

## **GENERAL INFORMATION**







### HERTZ: YOUR FIRST CHOICE

Dear associate:

Welcome to the **HERTZ family**.

You have already received your new car from **HERTZ** and we are certain you will look after it as if it **were your own**, since it constitutes an important asset for your company.

On the following pages of the manual, you will find useful and necessary instructions for the proper and safe daily use of the car throughout the lease period.

After you have read it carefully, we ask that you always keep it inside the vehicle so you can refer to it whenever necessary.

We assure you that all **HERTZ** employees will be at your side at all times, ready to provide you with additional information or clarification and to assist you in the best way possible.



#### THE HISTORY OF HERTZ



In 1918, Walter L. Jacobs had a pioneering idea and founded the first car rental office in the world in Chicago, USA, buying and repairing 12 second-hand Model-T Fords by himself.

In 1923, the company's revenues exceeded \$1 million and Jacobs sold the business to John Hertz, who changed the name to "Hertz Drive-Ur-Self System", though Jacobs remained president. The company then changed ownership; it was renamed "The Hertz Corporation" and was listed on the New York Stock Exchange.

The company grew and expanded rapidly and **HERTZ** evolved into the **largest** car rental company in the

world. It has been a leader in the field for 80 years.





### THE HISTORY OF HERTZ

Nowadays, **HERTZ** is active in 150 countries with 5,400 offices (2,000 are located at airports) handling more than 500,000 cars. **HERTZ** opened its first office in Athens in **1961**.

In 1966, Theodoros Vasilakis became a Hertz Corporation licensee in Crete with six Volkswagen cars. Two years later, a branch was established in Rhodes, and in 1974, AUTOHELLAS S.A. acquired the HERTZ franchise for all of Greece.

AUTOHELLAS S.A. (HERTZ) is a 100% Greek company. It has the largest fleet with more than 24,500 cars, the largest network with more than 100 branches that it operates and manages and the youngest fleet, with an average car age that does not exceed 11 months.

The **company** has a **staff** of more than 450 people who are **fully trained** and have the experience and know-how of the **largest car rental company in the world - HERTZ.** 



## VIIII THE T. VASILAKIS GROUP



#### GREECE Rent a Car

- CYPRUS

- BULGARIA
- ROMANIA SERBIA • Rent a Car • Rent a Car • Rent a Car • Rent a Car • Rent a Car
- MONTENEGRO

- Leasing
- Equipment Rental
- - SEAT Importer
- Leasing Leasing Leasing Leasing





auto emoción

(OFFICIAL IMPORTER - DEALER SEAT GREECE)













## **OBLIGATIONS OF THE DRIVER**







#### **OBLIGATIONS OF THE DRIVER**

#### Please be aware that:

- The car should be driven only by drivers authorised by your company.
- Drivers should be at least 21 years of age and should be licensed for at least one year. It is possible to insure authorised drivers who do not meet the above requirements by paying an additional premium, provided these drivers have been approved by HERTZ.
- The lease agreement must be kept in the car at all times and must be presented when asked to do so by police authorities. Notify HERTZ immediately in the event it is lost.
- Any fines resulting from traffic violations are to be paid by you and your company. In any such event, HERTZ should be notified immediately in order to avoid surcharges and legal fees.



#### **OBLIGATIONS OF THE DRIVER**

- For the best operation and safety of the car, you are required to regularly check the following:
  - a) Engine oil level;
  - b) Coolant level:
  - c) Brake fluid level;
  - d) Condition and pressure of the tyres;
  - e) Function of all lights.

Please be aware that expenses for repairs resulting from neglecting to check oil and coolant levels, thus causing damage to the engine, will be incurred by your company.

- The installation of any additional equipment or accessories requires prior approval by HERTZ.
- If you are using a car as a temporary replacement of your leased vehicle, remember that you must return it with a full tank of petrol, as you received it.
- If you would like to have a tow bar installed, you must obtain consent from HERTZ and use the repair shop it indicates.



## **MAINTENANCE - BREAKDOWNS**





### **MAINTENANCE**

- Routine service and preventive maintenance of the car is carried out according to the instructions of the manufacturer, which will be notified to you upon delivery of the car.
- Cars are serviced at repair shops indicated by HERTZ.
- Service and scheduled maintenance of mechanical or electrical car parts is undertaken by appointment only, regardless of the repair shop servicing the car. You must always report your mileage.
- The car must be issued an exhaust emissions card (KEK) each year after the first year it is in circulation. The card is valid for one year and must be renewed. The driver is responsible for ensuring the card is issued.

