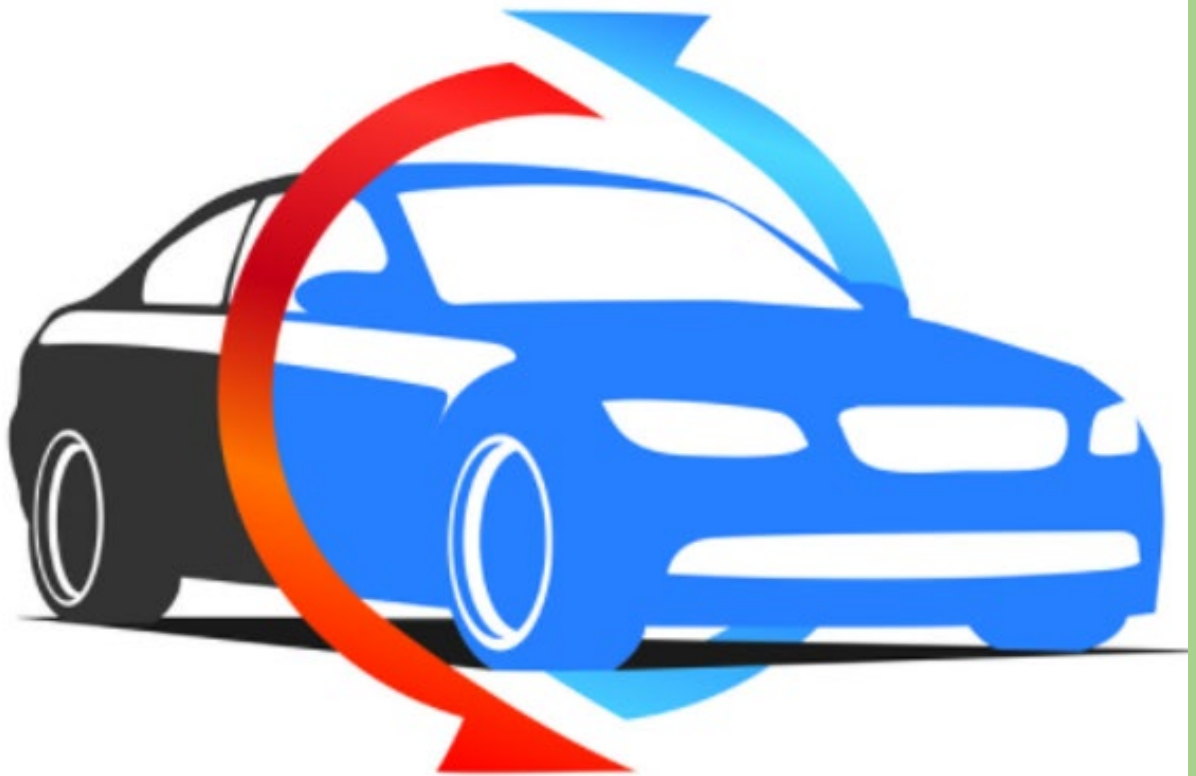


# **GT Fleet Management Rental Program**



**Georgia Tech Fleet Management**

**306 Tenth Street, NW**

**Atlanta, Georgia 30318**

**(404) 385-4232**

**[FleetRental@gatech.edu](mailto:FleetRental@gatech.edu)**

## Tablet of Content

<b>Vehicle Rental Request Form.....</b>	<b>2</b>
<b>USG Motor Vehicle Use Driver Acknowledgement Form.....</b>	<b>3</b>
<b>FY22 Vehicle Rental Rates.....</b>	<b>4</b>
<b>Fleet Management Reservation Policy.....</b>	<b>5</b>
➤ <b>Cancellations .....</b>	<b>5</b>
➤ <b>Authorized Renters and Drivers: .....</b>	<b>5</b>
➤ <b>Vehicles Use Restrictions: .....</b>	<b>5</b>
➤ <b>Off-road/Haul Road Use.....</b>	<b>6</b>
➤ <b>Charters.....</b>	<b>6</b>
<b>Insurance Coverage .....</b>	<b>6</b>
➤ <b>Insurance Card .....</b>	<b>6</b>
➤ <b>Collision.....</b>	<b>6</b>
➤ <b>Liability.....</b>	<b>6</b>
➤ <b>Personal Injury .....</b>	<b>6</b>
➤ <b>Personal Property.....</b>	<b>6</b>
➤ <b>Roadside Assistance:.....</b>	<b>6</b>
<b>Return and Pick-up Procedures.....</b>	<b>6</b>
➤ <b>Picking Up Vehicles.....</b>	<b>6</b>
➤ <b>Inspecting Vehicles .....</b>	<b>7</b>
➤ <b>Parking Institute Rental Vehicles on Campus .....</b>	<b>7</b>
➤ <b>Parking Institute Vehicles Off campus .....</b>	<b>7</b>
➤ <b>Parking a Personal Vehicle at Fleet Services.....</b>	<b>7</b>
➤ <b>Returning During Operating Hours .....</b>	<b>7</b>
➤ <b>Returning After Operating Hours .....</b>	<b>7</b>
➤ <b>Late Return Penalties .....</b>	<b>7</b>
➤ <b>Daily Rental Vehicles .....</b>	<b>7</b>
<b>Emergencies.....</b>	<b>8</b>
<b>Fleet Management Hours of Operation.....</b>	<b>8</b>

