



# UNIVERSITY OF GEORGIA

## Griffin Campus Motor Pool Policy

### **Policy Statement**

The UGA Griffin Campus Business Office maintains a fleet of rental vehicles to serve the University community.

### **Reason for Policy**

This policy provides the guidelines users are to adhere to and under which conditions users are able to rent vehicles for official travel.

**Parking:** Users are to return rentals to the Motor Pool Parking Area directly after use. The Motor Pool Parking Area is located in the large parking lot on University Drive. *Users are not to park vehicles at their homes, offices, or locations other than rental destination during or after use.* Users may pick up the key for travel the day prior to travel, if the key is available; however, the vehicle cannot be taken home.

**Illegal Substances:** Users are not to be under the influence of drugs or alcohol while driving or riding as a passenger in a rental vehicle.

**Weapons:** Firearms, ammunition, and/or explosives of any type will not be transported in a rental vehicle.

**Use:** *Vehicles rented are for in-state travel only.* Users will not use rental vehicles to propel or tow any vehicle, trailer or other object. Users may not use vehicle to take part in any race, contest or any other illegal activity. With the exception of service dogs, animals are not permitted in rental vehicles.

**Drivers:** Drivers must be a full time employee or acting as an agent of the University and a member of the department making the rental request. Drivers must hold a valid United States driver's license and he/she is personally responsible for any parking or traffic violations received while driving a rental vehicle.

**Passengers:** Passengers must be affiliated with the applicable approved function for which the vehicle is being rented. Family members, hitchhikers or other unauthorized persons are not permitted to travel in rental vehicles.

**Property of Others:** Neither the University of Georgia, nor the Business Office, are responsible for loss or damage to personal property loaded, stored or transported in rental vehicles.

**Parking in Athens:** Two parking passes are available for trips to the UGA Athens Campus. If you check out a parking pass, it must be returned.

**Cell Phone Usage:** The use of cell phones in UGA Motor Pool vehicles is prohibited while driving. If cell phone use is required, you must pull over and park before engaging in use. This includes the taking and receiving of a call as well as any form of texting and/or social media.

*All driving offenses may be reported to Drivers Alert including speeding, maintaining lane, cell phone usage, etc. All applicable state laws must be adhered to.*

**Charges:** *The user's department will pay the established daily rate, plus a mileage rate for miles driven.* Gasoline costs are included in the mileage rate. Current rental rates are \$0.31 per mile plus \$20.00 per day for mini vans and sedans. The Ford Expedition SUV rental rate is \$0.39 per mile plus \$20.00 per day. When a vehicle is damaged during use, the user's department will pay for the cost of the repair, up to the current insurance deductible rate. If the vehicle is returned excessively dirty, the user's department will incur an additional charge of \$15.00 for cleaning.

At the time of picking up the rental vehicle, the driver will be issued a form to fill out. This form will indicate the driver's name, department, odometer reading upon pickup and return, and the amount of days the rental is being used. The Business Office will compile the information and will invoice/journal the department. It is the driver's responsibility to make sure that departmental funds are available before using a vehicle.

There is a minimum daily fee of one (1) day per rental. If there is a need to pick up keys the day before travel or return keys the day after travel, there will not be an additional day charged as long as the keys are picked up after 4:00 p.m. the day before and returned by 8:30 a.m. the day after travel. If key pickup/return exceeds these limits additional fees may apply.

**Purchases on the Trip:** User is issued a gasoline credit card to purchase fuel and to pay for emergency maintenance repairs only (less than \$100) using the gasoline credit card and the user's Fuel PIN. Credit card and receipts are to be returned to the Business Office upon the return to campus. Purchases over \$100 require prior approval by the Business Office Manager.

*It is the user's responsibility to fill up the vehicle prior to returning.*

***NOTE: Personal purchases are strictly prohibited on the vehicle credit card.***

**In case of a break down:** In the event of a breakdown in a motor pool vehicle, look in the glove box of the vehicle that you are driving for specific information about the vehicle. Please call ARI at 1- 800-227-2273. The vehicle needs to be towed. ARI will provide nearby authorized repair shops. If the vehicle is towed to the Athens or Tifton Campus, you will not have transportation to the Griffin Campus and driver will have to make other arrangements.

**Accidents:** In the event of an accident, the liability card is in the glove box of the vehicle.

**Reservations:** To reserve a vehicle, call the Business Office at 770-228-7306, email the motor pool coordinator ([Sandy.Alexander@uga.edu](mailto:Sandy.Alexander@uga.edu)), or stop by the office in Flynt 201. Although a vehicle may be available when you need it, reservations are strongly encouraged. Have the details of your trip in mind when reserving a vehicle. Be prepared to tell the date and time you need to take the vehicle and the date and time you will bring it back.