

COA Vehicle Check-Out Policy

Only authorized personnel with a valid driver's license and departmental approval may borrow COA vehicles.

Vehicle Reservation and Check-Out Procedure

- All vehicle reservations must be made at least 2 weeks in advance through the [COA Fleet Vehicle Request Form](#).
- Requests need to include specific pick up and drop off times for the keys to the vehicle within business hours. (from 8:00am to 5:00pm Monday through Friday)
- Driver needs to apply for a Fuel Pin at this link:
<https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/fleet-management/forms/fuel-card-program-application.pdf>
- Prior to pickup, the borrower must complete a **Vehicle Check-Out Form**, which includes:
 - Exterior and interior condition
 - Any pre-existing damage or issues
- A designated staff member will **inspect the vehicle with the borrower** before release. Any existing damage will be documented and acknowledged by both parties.
- The borrower must sign the form to confirm acceptance of the vehicle in its documented condition.

Vehicle Use Guidelines

- Vehicles must be used only for official activities.
- Drivers must comply with all traffic laws and practice safe driving.
- Smoking and transporting hazardous materials are prohibited.
- Driver must have completed AAA Defensive Driving Training.
- Vehicles should be returned in a clean state with all garbage removed prior to check-in.

Vehicle Check-In Procedure

- Upon vehicle and key return, the borrower must notify the Facility Operations Coordinator and complete a **Vehicle Check-In Form**, noting:
 - Any new damage, malfunctions, or unusual noises experienced
 - Cleanliness of the vehicle
- A post-use inspection will be conducted with the borrower present whenever possible.
- Any damage or issues discovered during check-in will be recorded and may result in follow-up communication.

Reporting Issues

- Any mechanical problems, accidents, or damage must be reported immediately to the Facility Operations Coordinator.
- In the event of an accident, the borrower must also complete a department incident report and follow any applicable legal or insurance procedures.
 - a) Link to the Accident Report:
<https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/risk-management/forms/vehicle-accident-report.pdf>

Acknowledgment

All users must review and acknowledge this policy before being granted vehicle use privileges.

Borrower's Signature: _____

Date: _____

Vehicle Check-out Form

General Condition of the Vehicle (pre-existing damage/issues and cleanliness)

Vehicle Check-In Form

List any new damage/issues that occurred during the check-out period. Be sure to note the gas level and that doors are locked upon check-in with CoA Office.