



## **Vehicle Use & Rental Policies for Domestic Field Study Programs**

This document clarifies existing UGA policies as they relate to the use of vehicles during Domestic Field Study programs. In addition to the specific policies clarified below, DFS programs must comply with all other applicable [Georgia statewide travel policies](#) and [UGA Travel](#) guidelines.

### **Vehicle rentals:**

#### Allowable rentals:

- Programs may use vehicles from the UGA fleet (department-owned and/or UGA Automotive Center) or rent from a state-contracted vendor (Enterprise or Hertz if travel begins in Georgia; Hertz if travel begins out-of-state).
- Please visit [UGA Accounts Payable](#) to view current rental rates for Enterprise and Hertz.

#### Use of 15-passenger vans:

- All van drivers should follow [van safety recommendations](#) while driving.
- Programs may use 15-passenger vans that are part of the current UGA fleet. UGA fleet vehicles are the **only** 15-passenger vans covered by state liability insurance.
- 15-passenger vans rented from Enterprise or Hertz are **not covered** by state liability insurance.
  - Any DFS program that rents a 15-passenger van from Enterprise or Hertz **must purchase separate insurance** to cover liability and physical damage to those vehicles; UGA Insurance & Claims Management recommends that the liability coverage match that of the state policy, which is currently \$3 million.
  - In the event that a vehicle must be replaced mid-trip, Enterprise or Hertz should provide a vehicle of the same size. If a 15-passenger van is offered, program directors should **refuse** that vehicle if they have not budgeted for additional liability insurance and collision coverage as outlined above.

#### Use of large (box) trucks:

- Programs that require the rental and use of box trucks should ensure that drivers of those vehicles have adequate training and experience prior to program departure.
- Box trucks are covered by state liability insurance, but require the purchase of additional physical damage coverage through the rental agency.

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### **Annual training & driver eligibility:**

All DFS personnel with driving responsibilities must comply with the [UGA Motor Vehicle Use policy](#).

- All drivers of UGA vehicles or rented vehicles used by DFS programs must be UGA employees, as state liability coverage follows the driver, not the vehicle.
- All drivers must complete annual training through the PEP portal. This includes submission of the Driver Acknowledgement Form certifying their eligibility to drive.
- Any employee who drives **3 or more days per week** as part of a DFS program must complete the additional Motor Vehicle Record (MVR) check each year. This policy applies even if the individual does not drive 3 or more days per week during the rest of the year.
  - [MVR requests](#) for each driver should be submitted to the UGA Police Department **no less than 30 days** prior to program departure. For employees with an out-of-state driver's license, requests should be submitted no less than **45 days** prior to departure.
- Disqualified drivers are not eligible to drive for DFS programs. A driver is considered disqualified if they have:
  - accumulated 10 or more points on their driving record,
  - had an "at fault" accident within the past 6 months,
  - been convicted of driving under the influence (DUI) or leaving the scene of an accident within the preceding 24 months.

### **Insurance:**

- As detailed above, state liability insurance applies only when vehicles are driven by eligible UGA employees.
- 15-passenger vans rented from Enterprise and Hertz are not covered by state insurance.
- If personal vehicles are used for employment purposes, state insurance only covers liability during use; any damages to a personal vehicle would need to be submitted through the driver's personal insurance policy.

### **Incident reporting:**

- Program directors should ensure that a copy of the up-to-date [Georgia Liability Insurance Identification Card](#) is in each vehicle used for DFS programs.
- Any collision or incident involving a state vehicle or rental vehicle being used for state purposes must be reported within 48 hours of the incident by following [UGA claims guidelines](#) and as outlined on the Georgia Liability Insurance Card.