

Vehicle Rental Program

Reservations must be made at least 24 hours in advance of pickup date and time. For emergency rentals, please call the Fleet Office directly at 404-384-4232. Every effort will be made to fill a last-minute request; however, vehicle availability cannot always be guaranteed. You will need the following information to make a reservation:

- Operator ID
- Department Work tag
- Destination and purpose of trip
- The date and time the vehicle is to be picked up and returned
- Type and number of vehicle(s) requested, and any special equipment needs.

Reservation requests must be submitted Via our [Reservation Portal](#):

Enter Operator ID = 9-digit BuzzCard number

Click: “Login”

Verify your information and billing account ID under the “My Info” tab

Click: “New Reservation”

Enter: “Pick date and time”

Enter: “Return date and time”

Select: “Type of vehicle to reserve”

Verify: “Account ID” This is the Worktag billed for the rental.

Enter: “Destination”

Enter: “Reservation Note”

Enter: “Capacity” The number of individuals traveling.

Click: “Confirm”

You will receive email confirmation shortly with the confirmation number. If you have any questions, please don’t hesitate to contact our office.

Office of Fleet Management T: (404) 385-4232 | F: (404) 385-2401

E: GTFleet@gatech.edu | www.facilities.gatech.edu/fleet-services

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For more information, click the Icons Below:

