's more on Special risks and package weight and dimensions which can be ignored. If there's anything you're not sure about then you can consult either the car pool web page or the nice people in the office as noted above.

Finally:

You should hand the Job Request form in at the car pool office and they can check that it's OK. It might be worth checking arrangements for picking up and returning the vehicle and keys if you have to do so outside of the office opening hours.

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