3.7.2 UGA Vehicle Rental Pool

Policy Statement
The Automotive Center maintains a fleet of rental vehicles to serve the University community.

Reason for policy
University personnel may rent vehicles for official travel. Drivers must be full time employees of the University and a member of the requesting department. The Automotive Center will process only those requests approved by associated department head or director.

Parking: Users are to return rentals to the Automotive Center directly after use. VTM provides users with a gate key to access the Automotive Center for afterhours returns (11:00 p.m. – 7:00 a.m.). Users are not to park vehicles at their homes, office, or locations other than rental destination during or after use.

Illegal Substances: Users are not to be under the influence of drugs or alcohol while driving or riding as a passenger in a rental vehicle.

Weapons: Firearms, ammunition, and/or explosives of any type will not be transported in a rental vehicle (University Law Enforcement Officers excluded).

Use: Users will not use rental vehicles to propel or tow any vehicle, trailer or other object. Users may not use vehicle to take part in any race, contest or any other illegal activity. With the exception of seeing-eye dogs, animals are not permitted in rental vehicles.

Drivers: Drivers must be a full time employee or acting as an agent of the University and a member of the department making the rental request. Drivers must hold a valid United States driver’s license and he/she is personally responsible for any parking or traffic violations received while driving a rental vehicle. If a driver is needed, user must contact Campus Transit to arrange (706-542-6220). The Automotive Center does not arrange for drivers.

Passengers: Passengers must be affiliated with the applicable approved function for which the vehicle is being rented. Passengers are restricted to appropriate passenger compartments only. Family members, hitchhikers or other unauthorized persons are not permitted to travel in rental vehicles.

Charges: The user’s department will pay the established daily rate, plus a mileage rate for miles driven. Gasoline costs are included in the mileage rate. Visit the Automotive Center’s website for current rental rates. When the user returns a vehicle excessively dirty, the user’s department will incur an additional charge for cleaning. When a vehicle is damaged during use, the user’s department will pay for the cost of the repair, up to the current insurance deductible rate.
Purchases on the Trip: User is issued a gasoline credit card to purchase fuel and to pay for emergency maintenance repairs only. Credit card and receipts are to be returned to the Automotive Center with the rental return. Purchases over $100 require prior approval by the Automotive Center Fleet Manager. All parts and/or tires replaced during use are returned to the Automotive Center for inspection and disposal.

Note: Personal purchases are strictly prohibited on the vehicle credit card.

Property of Others: Neither the University of Georgia, nor the Automotive Center, are responsible for loss or damage to personal property loaded, stored or transported in rental vehicles.

Procedures
To reserve a vehicle, use the online Vehicle Reservation System. Reservations should be made at least 48 hours in advance.

For reservations less than 48 hours in advance, call the Automotive Center Rental Office at 706-542-7525.

Pickup/Return: Users can pick-up and return rental vehicles between the hours of 7:00a.m. and 11:00p.m., Monday through Friday. Pickups outside these hours require the user to come to the Automotive Center during normal operating hours on the first business day prior to the trip to complete sign-out paperwork and to pick up keys and credit card for the vehicle. The vehicle key ring includes a gate key which will allow the user to enter the Automotive Center facility for pickup and/or return of the rental. User must ensure that the gate is closed and locked upon departure when picking up or returning the rental when the facility is closed. In addition, for afterhours returns, the user will leave the rental vehicle at the Automotive Center fenced area and put the keys, credit card and credit card receipts in the designated receptacle.

Additional contacts
Policy Contact – Brent Canup
Phone Number – 706-542-6477

Responsibilities
University Administrator – Associate Vice President for Facilities Management Division
Policy Owner – Fleet Manager
Policy Contact – J Brent Canup
Phone Number – 706-542-6477

FAQs
Q: How do I rent a vehicle for a University event?
A: Use the Vehicle Reservation System online.
Related Information
For more information regarding the Automotive Center and its policies, please visit the Automotive Center website.

Policy Dates
Effective Date:
Date Last Updated: 02/12/2013
Date of Last Review:
Date of Approval:
Previous Version of Policy: