



UNCG

Motor Pool Instructions

Parking Operations & Campus Access Management
Walker Avenue Parking Deck
336.334.5681

Please remember the following when renting a vehicle through UNCG Motor Pool:

- The driver must be a UNCG Employee and at least 18 years of age.
- If the vehicle rented is a 15-passenger – the driver must have successfully completed the [High Occupancy Vehicle Safety Training Course](#) from the UNCG Department of Environmental Health and Safety.

1. Submit reservation request via web form at <http://parking.uncg.edu/motorpool/> including:
 - a. Contact information
 - b. Driver name(s)
 - c. Pick up & return dates & times
 - d. Vehicle type
2. Send completed and signed BANFIN-33 to Parking Operations at Walker Deck for payment before pick-up date. Banfin can be found at: <http://acb.uncg.edu/wp-content/uploads/2013/06/BANFIN-33.pdf>
3. If you need to bring your personal vehicle into the deck to pick up the rental, you will need to pull a ticket to get in the deck. Once in the deck, please park on the 5th level. Leave the paper ticket that you pulled in your personal car. After you return the rental vehicle, you can leave the deck with your personal car by driving to the 3rd level attendant window. Hand the attendant the ticket that you pulled to get in the deck and let them know that you were with Motor pool. The parking fee will be waived. This is for one personal vehicle only. If multiple personal vehicles need to be left in the deck, drivers can pay by cash, check, Visa or MasterCard.

PICK-UP INSTRUCTIONS

Regular Business Hours (M - F, 7:30am to 5pm)

1. Retrieve info packet including **rental agreement and keys** from Parking Operations Office at Walker Deck
 - a. Driver signs reservation slip next to pick-up time
 - b. Office must have copy of valid Driver's License on file
2. Leave Walker Deck via 3rd level attendant window
 - a. Let them know you are in a motor pool vehicle for a free exit
 - b. Give attendant paper pull ticket left in vehicle (usually found in cup holder or on dash)

Outside Regular Business Hours

1. Retrieve info packet including **rental agreement and keys** from 3rd level attendant window at Walker Deck
 - a. Driver signs reservation slip next to pick-up time
 - b. Office must have copy of valid Driver's License on file
2. Leave Walker Deck via 3rd level attendant window
 - a. Let them know you are in a motor pool vehicle for a free exit
 - b. Give attendant paper pull ticket left in vehicle (usually found in cup holder or on dash)

*****Early Pick Up:** Pick up is NOT available prior to scheduled pick up time. If you need to pick up earlier, please email us in advance at udrive@uncg.edu or call us in advance at 336-334-5681 to change the pick up time.

RETURN INSTRUCTIONS - Fuel level upon return must be same as pick-up (~\$5/gallon refueling fee)

Outside Regular Business Hours

Regular Business Hours (M-F, 7:30am to 5pm)

1. Park vehicle in Walker Deck **ON 5th LEVEL**
2. Leave paper pull ticket on dash
3. Bring keys and packet to Parking Operations Office in Walker Deck
4. Driver signs reservation slip next to return time

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2. Leave paper pull ticket on dash
3. Bring keys and packet to 3rd level attendant window at Walker Deck
4. Driver signs reservation slip next to return time

RETURN INSTRUCTIONS: BREAKS & HOLIDAYS

Regular Business Hours (M-F, 7:30am to 5pm)

1. Park vehicle in Walker Deck **ON 5th LEVEL**
2. Leave paper pull ticket on dash
3. Bring keys and packet to Parking Operations Office in Walker Deck
4. Driver signs reservation slip next to return time

Outside Regular Business Hours

1. Park vehicle in Walker Deck **ON 5th LEVEL**
2. Leave paper pull ticket on dash and plastic packet on driver's seat
3. Bring keys to blue drop box to level 3 next to attendant window at Walker deck
- 4.