To save time, please either make an appointment for service at the company's facilities in: <u>Kifissia</u>, <u>Argyroupoli</u>, <u>Thessaloniki</u> and <u>Herakleion</u>, <u>Crete</u>, through our website: www.leasing.hertz.gr; or



### **MAINTENANCE**

phone the **HERTZ** repair shops in advance (at least 4 days earlier) to make an appointment:

#### **ATHENS**

Argyroupoli : (+30) 210-9982930, 1, 2

Kato Kifissia : (+30) 210-8003900
Peania : (+30) 210-6646021-23
THESSALONIKI : (+30) 2310-476269, 74
HERAKLEION : (+30) 2810-382230

PATRAS : (+30) 2610-220990 RHODES : (+30) 22410-25888 CORFU : (+30) 26610-20557

At **particularly busy** times of the year (e.g. Christmas, Easter or summer holidays), please make your appointment **well in advance**.

- Appointments may be made by phone from 08.00 to 16.00 Monday through Friday and 08.00 to 13.00 on Saturday (appointments may be made on-line 24/7).
- Provision is made for tyre changes due to normal wear and tear. Tyres are changed exclusively at HERTZ repair shops and only after inspection by company technicians.



#### **BREAKDOWNS**

- In the event of a breakdown, contact one of the branches listed above (see «Maintenance») during their regular business hours so you may be given appropriate instructions.
- Otherwise, contact our associate roadside assistance company (see «Roadside Assistance»).
- If the car breaks down far from its base location, it is possible to get local assistance only if HERTZ is notified first so that it can direct you to the appropriate repair shop and all the necessary arrangements can be made

#### IMPORTANT

- Under no circumstances will HERTZ accept invoices for repairs or spare parts (including tyre repair) without its prior notification and written approval.
- In the event the expense is approved, the invoice must include the following details:

- Name : AUTOHELLAS S.A. - Address : 31 VILTANIOTI STR.

145 64 KIFISSIA

- Occupation : CAR RENTALS

- TAX IDENTIFICATION

NUMBER : 094 00 58 06 - TAX OFFICE : ATHENS FAE



## **BODYWORK REPAIRS**





#### **BODYWORK REPAIRS**

 Bodywork repairs are undertaken exclusively at one of the following HERTZ body shop locations, to be indicated by HERTZ (regardless of where the accident occurred):

#### **ATHENS**

Argyroupoli : (+30) 210-9982930, 1, 2
Kato Kifissia : (+30) 210-8003900
Peania : (+30) 210-6646021-23
THESSALONIKI : (+30) 2310-476269, 74
HERAKLEION : (+30) 2810-382230
PATRAS : (+30) 2610-220990
RHODES : (+30) 22410-25888
CORFU : (+30) 26610-38388

- Before any bodywork can be undertaken, an "Accident Report" must be filed with the Accidents Department at the HERTZ main offices, if you are in the greater Athens area, or at another HERTZ main branch for the rest of Greece.
- The car is transported to the repair centre by road, if the vehicle is drivable, or by vehicles belonging to the roadside assistance company associated with HERTZ, and after prior arrangement with us. In all cases, the driver is responsible for transporting the car.



## **GENERAL INSURANCE COVERAGES**





### **GENERAL INSURANCE COVERS**

The following general insurance covers apply to your car:

- Third-party liability insurance (damages-bodily harm) and to the amounts stipulated by law from time to time;
- Insurance against total theft;
- Fire insurance:
- Own-damage insurance with a minimum co-payment (deductible).
- Any other insurance covers are noted in the lease agreement.

The above covers apply provided the conditions of the vehicle's proper use, as outlined in the lease agreement, have been complied with.



#### **EXCLUSIONS FROM INSURANCE COVERAGE**

Please pay **particular** attention to the following circumstances which are **not** covered by insurance:

- Partial theft (unless otherwise agreed);
- Isolated damage to the underside of the car;
- Damage to the tyres-wheel rims, as well as wear and tear caused by driving through potholes or over other uneven road surfaces, such as parking on the pavement;
- Wear and tear caused by driving the car on unpaved roads or surfaces;
- Damage to the car's interior not due to normal use (upholstery, dashboard, parcel shelf, etc.);
- Damage caused to the car or to third parties when the car is on-board ships or trains.



