

Vehicle Reservation Request



Rec Office Only
Date Received: _____
Time Received: _____

Date Submitted:		Time Submitted:	
Group Name:			
Primary Contact:			
Email Address:			
Phone Number:			
Rental Purpose:			
Destination:			

Requested Date and Time

Pick-up Date:	Pick-up time:	Return Date:	Return Time:

Driver Guidelines and Policies

Rec Sports vehicles are available to use free of charge to approved groups of the University of North Georgia as long as it is not already being used by the department or University. UNG employees or students who have completed the REQUIRED Georgia DOAS Risk Management Motor Vehicle Training Course, are not currently disqualified drivers, and are at least 21 years of age are eligible to reserve the vehicle. A minimum of 2 members who are going on the trip must be eligible vehicle drivers (as listed above) at the time in which the reservation is made. A vehicle reservation request must be submitted at least 5 business days before the vehicle will be needed. A copy of the certificate of completion of the Motor Vehicle training for each driver must be submitted with the reservation request. The using club or approved group is responsible for the following:

- a. Paying for all gas used. Failure to bring the vehicle back full of gas will result in a \$6/gallon charge to the renting group.
- b. Ensuring that the inside of the vehicle is clean when returned and not excessively dirty. This includes but is not limited to the following: dirt, mud, stained interior or ceiling/floor, garbage left in vehicle, etc. Failure to comply will result in a \$50 cleaning fee.
- c. Any damages beyond "Normal wear & tear".
- d. Lost keys.
- e. Prices shown in this document are effective through May 31, 2022 and are subject to change without prior notice.

Driver 1 Name:		UNG ID #:	
Driver 2 Name:		UNG ID #:	

Driver Agreement

I certify that I meet the following qualifications to drive the Campus Recreation and Wellness vans:

- I am at least 21 years of age and have completed the Georgia DOAS Risk Management Motor Vehicle Training.
- I have never been convicted of reckless driving **AND** I have never been convicted of driving while intoxicated.
- I have not exceeded one at-fault accident or one moving violation.

Driver #1 Signature

Date

Driver #2 Signature

Date

I agree to abide by the following regulations when driving an UNG owned vehicle:

- I have read the (above) Driver Guidelines and Policies.
- I will obey speed and traffic laws.
- I will ensure that all passengers (and drivers) wear seat belts at all times.
- I will not drive if I have had **any** alcohol to drink within the past eight hours.
- I will not transport alcohol or illegal drugs in a UNG Rec Sports controlled vehicle.
- I will not "overload" a vehicle.
- I will not operate a cell phone while driving.
- If I have an accident with a van, no matter how minor, I will notify UNG staff as soon as circumstances permit.
- If the status of my driving record changes (i.e. moving violation, suspended license, at-fault accident), I will notify UNG Campus Recreation and Wellness staff immediately.

Driver #1 Signature

Date

Driver #2 Signature

Date

Rec Sports Approval

Date