# Vehicle Rental Request Form

## Georgia Tech Fleet Management

The GT Office of Fleet Management ("Fleet") and the department/individual(s) completing this application ("You" or "Renter") have engaged into a vehicle rental agreement ("Agreement"). The Effective Date of this Agreement will be the date Fleet authorizes the application ("Effective Date"). In this document, Fleet and Renter are referred to as "Party" in the singular or "Parties" in the plural. The "Rental Packet" refers to the Agreement and the Vehicle Rental Terms and Conditions agreed by the Renter and incorporated herein by reference.

Gt Office of Fleet Management reserves the right to decline any application in its sole and absolute discretion and to decline to rent a vehicle to any department and/or person whose application was previously accepted as Fleet may determine in its sole discretion.

### RENTER INFORMATION (specifically Georgia Tech Department)

Department Name: \_\_\_\_\_

Department Fleet Custodian: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Driver Name: \_\_\_\_\_

Driver License # \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Driver Phone # \_\_\_\_\_ Driver Email: \_\_\_\_\_

Driver's Buzz-Card # \_\_\_\_\_

*All drivers are covered by State of Georgia Insurance, while driving a state-owned vehicle, only while conduction business of the State and Georgia Institute of Technology.*

**Renter Initial** \_\_\_\_\_ 1. Renter Agrees that Fleet may verify Defensive Driving Certification by requesting a copy of the state issued Defensive Driving Certificate, and/or requiring certification via Georgia Tech Environmental Health & Safety.

**Renter Initial** \_\_\_\_\_ 2. You agree that all Additional Drivers are bound by all terms and conditions of this Vehicle Rental Agreement

**Renter Initial** \_\_\_\_\_ 3. All Renters must be a full-time or part-time employee, enrolled student, and /or department of Georgia Tech.

**Renter Initial** \_\_\_\_\_ 4. All Renters must be 18 years of age or older.

Fleet Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

# MOTOR VEHICLE USE PROGRAM DRIVER ACKNOWLEDGEMENT

*Before operating a vehicle for state of Georgia business, employees as designated by the Motor Vehicles Use Policy must use this form to certify that they are qualified to safely operate the vehicle.*

By signing this form, I certify that I am qualified to safely operate a vehicle for state business. I specifically certify the following: *(Please initial on each line.)*

\_\_\_\_\_ I have a valid license for operating the vehicle and agree to have it in my possession.

\_\_\_\_\_ I do not currently have more than 10 points on my driver's license.

\_\_\_\_\_ I agree to use vision correction measures while operating the vehicle, if required by my driver's license.

\_\_\_\_\_ I agree to report any ticket or warning that I receive while operating the vehicle on state business.

\_\_\_\_\_ I have not had an "at fault" motor vehicle accident in the past 6 months.

\_\_\_\_\_ I do not have pending charges, or a conviction within the past 6 months, for any of the following offenses, and I agree to immediately notify my supervisor using RMS101 Form-2 should I be charged with one or more of these offenses: Driving Under the Influence, Driving While Intoxicated, Leaving the Scene of an Accident, Refusal to take a Chemical Test for Intoxication, Aggressive Driving\* or Exceeding the speed limit by more than 19 mph\*.

\_\_\_\_\_ I agree to notify my supervisor of any changes involving the above initialed items before I operate a vehicle for state business.

\_\_\_\_\_ I agree to notify my supervisor using RMS101 Form-2 immediately upon License Suspension, Revocation, or Expiration.

