



**Department of Human Services**  
**Office of Facilities and Support Services, Transportation Services**  
**Section Statement of Understanding**  
FOR DONATED VEHICLES

Public and private agencies with contractual relationships with or on behalf of the Georgia Department of Human Services (DHS) or undertake the delivery of consumer services under a contractual arrangement with DHS and/or DBHDD may find it advantageous to grant title to the state of motor vehicles used for such business and client service delivery. Advantages may include availability of lower cost insurance, maintenance programs and administrative support. It is understood by the donor of such a vehicle and by the agency operating such a vehicle that such vehicles titled to the state become state property without restriction and that:

1. State owned vehicles are subject to regulations regarding their care, use and disposition and their registration, licensing and markings. Compliance with such regulations is the responsibility of the operating agency.
2. Donated vehicles cannot be accepted as state property with any conditions or exceptions. Neither can they be returned to the donor nor can any portion of their value or of any proceeds from their disposition be returned to the donor or operating agency.
3. State owned vehicles may only be used for official state purposes and may not be used for non-state business or for personal use or convenience. Drivers of state vehicles must be either state employees or paid employees of the operating agency.
4. Operating costs, to include premiums for liability insurance underwritten by the state Department of Administrative Services, will not be paid by DHS and/or DBHDD, but must be borne by the operating agency.
5. In accordance with Policy 10 regulations, vehicles donated will be required to participate in the Wright Express (WEX) fuel card program and Automotive Resources International (ARI) maintenance plan. Cost associated with these programs will be borne by the operating agency and data pertaining to the vehicle(s) will be maintained electronically in the Holman Insights system.

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Authorized Signature of Donating Entity

Receiving Agency

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Donating Entity

Signature

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Vehicle ID (Serial Number)

Title

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Date