Georgia Tech Fleet Management Rental Program

Georgia Tech Fleet Management
306 Tenth Street, NW
Atlanta, Georgia 30318
(404) 385-4232
FleetRental@gatech.edu
Table of Contents

Vehicle Rental Request Form .......................................................... 2
USG Motor Vehicle Use Driver Acknowledgement Form .................... 3

Vehicle Rental Rates ...................................................................... 5

Fleet Management Reservation Policy .......................................... 6
  ▶ Cancellations ........................................................................ 6
  ▶ Authorized Renters and Drivers: ............................................ 6
  ▶ Vehicles Use Restrictions: .................................................... 6
  ▶ Off-road/Haul Road Use ...................................................... 7
  ▶ Charters ........................................................................... 7

Insurance Coverage ....................................................................... 7
  ▶ Insurance Card .................................................................. 7
  ▶ Collision .......................................................................... 7
  ▶ Liability .......................................................................... 7
  ▶ Personal Injury .................................................................. 7
  ▶ Personal Property ............................................................. 7
  ▶ Roadside Assistance: .......................................................... 7

Return and Pick-up Procedures ...................................................... 8
  ▶ Picking Up Vehicles ............................................................ 8
  ▶ Inspecting Vehicles ............................................................ 8
  ▶ Parking Institute Rental Vehicles on Campus.......................... 8
  ▶ Parking Institute Vehicles Off campus .................................. 8
  ▶ Parking a Personal Vehicle at Fleet Services ......................... 8
  ▶ Returning During Operating Hours ...................................... 8
  ▶ Returning After Operating Hours ........................................ 9
  ▶ Late Return Penalties .......................................................... 9
  ▶ Daily Rental Vehicles .......................................................... 9

Emergencies .................................................................................... 9

Fleet Management Hours of Operation ......................................... 9
Vehicle Rental Request Form

Georgia Tech Fleet Management

The department or person(s) filling out this application ("You" or "Renter") and the Georgia Tech Office of Fleet Management ("Fleet") have entered into a vehicle rental agreement ("Agreement"). The date Fleet approves the application will serve as the agreement's effective date ("Effective Date"). Fleet and Renter are collectively referred to as "Party" or "Parties" in this document. The Agreement and the Renter's agreed-upon Vehicle Rental Terms and Conditions are referred to as the "Rental Packet" and are incorporated herein by reference.

Georgia Tech Office of Fleet Management reserves the right to deny any application, including those from individuals who have already rented a vehicle, at its sole discretion.

RENTER INFORMATION (specifically Georgia Tech Department)

Department Name: ___________________________; Billing Worktag #(DE): ________________

Department Fleet Custodian: __________________________

Phone # __________________________; Email: __________________________

Driver Name: __________________________

Driver License # ________________; Issuing State: _______; Expiration Date: _______

Driver Phone # ________________; Driver Email: __________________________

Driver’s Buzz-Card # __________________________

Additional Drivers

Driver Name: __________________________

Driver License # ________________; Issuing State: _______; Expiration Date: _______

Driver Phone # ________________; Driver Email: __________________________

Driver’s Buzz-Card # __________________________

Driver Name: __________________________

Driver License # ________________; Issuing State: _______; Expiration Date: _______

Driver Phone # ________________; Driver Email: __________________________

Driver’s Buzz-Card # __________________________

Please attach additional pages as needed to list additional drivers.
Georgia Tech employees are covered by State of Georgia Insurance, while driving a state-owned vehicle, only while conducting business for 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 by requiring certification via Georgia Tech Environmental Health & Safety.

**Renter Initial_____ 2.** Renter agrees that all Drivers are bound by all terms and conditions of this Vehicle Rental Agreement

**Renter Initial_____ 3.** Driver(s) are full-time or part-time employee of Georgia Tech.

**Renter Initial_____ 4.** Drivers are 21 years of age or older.

Fleet Custodian Signature: __________________________ Date: __________________________

Driver Signature: __________________________ Date: __________________________

Driver Signature: __________________________ Date: __________________________

Driver Signature: __________________________ Date: __________________________
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 a 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 an 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
**FY23 Vehicle Rental Rates**

Georgia Tech Fleet Management offers daily rentals that can be reserved up to 24 hours before the day of departure. Vehicle availability may vary. Rates include unlimited mileage.