\_\_\_\_\_ I understand that I may be subject to a MVR background history check in order to comply with the USG MVR Policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
BuzzCard/GT ID Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Defensive Driving Completion Date

\* Only if conviction would result in more than 10 points accumulated on the driving record.

**11/2021**

## **FY22 Vehicle Rental Rates**

Fleet Management offers daily and weekly rentals that can be reserved up to the day of departure. Vehicle availability may vary. Rates include unlimited mileage.

Check our Rental Reservation site

(<http://fasweb.fac.gatech.edu/FASuiteProdWeb/FAReservationsPortal/>) for vehicle availability.

You must be logged in to the campus VPN to access the portal.

<b>Vehicle Type</b>	<b>Daily Rate</b>	<b>Weekly Rate</b>	<b>Description</b>
<b>Low Speed Vehicles (street legal)</b>	\$ 40 / day	\$ 200 /week	Golf Cart (4 passenger / 2 passenger utility cart)
<b>Midsize Sedan / SUV</b>	\$ 50 /day plus fuel	\$ 250 /week plus fuel	Chevrolet Impala / Ford Escape
<b>Pick-up</b>	\$ 75/day plus fuel	\$ 375 /week plus fuel	Ford F-250
<b>Mini- Van / SUV</b>	\$ 75/day plus fuel	\$ 375 /week plus fuel	
<b>Van Cargo / 12-15 Passenger</b>	\$100 /day plus fuel	\$ 500 /week plus fuel	
<b>Stake bed</b>	\$125 /day plus fuel	\$ 625 /week plus fuel	

All rentals include maintenance, fix/replacement of worn items, exterior cleaning, and limited interior cleaning. Damage due to negligence, vandalism, or ignoring warning lights/messages will be charged to the driver department. There is a deductible of up to \$1500 for damages to vehicle rentals with cases of severe negligence.

## **Fleet Management Reservation Policy**

The GT Office of Fleet Management does **NOT** offer bus or charter rental services.

**Reservation request must be submitted on-line. Via our Reservation Portal:**

**<http://fasweb.fac.gatech.edu/FASuiteProdWeb/FAReservationsPortal/>**

You must be connected to the campus VPN to access the portal.

Please call 404-385-4232, if you have questions about the on-line reservation form.

Reservations must be made at least 24 hours in advance of pickup date and time. For emergency rentals, please call the 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.

### ➤ **Cancellations**

When canceling a confirmed vehicle reservation, contact the Office of Fleet Services at 404-385-4232 as soon as possible.

### ➤ **Authorized Renters and Drivers:**

Rental Vehicles are to be used for official state/institute business only.

- Georgia Tech Faculty with valid identification (GT Buzzcard)
- Georgia Tech Staff with valid identification
- Students and Student groups approved by GT Fleet Management
  - *Student groups will be initially directed to Campus Recreation for rentals. If there is no availability, consideration will be made.*

Any questions concerning this authorized list may be addressed by calling GT Fleet Management, 404-385-4232. Allowing an unauthorized driver to operate a state-owned vehicle, may invalidate the Institutes insurance coverage and will make the renter and/or department responsible for damages.

### ➤ **Vehicles Use Restrictions:**

1. Vehicle may be used for official state purposes only, regardless of the source of travel funds.
2. State-owned vehicles rentals shall not be used for transportation between personal residencies and the Institute campus or another Institute stations unless previously authorized.
3. Operators must observe commonly accepted rules of courtesy toward pedestrians and other drivers.
4. Operators must use and park the vehicle in a manner that will not reflect unfavorably on the Institute.

### ➤ **Off-road/Haul Road Use**

The Institute's rental fleet contains pickup trucks that are available for hauling. Other fleet vehicles such as LSV's, passenger vans and sedans are ***not*** designed to be driven off-road and should only be driven on approved paved streets and highways. Operating a vehicle off-road Fleet Management, may result in the suspension or loss of rental privileges.

### ➤ **Charters**

GT Fleet Management does ***not*** offer charter services.

## **Insurance Coverage**

### ➤ **Insurance Card**

All state-owned vehicles and its drivers are insured while conducting state business. KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION ([FY22 Georgia Liability Insurance Identification Card](#))

### ➤ **Collision**

There is a \$1,500 deductible on the insurance that will be charged to the department who rented the vehicle. Please adhere to the following steps to report a collision:

1. Contact 911 to obtain a detailed police report.
2. Follow the DOAS reporting instructions, located on the bottom of the insurance identification card.
3. Obtain a NetClaims Reporting #
4. Contact Fleet Services regarding next steps.

