



Policy Source: Gwinnett Tech	Owner: Business Office (Shipping & Receiving)	Effective: 3/2003
Division: Technology & Operations		Reviewed: 12/2020, 4/2024, 2/2026 Revised: 2/2026

**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. College vehicles are reserved and managed through Shipping & Receiving under the Business Office.

1. Drivers must be full-time employees and have a current, valid driver's license which must be inspected and copied by Shipping & Receiving staff 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 Shipping & Receiving 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 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.
8. Employees using motor vehicles in the course of their employment shall comply with all relevant motor vehicle laws.
9. If reserving the 15 passenger bus, the driver must take and pass a driving proficiency test, provided by Campus Police or designated staff.
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.
11. If two or more departments are sharing the vehicle, the mileage can be split between the departments. Please notify Shipping & Receiving 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.

Shipping & Receiving, under the Business Office, 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, and scheduling vehicle maintenance.

#### Procedure for Reserving Gwinnett Tech Vehicles

1. Go to SharePoint.
2. Navigate to Administrative Services.
3. Select Shipping & Receiving and open the Vehicle Request link.
4. Review vehicle availability on the calendar.
5. Complete and submit the online request form.

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