

SRTC Procedure: Use of Vehicles

The purpose of the procedure is to outline the Southern Regional Technical College (SRTC) protocol on operating the State of Georgia vehicles.

All drivers of state vehicles must be state employees (actively on payroll; work-study students qualify). Drivers must provide a valid driver's license and successfully pass a driver history record review. Only SRTC students and state employees are allowed to ride in state vehicles. Spouses are not allowed to ride in state vehicles unless they are employees.

A yellow insurance card is maintained in the glove compartment of each vehicle containing instructions for reporting vehicle accidents (must be reported within 48 hours). Gas credit cards are maintained by a designated fleet management custodian and are issued via checkout system. Fleet management custodians are at the following locations:

- SRTC-Thomasville - Maintenance and Facilities Office [Maintenance Building]
- SRTC-Moultrie-Veterans Parkway - Business Office [Building A]
- SRTC-Tifton - Office of the Vice President for Operations [Building C]

The last four (4) digits of drivers employee ID number is used to purchase gas using the gas credit card. Drivers must pump their own gas and only unleaded regular gas is to be purchased. State vehicles must be returned with a full tank of gas.

The fleet management custodians have the responsibility of determining the best utilization of the state vehicle; therefore, a state vehicle may not be available. State vehicles are not available for normal commute mileage to and from primary work location. Clinical faculty do not have "assigned" vehicles as state vehicles are based on availability.

If an employee elects to drive their personal vehicle when a state vehicle is available, they will only be reimbursed for business miles traveled at the Tier 1 rate per mile. When it is determined that a personal vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at the Tier 2 rate per mile.

When the state vehicles are in use, the drivers and all passengers must wear seat belts, refrain from transporting or consuming alcoholic beverages, and refrain from using tobacco products. Speeding tickets are the driver's responsibility. After use, all state vehicles must be returned to their assigned parking spaces. All trash and personal items must be removed.

Drivers must complete and return the trip report and keys to the fleet management custodian. If it is believed that there is a mechanical problem needing attention, please document it on the trip report.

Responsibility

The Vice President for Administrative Services has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SBTCSG Policy 3.3.2: Use of Vehicles](#)

Approved: 03-09-15
Implemented: 07-01-15