



UNG Rec Sports Vehicle Usage Procedures

Eligible Vehicle Drivers

To be an eligible vehicle driver, university employees or students must be at least 21 years of age, are not currently disqualified drivers, and have completed the REQUIRED Georgia DOAS Risk Management Motor Vehicle Training Course. Students or individuals who are not employees of the university must submit paperwork to become non-paid “University Affiliates”. Paperwork to become a “University Affiliate” can be found at <http://ung.edu/human-resources/forms/index.php>. The forms needed include both the University Affiliate Info Form and the Background Check Consent Form. These forms **are to be turned into the Department of Recreational Sports when reserving a vehicle.** A minimum of 2 members of the sport club or approved group using the vehicle must be certified through the Georgia DOAS Risk Management Motor Vehicle Training Course. The training course can be found here: <https://vehicletraining.ung.edu/>.

After completion of the training course, please ensure that you print off your certificate and bring this with you when reserving a vehicle.

Vehicle Charges

1. There is no daily rental fee for using a vehicle. However, the sport club or approved group using the vehicle will be responsible and charged for all gas used.
2. You will receive the vehicle with a full tank of gas. The vehicle must be returned with a full tank of gas. There will be a \$6/gallon charge added to your bill for vehicles needed to be filled up by UNG Rec Sports upon return.
3. Repairs to state-owned vehicles that are not the result of normal “wear and tear” or lost or damaged keys will be the responsibility of the club/group utilizing the vehicle.
4. If the vehicle is returned excessively dirty, including but not limited to the following: dirt, mud, stained interior or ceiling/floor, garbage left in vehicle, etc., a \$50 cleaning fee will be charged.

Vehicle Reservations

1. The vehicles are given priority to the Department of Recreational Sports first. Any other UNG student organization may request a vehicle rental but the internal Rec Sports programs have up until 5 business days prior to a date to book their travel. A vehicle use request form must be submitted a minimum of 5 business days before the vehicle will be needed.
2. No reservations will be approved until 30 days out from the date of travel requested.
3. A minimum of two members going on the trip must be “Eligible Vehicle Drivers” (Please See Definition Above) at the time in which the reservation is made.
4. Vehicle reservation forms must be completely filled out and can be found on the UNG Rec Sports homepage at <http://ung.edu/recsports/dahlongega/index> or by coming by the Rec Sports office. Vehicle packets for confirmed reservations must be picked up no later than 2 PM the first day of travel. For travel over the weekends, vehicle packets must be picked up by 2 PM on Friday.
5. All vehicles are parked in the visitor parking lot at the bottom of the Rec Center parking deck in spaces labeled, “Service Vehicles Only”. When vehicles are returned, they should be parked in these same parking spaces.