

Augusta University

Policy Library

Policy on Acquisition, Rental, and Disposal of Motor Vehicles

Policy Manager: Facilities Services, Vehicle Services

POLICY STATEMENT

Acquisition of vehicles for Augusta University (AU) business requires adherence to requirements from the State of Georgia, the University System of Georgia (USG), and Augusta University. Rental vehicles may be obtained in accordance with the guidance provided in the Augusta University Purchasing Manual regarding order of precedence for statewide contracts. All vehicle purchases require prior approval from the following: the Executive Cabinet member for the requesting department, Vice President for Facilities Services, Executive Vice President for Finance, the University System of Georgia, the State of Georgia Office of Fleet Management (OFM), and the State of Georgia Office of Planning and Budget (OPB). The purchase or lease of any motor vehicle from any source, regardless of the source funding, without the prior approval of the above-mentioned entities is prohibited. This policy provides guidance on locating relevant state and university system requirements and details AU requirements.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other: Volunteers

DEFINITIONS

Acquisition: Obtaining by any means, including purchasing, leasing, renting, borrowing, or receiving as a gift.

Assigned Vehicle: A University Vehicle that is primarily assigned to the use of a specific individual.

Authorized Use of University Vehicles: Uses for official University Business (assignments within an employee, Volunteer's scope of responsibilities for Georgia State University) as authorized by the Authorized University Driver's department.

Pooled Vehicle: A University Vehicle that is routinely operated by different individuals within the same department or unit or that is routinely shared between units or departments.

Unauthorized Use of University Vehicles: Driving a University Vehicle on personal detours or for purposes other than for University Business (e.g., home, restaurants, or for personal errands, shopping, entertainment, etc.) are prohibited except where the University Vehicle is being driven out of town in connection with a Travel Authorization and such destinations are incidental to the travel.

University Business: Assignments within an employee, or Volunteer's scope of responsibilities for Augusta University.

University Employee: All individuals employed by AU including faculty, staff, and student workers.

University Vehicle: Any AU-owned or -controlled vehicles, including those rented for AU Business purposes.

Office of Legal Affairs Use Only

Executive Sponsor: VP for Facilities

Next Review:

Volunteer: Persons registered with AU Volunteer Services & Community Engagement to perform work for AU in a volunteer capacity.

BPM – The Business Procedures Manual is part of the Board of Regents of the University System of Georgia Policy Manual

DOAS – The Georgia Department of Administrative Services

HRAP – The USG Human Resources Administrative Practice Manual

OPB – The Georgia Governor’s Office of Planning and Budget

USG – The University System of Georgia

PROCESS & PROCEDURES

1. **Vehicle Rentals:** AU personnel should consult section 4.5.2 of the *USG Business Procedures Manual* to determine if it is appropriate and advantageous to utilize rental vehicles for University Business. In the event that a vehicle rental is deemed to be the best option, vendor selection must follow DOAS procurement guidance. Drivers are responsible for inspecting the rental vehicle and reporting any damage prior to taking possession of the vehicle.
 - a. **Statewide Contract Rentals** – Rental vehicles obtained through statewide contracts include liability and collision insurance within the contracted rate. Drivers are responsible for obtaining a Georgia Liability Insurance Identification Card from [AU Vehicle Services](#) or [DOAS](#). This card shall be kept in the vehicle for the duration of the rental.
 - b. **Non-statewide Contract Rentals** – Rental vehicles obtained outside of statewide contracts are covered by the university’s state liability insurance, but collision damage is not covered under this policy. Drivers are required to purchase collision insurance to cover the rented vehicle and are responsible for obtaining a Georgia Liability Insurance Card from [AU Vehicle Services](#) or [DOAS](#). This card shall be kept in the vehicle for the duration of the rental.
2. **Procurement:** Department leaders who are interested in purchasing or leasing vehicles should familiarize themselves with the requirements of [OPB Policy Memorandum 10](#) prior to consulting AU Vehicle Services to initiate the vehicle process.
3. **Disposal:** All University Vehicles must be disposed through the DOAS Surplus Property Division.

REFERENCES & SUPPORTING DOCUMENTS

- [OPB Policy Memorandum 10](#)
- [USG Business Procedures Manual](#)
- [AU Vehicle Services](#)

RELATED POLICIES

- OPB policies regarding the purchase and use of motor vehicles – opb.georgia.gov/state-policies/administrative-and-human-resources-state-policies/purchase-and-use-motor-vehicles
 - **OPB Vehicle Matrix Policy** – Guidelines on state agency acquisition of vehicles
 - **Motor Vehicle Policy** – Rules, Regulations and Procedures Governing the Use and Assignment of Motor Vehicles, Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping – opb.georgia.gov/document/publication/motor-vehicle-policy-2019
- **AU Procurement of Goods & Services Policy** – <https://www.augusta.edu/services/legal/policyinfo/policy/procurement-goods-services-policy.pdf>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 2/14/2023

President, Augusta University

Date: 2/14/2023