



Office of Service-Learning

UNIVERSITY OF GEORGIA

2023-24 Transportation Support Grant Information Sheet

With support from a grant from the *UGA Parents Leadership Council*, the Office of Service-Learning has funding to cover transportation costs for classes traveling off-campus for service-learning experiences. Usually, this entails renting a van or other vehicle from the UGA motor pool, and multiple trips per course are allowable.

Please submit requests at least three weeks in advance, via the [Qualtrics link](#).

Be prepared to provide information about the course, instructor, and driver(s). Note that, per UGA's motor vehicle use guidelines, drivers must be UGA employees and hold a valid United States driver's license. Drivers must comply with UGA's [Motor Vehicle Use policies](#), including [annual training](#) via PEP.

You will also need to provide information about the date(s), time(s), and location(s) of the trips, and the type and quantity of vehicle requested (e.g., van, minivan, sedan, disability van, campus charter bus).

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 Automotive Center/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 Automotive Center is at 205 Riverbend Drive, close to the intersection with College Station Rd.

Questions? Please contact the Office of Service-Learning Business Manager, Kay Vaughn at kyvaughn@uga.edu or 7069-542-8924.

*Program supported by grants from the UGA
Parents Leadership Council*



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Please return this completed form to the OSL, osl@uga.edu, at least three weeks in advance of your trip date. Questions? Kay Vaughn, 706-542-8924