



UNG | UNIVERSITY *of*
NORTH GEORGIA™
THE MILITARY COLLEGE OF GEORGIA®

Parking & Transportation Services

Rental Fleet

Policy & Procedures

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ARTICLE I: GENERAL REGULATIONS

- A. Parking & Transportation maintains several rental vehicles which includes Activity Buses, they are available to faculty, staff, and approved student organizations and groups may rent UNG vehicles as long as there is a UNG business need to do so such as travel by student organizations to conferences, competitions, field trips and other appropriate educational opportunities that are relevant to current curriculum or UNG mission and approved by a dean or department head.
- B. Vehicles owned or leased and furnished by the UNG Parking and Transportation are to be used exclusively for university business.
- C. Departments are responsible for the authorization and proper use of UNG fleet vehicles by staff members within their organization.
- D. Military personnel assigned to the University are considered employees of UNG.
- E. Personal use of UNG vehicles is prohibited.
- F. 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.
- G. Parking & Transportation reserves the right to decline request for vehicle(s) should travel be over 1,000 miles in a trip. If the trip is between 750 - 1,000 miles alternate transportation is encouraged.
- H. 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 the requested date(s) for rentals are not available, Parking & Transportation will contact the requester via email.

ARTICLE II: VEHICLE RENTAL PROCESS

- A. Vehicle scheduling is initiated through the online at <https://ung.edu/auxiliary/vehicle-request-form.php> 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.

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. The driver safety training certification is not completed within 48 hours prior to the key pickup time listed on reservation, so the driver will not be allowed to drive any Rental Fleet Vehicle.
- D. 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.
- E. Please contact the University Risk Management office for questions pertaining to the course.
- F. Activity Bus training must be completed before keys are released. Parking Services will send an email with the time and date for the training.
- G. 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.
- H. To obtain your Wright Express pin number you will need to contact Dainel Davis @ 706-864-2171.
- I. All fleet vehicles must be fueled upon arriving back to UNG. A Wright Express fuel card is in 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.

- J. If a vehicle needs to be picked up after working hours, the requested party must obtain keys on the working day prior to the date requested. Should renters not pick up 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 are not employees in official business.
- B. Alcohol consumption and/or drug use is 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 the rifle team are excluded with prior written approval from Parking & Transportation Services.
- C. No tobacco use allowed in vehicles.
- 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 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 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 cancelled 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 that are returned dirty will be charged a cleanup fee. This fee begins at \$50 for five passenger vehicles and \$100 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.
7. Each rental vehicle has a GA Peach Pass. Please note, to use the Peach Pass, you must follow state guidelines. Renters will be responsible for any tolls associated with the Peach Pass and will be charged to the department.

If you have any questions, please contact the Transportation Supervisor at 706-867-2200.

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If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Parking & Transportation at parking.services@ung.edu.