<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Daily Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Speed Vehicle (street legal)</td>
<td>$40 / day</td>
<td>Golf Cart (4 passenger / 2 passenger utility cart)</td>
</tr>
<tr>
<td>Low Speed Vehicle (Enclosed)</td>
<td>$50 /day</td>
<td>GEM e4</td>
</tr>
<tr>
<td>Midsize Sedan / Small SUV</td>
<td>$65/day plus fuel</td>
<td>Chevrolet Impala / Ford Escape – Hybrid / Nissan Leaf (EV)</td>
</tr>
<tr>
<td>Large SUV</td>
<td>$80/day plus fuel</td>
<td>6 passenger Ford Explorer</td>
</tr>
<tr>
<td>Full sized Pick-up with lift gate</td>
<td>$85/day plus fuel</td>
<td>Ford F-150</td>
</tr>
<tr>
<td>Crew cab Pick-up</td>
<td>$100/day plus fuel</td>
<td>Ford F-250 with towing package</td>
</tr>
<tr>
<td>12-15 Passenger Van</td>
<td>$125/day plus fuel</td>
<td></td>
</tr>
<tr>
<td>Stake bed with lift gate</td>
<td>$130/day plus fuel</td>
<td></td>
</tr>
<tr>
<td>Box Truck with lift gate</td>
<td>$140/day plus fuel</td>
<td></td>
</tr>
</tbody>
</table>

All rentals include maintenance, repair/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.

**Georgia Tech Fleet Management Reservation Policy**

The Georgia Tech Office of Fleet Management **DOES NOT** offer bus or charter rental services.


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 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 Worktag
- Destination and purpose of trip
- The date and time the vehicle is to be picked up and returned
- Type of vehicle requested, and any special equipment needs.

*One vehicle per reservation.*

**Cancellations**

Cancellations must be received at least 24 hours before scheduled reservation. If the necessary cancellation notice is not given, there will be a charge equal to the daily rate for the reserved rental vehicle.

**Authorized Renters and Drivers:**

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

- Georgia Tech Faculty with valid identification (GT Buzzcard)
- Georgia Tech Staff with valid identification
- Other Georgia Tech employees with valid identification.

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

**Vehicles Use Restrictions:**

1. Vehicle may be used for official state purposes only, regardless of the source of travel funds.
2. If not previously approved, state-owned vehicle rentals may not be used for transportation between private dwellings and the Institute campus or other Institute stations.
3. Operators are required to follow established procedures for courteous behavior toward other pedestrians and vehicles.

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 Low Speed Vehicle’s (golf carts), 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 will result in the suspension or loss of rental privileges.

- **Charters**

Georgia Tech Fleet Management *DOES NOT* offer charter services.

### Insurance Coverage

- **Insurance Card**

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

- **Collision**

There is a $1,500 deductible for 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 Net-Claims Reporting number.
4. Contact GTFM 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:**

For Afterhours Roadside Assistance for Georgia Tech vehicles, please call *(800) 227-2273*
Return and Pick-up Procedures

- **Picking Up Vehicles**
  Vehicles must be picked by the individual employee that made the reservation.
  The following is necessary to pick up a vehicle:
  - Completed and approved rental application.
  - Reservation number.
  - Proof of valid driver’s license.
  - GT Buzzcard

- **Inspecting Vehicles**
  Vehicles are in good condition when released by the Georgia Tech Fleet Management.
  However, Georgia Tech Fleet Management will conduct a joint vehicle inspection 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.
  - 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**
  At Fleet Services, no personal vehicles are parked. A privately-owned vehicle may be parked in one of the open visitor’s 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, GEORGIA 30318). Prior to returning the keys to the Fleet Services Office personal belongings must be removed from the vehicle.
Returning After Operating Hours
The vehicle must be parked in one of the designated "Rental Vehicle" parking spaces on the 4th floor of
the W23 parking garage located at 860 State Street, Atlanta, GA 30318. Confirm that the key is locked
in the vehicle 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 Georgia Tech 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’s 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 the reservation is made. All
vehicle repairs and maintenance must be provided by the Georgia Tech Fleet Management.

Emergencies

In case of collision, theft or vandalism
If you are on campus, please call the Campus Police Department at (404) 894-2500. Otherwise, call
911 and obtain a police report number for your incident.

Additionally, complete the necessary DOAS Net-Claims 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) 894-2500. GTPD will aid in reaching appropriate Fleet
Management staff for assistance.

Georgia Tech Fleet Management Hours of Operation:
6:55 am to 5:25 pm, Monday thru Friday
Phone: (404) 385-4232 or (404) 894-4109
Fax: (404) 385-2401

Email: GTFleet@Georgiatech.edu
Rental Reservations Email: FleetRental@Georgiatech.edu