

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.2.2.1
Related Policy: 4.2.2
Title: College Vehicle Usage
Responsibility: Vice President of Finance and Administration

Original Approval Date: 08-01-1994
Last Cabinet Review: 03-15-2023
Last Revision: 03-15-2023

President

The College does not own or lease any vehicles for general travel. Any vehicles that the College owns are used by specific departments only. These vehicles are assigned to: Maintenance Dept. Courier, and Forestry.

If a vehicle is required for general travel by faculty or staff, it must be rented.

Reservations may not be honored due to maintenance problems, priorities, or other considerations.

To reserve a rental vehicle – a staff or faculty member should fill out a rental car form. This form can be found on the College's Procurement web page. This form needs to be sent to the Purchasing office no later than 7 working days prior to date of need. Procurement staff will inform the requestor via e-mail or phone once the vehicle arrives at the Conway campus. Keys and a gas card can be picked up from the Procurement Office. Vehicles must be returned with a full tank of gas, and all keys and the gas card must be returned to the Procurement office by 8:00 a.m. the following morning. Failure to return ~~car~~ vehicles, keys or gas card may cause the department to be charged for an extra day of rental. A lock box is located on the outside of Building 100 for ease of key returns after normal working hours or weekends.

When two or more individuals are traveling to the same destination or to destinations that are in close proximity on the same day, every effort must be made to travel together.