

AU/UGA Medical Partnership Internal Procedure: Fleet Vehicle Usage

Policy: All University System of Georgia employees who drive an AU/UGA Medical Partnership fleet vehicle, regardless of frequency or location of driving, are required to complete the UGA Vehicle Policy online drivers training, as well as submit an updated “Driver Acknowledgement Form,” at the beginning of each fiscal year (July 1 – June 30).

Procedure: The following procedures must be followed to use one of the AU/UGA Medical Partnership fleet vehicles for university business.

I. ANNUAL DRIVER REQUIREMENTS:

- a. Complete the “UGA Motor Vehicle Use Policy” training via UGA’s Professional Education Portal (<http://pep.uga.edu/>)
- b. Complete the “Driver Acknowledgement Form”
- c. *If needed, review the [DOAS Fuel Card Driver Acknowledgement](#) video, log in to the [DOAS Customer Portal](#), and complete the “Fuel Card Acknowledgement” form*
- d. Submit the following documentation to the Facilities and Procurement Coordinator for recordkeeping:
 - i. Certificate of completion for “UGA Motor Vehicle Use Policy” training
 - ii. Signed “Driver Acknowledgement Form”
 - iii. *Certificate of completion for “Fuel Card Driver Acknowledgement” training (if needed)*

II. RESERVATIONS:

- a. To check the availability of one of the Medical Partnership’s fleet vehicles, review the “IMP – Reservation Calendar” on Outlook, or contact the Facilities and Procurement Coordinator for assistance.
- b. Reservations will be accepted on a first-come, first-served basis.
- c. A confirmation email along with instructions will be sent to the requestor.
 - i. NOTE: evening/weekend use of fleet vehicle
 1. Special approval is required; please contact the Facilities and Procurement Coordinator for details.
 2. Vehicle keys must be picked up before 4:00 pm weekdays and returned by 8:00 am the next business day after completing the trip.

III. USE OF VEHICLE:

- a. Only USG employees are authorized to drive state-owned vehicles.
- b. Keys for vehicles cannot be transferred between employees without prior approval from the Facilities and Procurement Coordinator.
- c. Non-employees (except for students) are not allowed to ride as a passenger in a state vehicle.
- d. Keep the vehicle secured at all times; valuables should not be left in plain sight
- e. Return the vehicle in the same condition as when it was checked out. This includes but not limited to:
 - i. Refueling the vehicle
 - ii. Wiping steering wheel and control knobs/gear shift with disinfecting wipes
 - iii. Removing any trash or rubbish from inside the vehicle

- iv. Removing any personal items (i.e., sunglasses, hat, gloves, umbrella)
- v. Turning off vehicle radio and air conditioning/heater.
- vi. Parking vehicle at its original point of origin
 - 1. Fall and Spring semesters: Visitors Lot at the Health Science Campus (corner of Oglethorpe and Foster Rd)
 - 2. Summer semester: HSC lot across from Winnie Davis Hall
- vii. Returning keys and fuel card to the Facilities and Procurement Coordinator
 - 1. *If returning after 5 pm, please place keys inside the After Hours lockbox located on the first floor of Winnie Davis Hall (by back stairwell)*
- f. Fleet vehicles may be parked in designated state vehicle spaces on campus.
- g. Fleet vehicles shall be parked in legal spaces both on and off-campus:
 - i. Do not block designated handicap spaces, curb cuts, or obstruct pedestrian intersections.

IV. **FUEL CARD:**

- a. Both fleet vehicles come with their own assigned DOAS Fuel Card.
- b. The vehicle shall be returned with a full tank of gas (use Regular Unleaded fuel when refilling vehicle)
 - i. The **UGA Automotive Center** is the preferred location for refueling fleet vehicles (240A Riverbend Rd, Athens, GA; Hours of Operation: Mon – Fri 8:00 am – 11:00 pm)
 - 1. Swipe the fuel card at the pump
 - 2. Enter the vehicle's odometer reading
 - 3. Enter the vehicle's number (check rear bumper or silver key tag on key ring)
 - 4. Enter your six-digit PIN (the last six digits of your UGA ID card)
 - 5. Fuel the vehicle
 - 6. Print receipt at the pump and give the receipt to the Facilities and Procurement Coordinator
 - ii. If refueling the vehicle outside of Athens, you may use any gas station that accepts WEX cards (most gas stations):
 - 1. Swipe the fuel card at the pump
 - 2. Enter the vehicle's odometer reading
 - 3. Enter your six-digit PIN (the last six digits of your UGA ID card)
 - 4. Refuel vehicle
 - 5. Print receipt at the pump and give the receipt to the Facilities and Procurement Coordinator

FAQ:

Q: Why do I have to complete the "UGA Motor Vehicle Use Policy" training and fill out a Driver Acknowledgement Form every year?

A: So that we will be in full compliance with State policy and insurance requirements.

Q: What if I've already completed Augusta University's training? Why do I have to complete UGA's vehicle training as well?

A: The Medical Partnership's vehicles are UGA property; therefore, UGA policies must be followed to use these vehicles.

Motor Vehicle Use Program Driver Acknowledgement Form

Before operating a State of Georgia vehicle, employees designated by the DOAS and USG Motor Vehicles Use Policy must use this form to certify that they are qualified to operate a vehicle safely. All AU/UGA Medical Partnership employees are required to complete the "UGA Motor Vehicle Use Policy" training and submit a new Driver Acknowledgement Form on an annual basis.

By signing this form, I certify that I can safely operate a vehicle for state business. I specifically certify the following:

- _____ I have a valid license for operating the vehicle and agree to have it in my possession.
- _____ I do not currently have more than ten 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 six months.
- _____ I do not have pending charges or a conviction within the past six months for any of the following offenses, and I agree to notify my supervisor immediately 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
 - Exceeding the Speed Limit by More Than 19 MPH
- _____ I agree to notify my supervisor of any changes involving the above-initialed items before operating a state vehicle.
- _____ I agree to notify my supervisor immediately upon License Suspension, Revocation, or Expiration.
- _____ I understand I may be subject to an MVR background history check to comply with the DOAS and USG MVR policy.

Employee Signature

Printed Name

Date

Dates covered by this agreement (not to exceed one fiscal year from date of signature):

From _____/_____/_____ Expires: _____/_____/_____