



Rental Fleet

Policy & Procedures

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ARTICLE I: GENERAL REGULATIONS

- A. Auxiliary Services maintains several rental vehicles for rent by 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. A "Vehicle Confirmation" will be sent to the requesting party to confirm receipt of request and vehicle assignment. If requested date(s) of rental are not 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 a 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, email or phone 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; Card 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-one (21) years of age are permitted to operate an Auxiliary Services rental vehicle. The driver must be an employee (full or 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 training on a yearly basis. The training may be found online at <https://ung.edu/risk-management/driver-safety.php>
- C. If driver safety training certification is not completed 48 hours prior to the key pickup time listed on reservation the driver will not be allowed to drive any Auxiliary Rental Fleet Vehicle. The 48

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 for questions pertaining to the course.
- E. Activity Bus training must be completed before keys will be released. An email will be sent by Parking & Transportation with a time and date for the training.
- F. 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 seat floor mat and lock all doors.
- G. 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. All fuel receipts must be left with the Wright Express fuel card for billing purposes.
- H. If a vehicle needs to be picked up after working hours, the requesting party must obtain keys on the working day prior to the date requested. Should renter not pickup keys during normal business hours they will not be allowed to take the vehicle, please do not call Campus Police to have them get the keys.

ARTICLE V: RESTRICTIONS

- A. No hitchhikers or unauthorized riders allowed. This includes family members that aren't employees on official business.
- B. 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.
- C. No tobacco use allowed in the vehicle.
- D. No animals are allowed in the vehicle (except service animals).
- E. The University of North Georgia nor the Parking & Transportation department are responsible for loss or damage to property stored, loaded or transported by users of rental fleet vehicles.
- F. Activity buses are not rented out during business hours unless prior approval has been made with Parking & Transportation.

ARTICLE VI: FLEET VEHICLE RENTAL RATES/FEES

A. Fleet Vehicles Rates:

Please see Parking & Transportation website for current rates. If Parking & Transportation drivers are needed there will be an additional hourly charge.

<https://ung.edu/parking-transportation/rental-fleet.php>

B. Fees

1. 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.

2. Vehicle(s), keys, 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, and/or fuel receipts not provided.
3. If the fuel card is not returned with vehicle there will be an additional charge of \$10.00 per day until returned.
4. Vehicles not needed should be canceled immediately so that they may be scheduled for other groups. Vehicles not canceled within 24 hrs prior to pick up will be charged for one day's rental rate.
5. 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 \$50.00 for 5 passenger vehicles and \$125.00 for activity buses. The fee can be more than the base charge.
6. 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.

If you need this policy in another format please email parking.services@ung.edu or call 706 - 864 -1697.