



Policy Source: Gwinnett Tech	Owner: Facilities Director	Effective: 3/2003
Division: Technology & Operations		Reviewed: 6/05, 2/2010, 2/2016, 3/2019, 12/2020 Revised:

**7.1.7 GT Use of Gwinnett Technical College Vehicles**

Motor vehicles owned or leased by Gwinnett Technical College shall be used for official duties only. There are four (4) Gwinnett Tech vehicles currently available for reserving.

1. Drivers must be full-time employees and have a current, valid driver's license which must be inspected and copied by the Shipping/Receiving Supervisor at time of check out.
2. All drivers must have a signed vehicle history consent form on file with HR.
3. Smoking is strictly prohibited in school vehicles and contraband (weapons, alcohol or drugs) or people under the influence are not allowed in these vehicles.
4. You must report any accidents involving these vehicles to the Shipping/Receiving Supervisor and the Chief of Campus Police as soon as possible after any reportable occurrence.
5. Failure to adhere to all policies will result in loss of use of said vehicles and/or possible disciplinary measures.
6. Adequate, prior notice is required when reserving through the SharePoint vehicle request site the vehicle to ensure that the vehicle is available and has been serviced.
7. Employees may only use their personal motor vehicles for official business with prior travel approval and a denied vehicle request form and will be reimbursed in accordance with the State of Georgia travel regulations. The reimbursement amount currently in use for employee's using their personal vehicle will be a rate of \$.54 per mile.
8. Employees using motor vehicles in the course of their employment shall comply with all relevant motor vehicle laws. Employees who fail to do so or otherwise fail to drive in a safe and prudent fashion shall be subject to discipline and may lose the defense and indemnity protections of the state that they otherwise enjoy.
9. If reserving the 15 passenger bus, the driver must take and pass a driving proficiency test, provided by security.
10. A form will be provided with the keys to the vehicle at the time of departure. The driver should record the beginning and ending mileage. The budget code provided on the request form will be charged based on \$.27 per mile.
11. If two or more departments are sharing the vehicle, the mileage can be split

between the departments. Please notify the Shipping/Receiving Supervisor when the vehicle is picked up of this request.

12. If there is no vehicle available, and an employee uses their personal vehicle, the vehicle request disapproval must be printed out and attached to your expense statement. If no form is attached and no record of the request is in Share Point, then the mileage will not be approved.

The shipping/receiving supervisor is responsible for the proper use, insurance, maintenance, and inventorying of all assigned motor vehicles, including maintaining the reservation log, handing out and collecting keys, inspecting the vehicles after trips to ensure they have been returned in good condition and scheduling the vehicle maintenance.

### **Procedure for Reserving Gwinnett Tech Vehicles**

1. Go to Share Point.
2. Click on Facilities.
3. Go to links on right side of page and select Vehicle Requests. This provides a list of the available vehicles and the passenger capacity of each vehicle.
4. Scroll down and check the calendar for available dates for each vehicle.
5. Scroll back up to "Fill Out This Form" and click on it, complete the form following the directions, and then submit.

When the request is submitted, it will be sent to the Shipping/Receiving Supervisor for approval or disapproval.

If the request is approved, the requestor will receive an E-mail indicating the approval and the request will be put on the calendar.

If the request is disapproved, the requestor will receive an E-mail indicating the disapproval along with the reason for disapproval.