### ➤ **Liability**

The institute maintains liability coverage for all Institute vehicles. This coverage protects authorized operators from claims of third parties for bodily injury or property damage, provided the vehicle was operated for and on behalf of the Institute.

### ➤ **Personal Injury**

Students and passengers who are not Institute employees are not insured by the worker's Compensation Program and are responsible for providing their own medical insurance.

### ➤ **Personal Property**

The Institute does not provide insurance coverage for personal property. Individuals are responsible for this coverage.

### ➤ **Roadside Assistance:**

Afterhours Roadside Assistance for Georgia Tech vehicles ([\(800\) 227-2273](#))

## **Return and Pick-up Procedures**

### ➤ **Picking Up Vehicles**

Vehicles must be picked by the individual that made the reservation.

The following is necessary to pick up a vehicle:

- Valid driver's license

- GT Buzzcard
- Record of defense driving certificate on file

### ➤ **Inspecting Vehicles**

Vehicles are in good condition when released by the GT Fleet Management.

However, GT Fleet Management will conduct a joint vehicle examine prior to releasing the vehicle. This includes, but is not limited to, the following:

- inspecting the vehicle for body damage
- ensure that lights, turn signals, windshield wipers, etc. are in working order
- emergency equipment.

### ➤ **Parking Institute Rental Vehicles on Campus**

Institute vehicles may be parked in designated areas on campus without purchasing a Georgia Tech parking permit. However, there are areas on campus where parking may result in a citation, these areas include:

- Areas with official signs prohibiting parking
- Within 15 feet of a fire hydrant
- In fire lanes
- Wheelchair and disability lots and spaces
- Spaces specifically designated for other departments
- "Reserved" spaces
- Loading zones for over the posted time period
- In front of any gate, ramp, or other area parking would block access. The vehicle may be towed in these cases.
- If you are unsure where to park the institute rental vehicle contact the [Parking & Transportation Office](#)

### ➤ **Parking Institute Vehicles Off campus**

- Institute vehicles are not exempt from parking fees at parking lots or meters. The operator is personally responsible for parking violations and towing and/or storage resulting from parking violations

### ➤ **Parking a Personal Vehicle at Fleet Services**

A privately owned vehicle may be parked in one of the visitors lots on campus while renting an institute rental vehicle. Parking fees may apply.

### ➤ **Returning During Operating Hours**

Vehicles may be returned between 7:00AM and 5:00PM Monday through Friday to Fleet Services (306 Tenth Street, NW, Atlanta, GA 30318). Prior to returning the keys to the Fleet Services Office the vehicle must completely cleaned out of personal belongings.

### ➤ **Returning After Operating Hours**

The vehicle must be parked in the designated "Rental Vehicle" parking spaces on the 4th floor of the W23 on State Street. Confirm that the key is locked in the car and that all doors are locked.

### ➤ **Late Return Penalties**

Operators are requested to return vehicles promptly. When circumstances necessitate a change in the time of return, the GT Fleet Management should be notified before the originally scheduled return date. Failure to return a vehicle as agreed will result in a penalty of the daily rate until the vehicle is returned.

### ➤ **Daily Rental Vehicles**

Each daily rental vehicle comes with a full tank of fuel. If the rental usage is on Georgia Tech campus or the Atlanta area, fueling is available on campus at the Fleet Services fueling station. If off-campus fueling is needed, please request off-campus fuel access at the time of reservation. All vehicle repairs and maintenance must be provided by the GT Fleet Management.



## **Emergencies**

### **In case of collision, theft or vandalism**

If you are on campus please call the Campus Police Department (404) 385-2400, otherwise call 911, and obtain a police report number for your incident.

Additionally, complete the necessary DOAS NetClaims report. Access the incident report by [CLICKING HERE](#).

**In the event of an afterhours vehicle emergency** (M-F after 5:00 p.m., weekends or holidays) please contact the Campus Police Department at (404) 385-2400. GTPD will aid in reaching appropriate Fleet Management staff to assist services.

### **Fleet Management Hours of Operation:**

6:55 am to 5:25 pm, Monday thru Friday

Phone: (404) 385-4230 or (404) 894-4109

Fax: (404) 385-2401

Email: [GTFleet@gatech.edu](mailto:GTFleet@gatech.edu)

Rental Reservations Email: [FleetRental@gatech.edu](mailto:FleetRental@gatech.edu)