



## Parking & Transportation

### Rental Fleet Vehicle Policy & Producers

#### General:

- Parking & Transportation maintains several rental fleet vehicles which includes Activity Buses, they are available to University Departments for official travel only. These vehicles are used by faculty, staff, recognized and approved student organizations, and groups. Vehicles may not be used for personal reasons.
- All reservations must be made and approved in advance through the online reservation system. Verbal, phone, or email inquiries do not constitute a formal request or reservation
- Vehicles are reserved on a first reserved first served basis, and will not be held for a person/department/organization without a formal request. Parking & Transportation will process the request and assign vehicles, and reserves the right to assign specific vehicles based on need, destination, and other institutional requirements.

- Parking & Transportation Services reserves the right to decline request for vehicles should travel be over 1,000 miles. If the 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.
- Parking & Transportation provide a gas credit card for each vehicle. Each vehicle will be fueled and serviced before all trips. Parking & Transportation will pay for parts, tires, batteries, or repairs that may be required on a trip.

#### Requirements:

- All Drivers must take the online driver safety training on a yearly basis. <https://ung.edu/risk-management/driver-safety.php>
- Driver's safety training certification isn't completed 48 hours prior to key pickup time listed on reservation. Driver(s) will not be allowed to drive any Parking & Transportation Rental Fleet Vehicle. This is in order to give time for Risk Management to submit a driver's history check. Anyone refusing this check or course will not be allowed to drive University vehicle.
- Questions pertaining to the course you will need to contact the University Risk Management office.
- Activity Bus training must be completed before keys will be released. An email will be sent with time and date for the training.
- Parking of fleet vehicle(s) must be parked in the area where it was picked up. Take the key out of the ignition, place it under the driver's seat and lock all doors.
- All fleet vehicle(s) must be fueled upon arriving back to UNG. A Wright Express fuel card is in the vehicles above the sun visor on the driver side and must be placed back in the same location. A fuel receipts must be left with the Wright Express fuel card for billing purposes. Fuel card not returned with vehicle will be charged \$10.00 per day until returned.

- Activity bus there is a broom and trash can in each bus. Please make sure to sweep, pick up/take all belongings, trash and remove all trash before exiting bus.
- Activity bus key must be placed under the driver seat with all doors locked and secured.

#### Fleet Vehicles Rates:

- 5 Passenger vehicles \$50 per day plus fuel.
- 7 Passenger vehicles \$60 per day plus fuel.
- 15 passenger (14 passenger plus driver) \$125 per day plus fuel. If Parking & Transportation driver is needed there will also be an hourly pay rate charge for the driver.
- 28 Passenger \$65/hr. with a 3 hr. minimum, or \$470 for 8 hrs.  
\*10% discount off hourly rate for booking 8 hrs.
- Activity Buses (15 passenger) ONLY “SUMMER SPECIAL” If a group utilizes University housing and dining for over 7 days, then the buses may be gained for \$15 a day, plus fuel cost - upon availability. If Parking & Transportation drivers are needed there will be additional charges of the drivers hourly pay rate.

#### Drivers:

- Drivers must be a full time employee of the University and a member of the department making the fleet vehicle request.
- Driver must hold a valid United States driver’s license and who are at least twenty-one (21) years of age.
- Military personnel assigned to the University are considered employees of the University for this purpose
- Driver’s is personally responsible for any parking or traffic violations, and must obey all state, local, and University laws and regulations.

#### Restrictions:

- No hitchhikers or unauthorized riders allowed. This includes family members that aren’t employees on official business.

- Alcohol consumption and/or drug use is strictly prohibited during the use of the University fleet vehicle. Firearms, ammunition, and/or explosives of any type will not be transported. University Law Enforcement personnel, and rifle team are excluded with prior written approval from Parking & Transportation Services.
- No tobacco use allowed in the vehicle.
- No animals are allowed in the vehicle (except service animals).
- The University of North Georgia/Parking & Transportation is not responsible for loss or damage to property stored, loaded or transported by users of rental fleet vehicles.

#### Reservations & Pick up:

- Vehicle scheduling is initiated through the online at <https://ung.edu/auxiliary/vehicle-request-form.php>. Availability of vehicles may be determined by submitting the request form. It is recommended you submit your request as far in advance of the desired trip date as possible. If requested date(s) of rental are not available, Parking & Transportation will contact the requester. The only way the requesting party can reserve a vehicle is by submitting the "Vehicle Request Form"
- Keys to the fleet vehicles may be picked up at Print Services (5 passenger vehicles), Parking Services (Activity Buses) for the Dahlonega Campus; Card Services for the Gainesville & Oconee Campuses during normal working hours Monday through Friday. **Activity Buses are not rented out during business hours, unless prior approval has been made with Parking & Transportation.**
- If vehicle needs to be picked up after working hours, the requesting party must obtain keys on the working day prior to the date required. Should renter not pickup keys during normal business hours they will not be allowed to take the vehicle, **do not call Campus Police to have them get the keys.**

## Charges:

- A full tank of gasoline is provided. If the fleet vehicle is brought back with less than a full tank of gas, the using department will be charged for the cost to refill plus a surcharge of \$20.00.
- If 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. The fee can be more than the base charge depending on how dirty the vehicle is. **The Fee begins at \$50 for 5 passengers' vehicles and \$100 for activity buses.**
- If the vehicle is damaged, the user/department will be charged the cost of repairs not covered by insurance. If the vehicle is taken off paved roads, extra charges may be assessed.
- Vehicle(s), keys, fuel cards, and fuel receipts not returned by the agreed upon date and time will incur extra charges. The extra charge will be an additional day's rental rate per vehicle(s), keys, fuel card, and/or fuel receipts not provided.