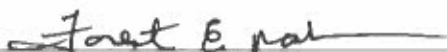


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	AUTHORIZED USE TO LEASED VEHICLES	Procedure Number:	2-2-101.1
Institutional Authority:	President		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	2-2-101		

Approved: 
President

Date
Adopted: 07/01/2004
Date
Revised: 10/17/2022

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. VEHICLE ASSIGNMENT

- A. All official vehicles are assigned for general use purposes by authorized drivers unless individual assignment is specifically authorized by the Chief Business Officer.
- B. The Director of Facilities or the designated on-call staff person may be reimbursed for travel between home and the campus outside of working hours when a maintenance emergency arises.

II. VEHICLE USE

- A. College employees are authorized users, provided they have official business requiring transportation, have a valid driver's permit, are at least twenty-five (25) years of age, and have completed the South Carolina Fleet Safety Program driver education course.

B. Authorized use:

1. Between campus and place of performance of official business.
2. Between place of temporary lodging and place of performance of duty when in official out-of-town travel status.
3. Between place of temporary lodging and location of suitable meals or other health and welfare requirements when in official out-of-town travel status.
4. Transport of official visitors or guests or materials when associated with official business.
5. An immediate family member may accompany an authorized user on an official out-of-town trip, provided prior approval is obtained from the Chief Business Officer.
6. For field trips accompanied by a faculty or staff member when a vehicle use request has been approved.

C. Scheduling – When a conflict in vehicle scheduling arises, the Chief Business Officer will resolve it.

III. RECORD OF VEHICLE USE

- A. Each user shall complete the vehicle report obtained when securing vehicle keys and gas card.
- B. Vehicle keys, a log of the authorized trip for each vehicle, a file of approved vehicle requests, and the vehicle report will be maintained by the Business Office, under the supervision of the Chief Business Officer.

IV. MAINTENANCE AND REPAIR

- A. The supervision of vehicle maintenance and vehicle repairs is assigned to the Director of Facilities.
- B. Maintenance and repairs include the following servicing and purchasing: gasoline, oil, lubrication, tune-ups, inspections, repairs, vehicle tags, and tires. State Fleet Management is responsible for the cost of all maintenance and repairs.
- C. Vehicle mileage will be reported monthly to South Carolina Fleet Management.

- D. Users of vehicles shall obtain gas cards from the Business Office provided by State Fleet Management to fuel the vehicle.
- E. Annual inspections and the licensing of vehicles are the responsibilities of the State Fleet Management.