

## Parking & Transportation Rental Fleet Vehicle Policy & Producers

### General:

- x Parking & Transportation maintains several rental fleet vehicles which includes Activity Buses, these are available to University Departments for official travel only. These vehicles are used by faculty, staff, recognized and approved student organizations, and groups. Vehicles may not be used for personal reasons.
- x All reservations must be made and approved in advance through the online reservation system Verbaan, phone -0-5.8(,)-1.6(e r).



x Activity bus there is a broom and trash can in each bus. Please make

- x 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.
- x No tobacco use allowed in the vehicle.
- x No animals are allowed in the vehicle (except service animals).
- x The University of North Georgia/Parking & Transportation is not responsible for loss or damage to property stored, loaded or transported by users of rental fleet vehicles.

#### Reservations & Pick up:

- x Vehicle scheduling is initiated through the ~~link~~ at <https://ung.edu/auxiliary/vehiclerequestform.php>. Availability of vehicles may be determined by submitting the request from. It is recommended you submit your request as far in advance of the desired trip date as possible. If requested date(s) of rental are not available, Parking & Transportation will contact the requester. ~~The~~ only way the requesting party can reserve a vehicle is by submitting the "Vehicle Request Form"
- x Keys to the fleet vehicles may be picked up at Print Services (5 passenger vehicles), Parking Services (Activity Buses) for the Dahlonega Campus; Card Services for the Gainesville & Oconee Campuses during normal working hours Monday through Friday. **Activity Buses are not rented out during business hours, unless prior approval has been made with Parking & Transportation.**
- x If vehicle needs to be picked up after working hours, the requesting party must obtain keys on the working day prior to the date required. Should ~~one~~ not pickup keys during normal business hours they will not be allowed to take the vehicle. **do not call Campus Police to have them get the keys.**

## Charges:

- x 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.
- x If vehicle is excessively dirty after use, the user, ~~may~~ must 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. The fee can be more than the base charge depending on how dirty the vehicle is. **The Fee begins at \$50 for 5 passengers' vehicles and \$100 for activity buses**
- x If the vehicle is damaged, the user/department will be charged the cost of repairs not covered by insurance. If the vehicle is taken off paved roads, extra charges may be assessed.
- x Vehicle(s), keys, fuel cards, 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, fuel card, and/or fuel receipts not provided.