

## Motor Pool Department

The Motor Pool Department is responsible for the maintenance of over 550 Georgia Tech state owned vehicles, low-speed vehicles (LSVs), golf carts and equipment. The department also processes approval requests to purchase and transfer new or used vehicles, LSVs, golf carts and equipment costing \$3,000 or more for the Institute's vehicle fleet program. The mission of the Motor Pool is to provide quality and professional service for vehicles, LSVs, golf carts and equipment repair work and efficient vehicle fleet management program.

The department provides the following services to Georgia Tech's state owned vehicles, LSVs, golf carts and equipment on a billable basis:

- Perform mechanical, electronic, trouble shooting and other repairs on vehicles, LSVs, golf carts and equipment with a purchasing value of \$3,000 or more.
- Perform preventive maintenance (PM) on vehicles, LSVs, golf carts and equipment, including filter, oil change, antifreeze, brakes, etc.
- Provide road call services to Georgia Tech vehicles, LSVs, golf carts and equipment during normal business hours.
- Receives vehicles, Low Speed Vehicles, golf carts and equipments
- Perform tire repairs, replacement and recap replacement.
- Provide fleet management to Georgia Tech's state owned vehicles, LSVs and equipment; including Inventory, ARI, WEX Fuel Program, Roadside Assistance, How's My Driving, registration and obtain license plates, Amber Flashing or Revolving Light Permits for emergency vehicles.
- Maintain and operate Facilities Operations two way radio communication system, include processing radio repairs, purchasing new radios and maintaining an inventory.
- Customers are required to complete a service request form when bringing their vehicles, LSVs, golf carts or equipment to the Motor Pool for service (see [this](#)).
- Customers needing repair work on their vehicles, LSVs, golf carts or equipment should call 404-894-4109
- Customers needing radio, WEX fuel card, amber light permit, vehicle approval, license and registration should call 404-385-4394
- Vehicles, LSVs, golf carts and equipment that cannot be repaired at the Motor Pool due to size or technical specialization will be sent to Georgia Tech contracted repair shops.