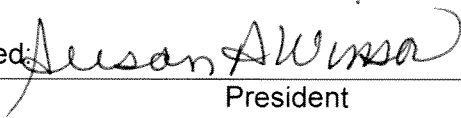


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	AUTHORIZATION TO USE ATC 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: 02/11/2008

**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 Vice President of Administrative Services.
- B. The Director of Facilities or the designated on-call staff person is authorized to be reimbursed for travel between home and the campus outside of working hours when a maintenance emergency arises or a security alarm is sounded.

**II. VEHICLE USE**

- A. The following are authorized users, provided they have official business requiring transportation, have a valid drivers' permit, be at least twenty-five (25) years of age, and have completed the South Carolina Fleet Safety Program driver improvement training course:

1. Faculty

2. Staff

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 Vice President of Administrative Services.
6. For field trips or athletic team 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 Vice President of Administrative Services will resolve it.

### III. RECORD OF VEHICLE USE

- A. Each user shall complete the vehicle report obtained when securing vehicle keys. This will enable maintenance personnel to quickly discover vehicle conditions.
- B. Vehicle keys, a log of 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 Vice President of Administrative Services.

### IV. MAINTENANCE AND REPAIR

- A. The supervision of maintenance and repairs to vehicles 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.

- C. Servicing vehicles with gasoline, oil, and air is the responsibility of the maintenance staff who shall check each vehicle daily.
1. Users of vehicles shall advise the Business Office upon returning the vehicle the status of gasoline, thus permitting maintenance personnel to fuel the vehicle prior to future use.
  2. Users of vehicles shall have the above services performed while absent from the College and submit invoice covering the services for reimbursement following their return.
- D. Tune ups and lubrication (including wheel bearings and transmission fluid) are scheduled in accordance with manufacturers' recommendations by the Director of Facilities.
- E. Annual inspections and the licensing of vehicles are the responsibilities of the Director of Facilities.
- F. Records of gasoline and oil purchases, mileage driven, and miles per gallon are maintained by the Director of Facilities. Maintenance of these records and a weekly visual inspection assure tune ups and lubrication when required.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2012		