

UGA Griffin Campus Motor Pool Policy

VEHICLES MUST BE RETURNED WITH A FULL TANK OF GAS AND PARKED IN THE MOTOR POOL LINE OF VISITOR PARKING (WHERE YOU FOUND IT)

Policy Statement

The UGA Griffin Campus Business Office has 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.

As a reminder, the [UGA Motor Vehicle Use Policy](#) requires all UGA faculty, staff, volunteers, and independent contractors to complete the following annually to be qualified to drive a state-owned vehicle, a personally owned vehicle, or a rental vehicle on official University business:

1. Complete the [UGA Motor Vehicle Use Policy online training](#) in the Professional Education Portal (PEP).
2. Complete the [Driver Acknowledgement Form](#).
3. Complete and submit a motor vehicle records check request (linked at the end of the training) if driving 3 or more days in any given week during the year while on official state business.

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 vehicles to take part in any race, contest or any other illegal activity. With the exception of seeing-eye 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: 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 home, office, 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.

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.

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 31 cents per mile plus \$20 per day for mini vans and sedans. 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 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 number 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 4pm the day before and returned by 8:30 am 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.

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.

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.

The use of cell phones while driving is a reportable offense of Drivers Alert.

Cell phone#

Email address

Signature

Date

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

Fuel Cards

All users must have a fuel pin registered in order use the fuel cards associated with each vehicle.

This is accomplished through the completion of the Fuel Card Training program.

STEPS FOR FIRST TRAINING:

1. First step will be to go to this link <https://fmd.uga.edu/departments/automotive/fuel/>
2. A few things to note:
 - a. You WILL have to create a new account.
 - b. You will need your state email address. Email address is (your myid)@uga.edu.
Example: mkbag029@uga.edu
 - c. You are NOT a contracted driver.
 - d. You are a State of Georgia Employee.
 - e. You are a new driver.
 - f. You will need your employee id #- Yours can be found at the top of your paycheck stub.
3. Once you get your fuel card acknowledgement certificate - email it to Vance Silcott, insuranceadmin@uga.edu and Jodiee Sherouse, jodiee.sherouse@uga.edu

STEPS FOR SECOND TRAINING:

1. The second training is: [UGA Motor Vehicle Use Policy Training](#)
2. When you click on this link, it is going to take you to the professional education portal. (PEP)
3. You will need to type in the search bar, UGA motor vehicle use policy training or 'Motor vehicles' for short.
4. Then you will need to click launch.
5. Complete the training and send a copy of your certificate to Vance Silcott, insuranceadmin@uga.edu and Jodiee Sherouse, jodiee.sherouse@uga.edu

FAQs on these annual training requirements can be found [here](#). Once you reach the page, please scroll down to see questions/answers.