

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: MOTOR POOL USE

BASED ON POLICY:

REVISION NUMBER: 2

**OFFICE OF
RESPONSIBILITY:** Administrative Services



PRESIDENT

February 27, 2013

DATE

PURPOSE

The purpose of this procedure is to detail the use of motor pool vehicles.

PROCEDURE

1. Faculty and staff members may schedule the use of institutional and state vehicles for authorized and approved institutional business by emailing or calling the Business Office.
2. Departmental accounts will be charged for the use of vehicles.
3. When at all possible, persons are to share in transportation to a common destination.
4. Because the College's vehicles are used extensively, it is important that the driver pick up and return the vehicle as scheduled.

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5. Vehicles are to be returned to campus after each use. Under no circumstances should any state vehicles be off campus more than 24 hours before or after the completion of any approved trip..
6. The Business Office must be notified immediately if the trip is canceled and if the vehicle will not be needed.
7. The key to the vehicle is to be picked up from the Business Office.
8. If the vehicle is returned during business hours, the key should be returned to the Business Office; otherwise it should be kept and turned into the Business Office the following business day or turned into security.
9. The mileage log book remains in the car and is to be completed before departure and upon return.
10. The assigned driver is responsible for the return of the vehicle in good condition and ensuring that all litter is removed from the vehicle upon return.
11. In the event of mechanical problems or other emergencies with state leased vehicles, the driver should consult the State Fleet Management's Vehicle Operator's Handbook in the vehicle's information notebook for the proper procedure.
12. TCL complies with South Carolina Division of Motor Vehicle Management policy which states "it is State policy that the utmost care be exercised in the selection of vehicle drivers, and that a high priority be given to assuring that those drivers attain a level of driving skills sufficient to reduce accidents to a minimum." The policies further state that a copy of employee's motor vehicle record (MVR) may be obtained at the employee's expense from the South Carolina Department of Highways. Before being allowed to drive a state vehicle, each TCL employee's driving record is screened.
13. For safe and secure practices for all of TCL's employees who operate a state vehicle, the following rules are required of all drivers:
 - a. Drivers of state vehicles will adhere to posted speed limits and they will obey traffic signs.
 - b. Drivers will comply with the State's safety belt law(s).

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- c. State vehicles are to be locked whenever they are unoccupied and the engine is to be turned off before the driver exits the vehicle.
- d. The use of radar detectors in State vehicles is strictly prohibited.
- e. Per State Fleet Management's Handheld Electronic Devices Directive, "drivers may not use any handheld electronic devices (cell phone, PDA, MP3 player, or other electronic communication devices) while operating a SFM leased fleet vehicle. If a call must be made or received while driving, the driver must pull over to a safe place and put the vehicle in "park". Additionally, drivers should pull over to a safe place and put the vehicle in "park" to make adjustments to GPS or other navigational devices. Drivers are prohibited from texting, dialing outgoing calls, or writing email messages while driving a SFM leased fleet vehicle."
- f. Even though state vehicles are regularly maintained and inspected in such a manner as to eliminate mechanical failure as a cause of an accident, drivers are asked to report any potential problems with the vehicle to the Business Office.