



# Office of Service-Learning UNIVERSITY OF GEORGIA

## Transportation Mini-Grants

The Office of Service-Learning (OSL) is offering mini-grants covering vehicle rental costs to off-campus service sites for service-learning courses. With support from a UGA Parents Leadership Council grant, funds are available to cover the costs of UGA vehicle rentals.

### **How do I request a UGA vehicle?**

If you would like the Office of Service-Learning to reserve a UGA vehicle (van, mini-van, sedan, campus charter bus, or disability van) for your service-learning course, you will need to complete the separate **OSL Vehicle Rental Request Form** and submit it to Kay Vaughn, OSL office manager, at least **three weeks in advance of your travel date**. As we have limited funds, requests will be reviewed in the order in which they are received.

### **May I submit multiple requests?**

Yes. You are welcome to submit multiple requests, either at the same time or at separate times throughout the semester.

### **Who should I contact with questions?**

Kay Vaughn is the administrative manager for the OSL and will be overseeing this program. She can be reached by email ([kyvaughn@uga.edu](mailto:kyvaughn@uga.edu)), phone: 706-542-8924, or fax: 706-583-8124.

### **Who can drive a UGA vehicle?**

Drivers must be employees of the University and hold a valid United States driver's license.

### **My request for a UGA vehicle has been approved by the OSL. Now what?**

Upon approving your vehicle rental request, the OSL will make the needed reservations with the UGA Vehicle Rental Office. Once the reservation has been made with the UGA Vehicle Rental Office, you will be emailed a copy of your reservation details. Please note that you will be responsible for picking up and returning your rental vehicle by the dates listed on your approved vehicle request form. The rental office is open between the hours of 7 A.M. and 11 P.M., Monday through Friday.

### **Where is the Vehicle Rental Office located?**

Vehicle Rental Office, 205 Riverbend Drive, Athens, GA.

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