



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

COLLEGE VEHICLES
FE-203

Department Responsibility: Administrative Services & Facilities

Approved Date: October 20, 2020

Related Policies & Laws: [Motor Vehicle Management Act](#)
[State Fleet Policy](#)
[SC Code of Laws Title 56 Ch. 1](#)



CHAIRMAN SIGNATURE



PRESIDENT SIGNATURE

This policy outlines the rules governing the use of Technical College of the Lowcountry owned and leased vehicles.

TCL vehicles are provided to support college business and are to be used only by authorized drivers for official college business. Use of TCL vehicles must attribute to the fulfillment of the college's mission and be congruent with the duties and responsibilities vested with the vehicle's operator.

The Facility Management Director and Administrative Assistant of the Vice President for Administrative Services are responsible for determining, authorizing, and controlling official use of the college vehicles.

TCL employees are required to submit a certified copy of their driving record to become an authorized driver. To meet state criteria, a TCL employee must have no more than 2 accidents in the last 3 years, and no more than 6 points.

I. VEHICLE REPORTING

1. Departments that utilize vehicles for college programs are required to establish a logging procedure to record vehicle use. Reports are to include the following:
 - License plate number
 - Driver's name
 - Purpose of use



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- Date and time
 - Vehicle mileage before departure and upon return
 - Fuel usage
2. Reports on assigned vehicles must be submitted to the Facilities Management Director the first week of each month.

II. VEHICLE RESERVATION REQUESTS

1. Reservations must be scheduled by contacting the Administrative Assistant to the Vice President for Administrative Services during regular operating hours.
2. Reservations are made on a first come, first serve basis. Priority will be given to authorized drivers traveling a farther distance.
3. When more than one employee is traveling to the same location, travelers should arrange to car-pool.

PROCEDURES: [SC State Fleet Fuel Card Procedures](#)
 [SC State Fleet Accident Reporting Instructions](#)