



Georgia Tech Fleet Management Rental Program

Georgia Tech Fleet Management
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Infrastructure
and Sustainability

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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's Fleet Custodian/Financial Authority: _____

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) is 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:** _____

**** Please have the Financial Authority sign as the fleet custodian for departments without a vehicle fleet custodian.**

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 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.

FY25 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.

Check our Rental Reservation site (<http://fm-fasweb.ad.Georgiatech.edu/FASuiteProdWeb/>) for vehicle availability.

Vehicle Type	Daily Rate	Description
Low Speed Vehicle (Street legal)	\$80/day	2 passenger utility carts with pick-up bed or enclosed cargo box
Low Speed Vehicle (Street legal)	\$80/day	4 Passenger Cart
Low Speed Vehicle (Enclosed)	\$100/day	GEM e4 (4 passenger cart)
Low Speed Vehicle (Enclosed)	\$120/day	GEM e6 (6 passenger cart)
Electric Sedan	\$65/day plus fuel	Nissan Leaf (EV)
Small SUV	\$80/day plus fuel	Ford Escape – Hybrid / Nissan Leaf (EV)
Large SUV	\$100/day plus fuel	6 passenger Ford Explorer
Mid-size Pick-up	\$50/day plus fuel	2 passenger Ford Ranger
Mid-size Crew Cab	\$75/day plus fuel	4 passenger Ford Maverick
Full-sized Pick-up (Regular Cab)	\$75/day plus fuel	Ford F-150

Full-sized Pick-up with lift gate (Regular Cab)	\$85/day plus fuel	Ford F-150
Crew Cab Medium Duty Pick-up	\$100/day plus fuel	Ford F-250 with towing package
Cargo Van	\$85/day plus fuel	2 passenger Ford Van
12-15 Passenger Van	\$125/day plus fuel	12-15 passengers *Van Safety certificate is also required.
Box Truck with lift gate	\$140/day plus fuel	2 passengers

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.

Reservation requests must be submitted on-line, via our Reservation Portal: <http://fm-fasweb.ad.Georgiatech.edu/FASuiteProdWeb/>

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 the 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 or No-Shows**

Cancellations must be notified at least 24 hours before the planned reservation. If the required cancellation notice is not provided, there will be a \$25.00 fee for the reserved rental vehicle. No-shows are charged \$50.00.

➤ **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. Vehicles 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 the 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 1-866-329-3471

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