### DAMAGE REPAIRS

Any damage caused to the car will be repaired **exclusively** by **HERTZ**. This applies even in cases where the damage is not covered by insurance.

In such circumstances, the cost of repairs is incurred by you and your company.

**Special insurance** is required for **towing** a caravan or trailer, and the relevant cost is incurred by your company.



### **IMPORTANT**

- You are required to keep all openings of the car securely closed when you are not using it.
- Make sure it is locked and that the windows are closed. If the insurance company ascertains that any theft is the result of negligence, the damage will not be covered and the costs will be paid by you.
- Do not leave your personal items (e.g. handbags, wallets, etc.), or other valuables (such as cameras) inside the car.
- If the car has a stereo with a detachable audio faceplate, always remove it and carry it with you when you leave the car.
- Never park the car where there may be flammable materials underneath (dry grass, etc.). There is a risk of fire due to the high temperatures emitted by the catalytic converter.



### **IMPORTANT**

#### FOR YOUR OWN SAFETY

- ALWAYS wear safety belts and NEVER ALLOW children under 12 to sit in the front seat.
- Do not neglect to have your car serviced at the mileage indicated.
- When preparing for a trip, make sure to plan your journey and to have a map of the route with you.
- **4.** We recommend that you always have a torch and a blanket with you in case of emergency.
- **5. Always lock** the car, even if you leave it for a short time, such as when paying for petrol.
- Check that the area where you park is well lit and not isolated.



## **ROADSIDE ASSISTANCE**





### ROADSIDE ASSISTANCE

Our roadside assistance programme covers breakdowns or accidents at no additional charge. Roadside assistance coverage is valid anywhere in Greece, 24 hours a day.

When phoning, you must provide the vehicle registration number and state that the car is a **HERTZ** rental. You will be asked for this rental car document.

If necessary, the car will be towed to a **HERTZ** repair shop, or another location indicated by **HERTZ** by prior arrangement.



### ROADSIDE ASSISTANCE

#### MONDIAL ASSISTANCE tel. (+30) 210-9988135

#### IN CASE OF BREAKDOWN:

If feasible, Mondial Assistance will repair your car on-site, at no charge.

#### IN CASE OF ACCIDENT:

- ✓ If someone has been injured, call Emergency Services at 100. If the injury is serious, call for an ambulance from the EKAB Ambulance Service at 166.
- ✓ In addition to towing services, Mondial Assistance provides Accident Care. A Mondial Assistance agent will help you fill out the Accident Report form (with or without friendly settlement), and will also collect the information from all third parties involved.
- ✓ This, however, does not relieve you of your obligation to notify us about the incident within 48 hours and to note down information related to third parties involved in the accident, or to any witnesses to it.

IN ADDITION, you may phone the 24-hour HERTZ Support emergency hotline: (+30) 210-6264 999.





## IN CASE OF ACCIDENT





### IN CASE OF ACCIDENT

The term "accident" means any damage caused to the outside of the car, regardless of its extent and whether or not the driver was present when it occurred.

## WHAT TO DO IN CASE OF AN ACCIDENT

- 1. Do not acknowledge any claims by third parties.
- Never offer money to another person, nor sign any document at the site of the accident.
- 3. If possible, call the police to collect personal information. This is essential in the event of injury or death. If the police is called, ask for a COPY of your statement.
- 4. Report the accident within 48 hours to the Accidents Department (Main Offices), tel. (+30) 210-6264214 or to the nearest HERTZ main branch if you reside outside Athens (see "HERTZ Offices"), where you will have to fill out an Accident Report.



### IN CASE OF ACCIDENT

- **5. Do not drive** the car unless you are certain it is safe; otherwise, contact the nearest **HERTZ** main branch or roadside assistance.
- 6. For your convenience, fill out the **Accident Information Form** that follows.

<u>Please note:</u> This does not eliminate your obligation to fill out an ACCIDENT REPORT.



