



MEMORANDUM

To: Departments Assigned a University Vehicle(s)
From: Jonathan W. Fox, Jr., Fleet Manager
Vehicle Transportation and Maintenance (VTM)
Subject: Annual Vehicle Mileage Request
Date: May 20, 2010

Please update mileage on vehicle(s) assigned to your department by using the fuel card once a month to update the state mileage, using the card keeps the card active and updates mileage automatically if entered properly. To update mileage without the card, use the Vehicle Mileage Update section, or by visiting the website <https://vehicle.ppd.uga.edu> monthly, the person the vehicles' are assigned is the only one that can do the update. If this is not the right person, use the vehicle lookup to change the contact person. Mileage reporting is an important factor in determining insurance rates and coverage inventory. Failure to report may result in repercussions to the university, such as a freeze in vehicle purchasing.

Note: Please round up mileage or down. Do not record tenths of a mile (i.e. 10256.6 = 10257 or 10256.4 = 10256).

Vehicle Use Reminders:

1. Take pride in your ride. Drive with care and remove trash at the end of each day.
2. Report maintenance issues to VTM promptly. Our VTM personnel are factory trained and committed to safety, quality workmanship, and excellent service. Please contact us with questions, suggestions or complaints. We stand behind our work.
3. A rental fleet of station wagons, passenger vans, mini vans and cargo vans is maintained for academic use and university business travel. Vehicles are reserved online at <http://webapps.ais.uga.edu/PCVM>. Call 706-542-7525 if you experience difficulty using the online reservation system.
4. Personal use of university vehicles is strictly prohibited, as is carrying unauthorized passengers. Review university policy for vehicle use restrictions.
5. The State Risk Management division of DOAS has required video's for all UGA personnel that operate vehicles. Go to www.georgia.gov then state government, and then agencies, then Department of Administrative Services, next find the risk management section.
6. The State is also revoking all (red and gold) Fuel cards that have had no activity in the 6 month. To reactivate your card email Rodger Kennedy roger.kennedy@doas.ga.gov with account # and card #.
7. There will be new addition to the <https://vehicle.ppd.uga.edu> website so departments can tag vehicles for future surplus, sale and or trade. A report will then generate and compared against a wants/ needs list and letter of justification to better allocate the vehicles internally.

Thanks in advance for your prompt attention to this request. Please contact me directly if you have any questions or comments, jwfox@uga.edu, 706-542-6477 or 706-542-7508. Drive safely and buckle up.