

HORRY-GEORGETOWN TECHNICAL COLLEGE

# POLICY

Number: 4.2.2  
Title: College and Rental Vehicle Usage  
Authority: Title 59, Chapter 53, Sections 810-860 of the  
1976 Code of Laws of South Carolina, as Amended  
Responsibility: Vice President of Finance and Administration

Original Approval Date: 09-09-1993  
Last Cabinet Review: 03-15-2023  
Last Revision: 03-15-2023

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Chairperson

All College vehicles assigned to departments are for the benefit of the College. Under no circumstances is vehicle use to be considered as a salary supplement or fringe benefit. The President may be assigned an automobile for unlimited use in the capacity as the official representative of the College.

All College and rental vehicles will be assigned upon request.

College and rental vehicles are to be used for official College business only, and in lieu of private automobiles when available. Any driver of a College vehicle must have a valid driver's license. The President's office will maintain a car reservation and check out system for all college owned vehicles. The Procurement office will maintain a reservation and check out system for all rental vehicles. Keys to cars should not be held when the vehicle is not in use. Accidents and/or malfunctioning of vehicles should be reported immediately to the Procurement office.

When it is in the best interest of the institution to permit a College vehicle to be kept at the home of an employee overnight, the President or Vice President of Finance and Administration may approve such action.