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## ARTICLE I: GENERAL REGULATIONS

- A. Auxiliary Services maintains several rental vehicles for faculty, staff, recognized and approved student organizations and groups for official use only. Vehicles may not be used for personal reasons. Vehicles should not be taken to a personal residence unless extenuating circumstances exist (ie: Can taking the vehicle home be justified as a business function?) The immediate supervisor and Transportation supervisor should be made aware of these circumstances.
- B. Parking & Transportation will process the request and assign vehicles. Parking & Transportation reserves the right to assign specific vehicles based on need, destination, & other institutional requirements. Parking & Transportation reserves the right to decline request for vehicle(s) should travel be over 1,000 miles in a trip. If trip will be between 750-1,000 miles alternate transportation is encouraged. For trips over 1,000 miles alternative transportation will need to be utilized. "Vehicle Confirmation" will be sent to the requesting party to confirm receipt of request and vehicle assignment. If requested date(s) of rental are available, Parking & Transportation will contact the requester via email.

## ARTICLE II: VEHICLE RENTAL PROCESS

- A. Vehicle scheduling is initiated through the online link on the Parking & Transportation web page. It is recommended to submit request as far in advance of the desired trip date as possible. This form is found on the Rental Fleet tab on the Parking & Transportation web page. No form will be processed without the approval of the department head and the account number to be charged.
- B. Vehicles are reserved on a first reserved first served basis. Verbal inquiries do not constitute a request. Vehicles will not be held for a person/department/organization without a formal request.

## ARTICLE III: RESERVATIONS & PICK UP

- A. Keys to the fleet vehicles may be picked up at Parking Services for the Dahlonega Campus and Services for the Gainesville & Oconee Campuses during normal business hours Monday through Friday.  
**\*\*Please note\*\* For the Oconee Campus fleet rental, please visit their off campus site at Colony Square Shopping Center, 1021 Jamestown Blvd, Suite #207.**

## ARTICLE IV: REQUIREMENTS

- A. Only persons with a valid Georgia driver's license who are at least twenty (21) years of age are permitted to operate an Auxiliary Services rental vehicle. The driver must be an employee (part time) of the University. Students/student workers are not allowed to drive an Auxiliary Services rental vehicle. Military personnel assigned to the University are considered employees of the University and must have a valid driver's license from their state of legal residence.
- B. All Drivers must take the online driver safety course.

hour window is to allow time for Risk Management to submit a driver history check. Anyone refusing this check or course will not be allowed to drive a University vehicle.

**D.** Please contact the University Risk Management office if you have questions pertaining to the course.

**E.**

- î X Vehicle(s), keys, and fuel receipts not returned by the agreed upon date and time will incur extra charges. The extra charge will be additional day's rental rate per vehicle(s), keys, and/or fuel receipts not provided.
- ï X If the fuel card is not returned with vehicle there will be an additional charge of \$10.00 per day until returned.
- õ X Vehicles not needed should be returned immediately so they may be scheduled for other groups. Vehicles canceled within 24 hrs prior to pick up will be charged for one day's rental rate.
- ñ X If a vehicle is excessively dirty after use, the user may clean the vehicle before returning it or pay for the cleaning of the vehicle that could include professional cleaning if necessary. Vehicles returned dirty will be charged a cleanup fee. This fee begins at \$50 X ì ì for 5 passenger vehicles and \$1 î ñ X ì ì for activity buses. The fee cannot be less than the base charge.
- ò X If the vehicle is damaged, the user/department will be responsible for the cost of repairs. If the vehicle is taken off paved roads, extra charges may be assessed.