# INFORMATION YOU MUST INCLUDE WHEN FILLING OUT AN ACCIDENT REPORT

#### **ACCIDENT INFORMATION FORM**

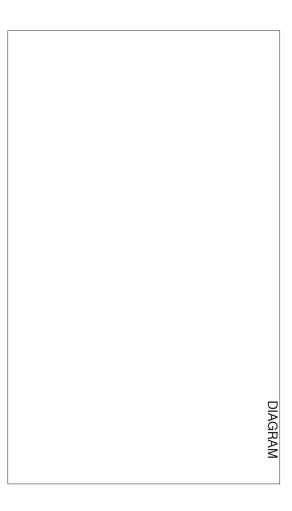
1. Date: / / 20 Time:
2. Place of accident: (Number, Street, Area)
<ol><li>Personal information of the driver and owner of the other car involved in the collision.</li></ol>
Full name of owner:
Owner's address:
License plate number:
Type of car:
Full name of driver:
Police ID No.: Date issued:
Issuing authority:
Driver's address:
Insurance company:
4. Witnesses: YES I NO I
Full name of 1st witness:
Address:

# INFORMATION YOU MUST INCLUDE WHEN FILLING OUT AN ACCIDENT REPORT





# INFORMATION YOU MUST INCLUDE WHEN FILLING OUT AN ACCIDENT REPORT



Hertz.

Operating Leasing

## IN CASE OF THEFT





#### WHAT TO DO IN CASE OF THEFT

#### OBLIGATIONS OF THE DRIVER

- Call and provide a detailed description of the incident IMMEDIATELY to Car Control (Kifissia tel. (+30) 210/8003900, Argyroupoli tel. (+30) 210/9982940-3) or the Station Manager at the nearest HERTZ, branch.
- 2. REPORT the incident IMMEDIATELY to the nearest police department.

You must visit the **HERTZ main offices** in person within 24 hours (33-37 Viltanioti Str., Kifissia, or 576 Vouliagmenis Ave., Argyroupoli) if you are in Athens, or the nearest branch outside Athens in order to file a **written** statement and **return the car keys**.

The above deadlines and driver obligations are extremely important and should not be ignored under ANY CIRCUMSTANCES.

Finally, always keep in mind that compliance with all safety rules to avoid such incidents constitutes part of your contractual obligations.



#### INFORMATION YOU SHOULD NOTE IN CASE OF THEFT FOR FILLING OUT THE THEFT STATEMENT

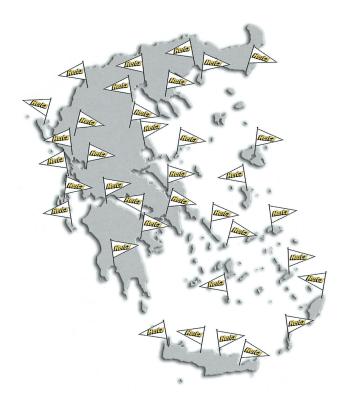
1. When did you last see the car?  Date: / 20 Time:
2. Where did you last leave the car?  Number and street:
Area:
3. Did anyone witness the incident?  YES  NO  Full name of 1st witness:
Address:
Telephone:
Full name of 2nd witness:
Address:
Telephone:













#### MAIN OFFICES

31 Viltanioti Str., Kifissia, Athens

tel: (+30) 210/6264000

• Leasing Department: tel: (+30) 210/6264100

fax: (+30) 210/6264199

Accidents Department:

Hours: Mon.-Fri.: 08.00-16.30

tel: (+30) 210/6264214 fax: (+30) 210/6264219

• Reservations:

Hours: Mon.-Fri.: 08.00-19.00

Saturday: 08.00-14.00 tel: (+30) 210/6264444 fax: (+30) 210/6264449

Car Control:

Hours: Mon.-Fri.: 08.00-19.00 Hours: Mon. - Sat.: 08.00-16.00

Sundays and bank holidays: 08.00-13.00

Argyroupoli tel: (+30) 210/9982940-3

fax: (+30) 210/9964776

Kifissia tel: (+30) 210/8003900

fax: (+30) 210/8003940



**ATHENS** 

Spata

**Airport** 

**Athens** 

Agia Paraskevi

414 Mesogeion Ave. (+30) 210/6512423

Argyroupoli

Vouliagmenis Ave.

**Kifissia** 

Peania: 2nd km

Peania - Markopoulo Road (+30) 210/6646021-4

**Piraeus** 

Akti Miaouli &

67 Agiou Nikolaou Str. (+30) 210/4526600



<u>ALEXANDROUPOLI</u>

Airport © (+30) 25510/45408 392 Dimokratias Ave. © (+30) 25510/82014

**VOLOS** 

Volos Port K27

Port Entrance-Pyrassou Str. © (+30) 24210/22544

**ZAKYNTHOS** 

Airport © (+30) 26950/24287 38 Lomyardou Str. © (+30) 26950/45706

**THESSALONIKI** 

Airport (+30) 2310/473952

**Main Offices** 

<u>IOANNINA</u>

**KAVALA** 



**KALAMATA** 

13 Lykourgou & Hydras Str. © (+30) 27210/63498

**KARPATHOS** 

Pigadia - Mattheou Str. (+30) 22450/29051

CORFU

Airport © (+30) 26610/33547 Lefkimi National Road © (+30) 26610/38388

**KEFALONIA** 

Airport © (+30) 26710/42142 Argostoli Lassi © (+30) 26710/24438

**CRETE** 

Herakleion

Airport © (+30) 2810/330452 34 25th August Ave. © (+30) 2810/300744

Herakleion Industrial

Rethymno

46 Venizelou Str. (+30) 28310/26286

Chania



**Agios Nikolaos** 

KOS

**LARISSA** 

53 Iroon Polytechniou Str. (+30) 2410/670200

**LESVOS** 

**MYKONOS** 

**NAXOS** 

**PAROS** 

Paroikia (+30) 22840/28113-4

<u>PATRAS</u>



**PREVEZA** 

**RHODES** 

Airport (+30) 22410/82902

12th km

Rhodes-Kameiros Ave. (+30) 22410/98200

**SAMOS** 

Airport © (+30) 22730/62406 17 Sofouli Str. © (+30) 22730/24771

昌 (+30) 22730/24968

**SANTORINI** 

25th March Str. © (+30) 22860/25220

**SKIATHOS** 

Airport (\*\*) +30) 24270/29019

**CHIOS** 

Airport © (+30) 22710/28445



# TRAVELLING ABROAD





### TAKING THE CAR OUT OF GREECE



The leased car may leave Greece under the following conditions:

- HERTZ must be notified in writing at least 10 business days in advance and must grant its approval before the car leaves Greece.
- Along with the insurance we will issue you an International Motor Insurance Green Card (at your expense)

You **should be aware** that: While the car is outside Greece, it is only covered by third-party liability insurance (third-party damages and bodily harm), and no additional covers apply.

- 3. If the car must re-enter Greece due to a breakdown or accident, you will have to pay for transport to the Greek border..
- 4. Any repair costs or other expenses resulting from a breakdown or damage to the leased car while it is abroad will be incurred by you, unless otherwise agreed in writing with AUTOHELLAS S.A.

Note that it is possible to provide roadside assistance cover while the car is abroad for a small additional charge.



### **RENTALS IN GREECE AND ABROAD**



Your partnership with **HERTZ** in the area of longterm leasing gives you access to other services offered by **HERTZ** in Greece and abroad.

By presenting the special international **Corporate Discount Program** (CDP) code indicated on your car's accompanying documents at any HERTZ office in Greece or abroad, you can take advantage of special discounts or seasonal offers. You may also sign up for a **HERTZ No. 1 Club card** or **HERTZ Gold Service** card for even more benefits.



### RESERVATIONS

In addition to the services it provides in Greece AUTOHELLAS S.A. (HERTZ) also allows you to rent cars abroad at special low rates.

**Just by calling** the international reservations centre, you can have the car of your choice waiting for you at a city or airport in your destination country.

The reservation and confirmation is made directly through the on line connection to HERTZ Reservations Centre in Oklahoma, which is the largest in the world. You also have the option of prepaying for the rental car either in Greece or when picking up the car at your destination.

The international reservations centre in Athens is open Monday-Friday 08.00-20.00 and on Saturday 08.00-14.00.

For information and reservations, contact us:

( (+30) 210/6264444

**(+30)** 210/6264449.



# **USEFUL TELEPHONE NUMBERS**





### **USEFUL TELEPHONE NUMBERS**

TRAFFIC POLICE

### 

Thessaloniki . . . . . . . . . (+30) 2310/397120

Social Security Organisation (IKA)

of Athens-Piraeus ..... (+30) 210/6467811

National Emergency Services ..... (+30) 166 Hospitals on call ..... (+30) 1434

Blood Bank ..... (+30) 210/5236571

Poison Control Centre . . . . . (+30) 210/7793777



### **USEFUL TELEPHONE NUMBERS**

# HELLENIC TELECOMMUNICATIONS ORGANISATION (OTE) DIRECTORY ENQUIRIES

#### **UTILITY FAILURE**



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Mertz.

Operating Leasing



