

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title COLLEGE VEHICLES	Number E-11.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. E-11.1 Date 5/24/10

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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Personnel requiring transportation, personal or College vehicle, will submit a Travel Authorization to the appropriate dean for approval. A copy of all approved Travel Authorizations requesting college vehicles must be submitted to the Associate Vice President (AVP) for Facilities Management by Friday noon of each week for travel authorized for the following week in order that all College travel is coordinated. Refer to travel policy B-4 for additional details.
- II. The normal, day-to-day maintenance will be the responsibility of Facilities Management which will also be responsible for scheduling periodic maintenance and repairs. Repairs may be performed by an agency outside the College.
- III. When an employee driving a school vehicle discovers a need for maintenance, he/she should report it to the AVP for Facilities Management.
- IV. Credit cards and keys to the vehicle should be given to a member of Facilities Management upon return to the College. Frequently, vehicles are returned too late in the day for Facilities Management personnel to have access to the vehicles for refueling prior to their use the next day. Vehicles returned after 3:30 p.m., should have at least a half tank of gas. Personal debris should be removed prior to returning the car. If a vehicle is returned when the College is not in operation, prior arrangements must be made with a member of Facilities Management for leaving the vehicle in a secure place.
- V. State Highway Department credit cards are used for fuel procurement for all college vehicles. Credit cards will be obtained from and returned to the AVP for Facilities Management. It is preferable to obtain fuel from the Highway Department, but the credit card is valid at commercial gas stations.
 - A. The vehicles with "SG" tags must be refueled using the Motor Vehicle Division credit card. They should be refilled at a state depot such as the Highway Department. If it is necessary to

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refuel at a commercial station, acceptance of the credit card should be verified prior to refilling.

- B. In all cases, the license tag number should be noted on all gas receipts. All gas receipts will be turned in to a member of Facilities Management along with the car keys and credit card upon return to the college.

- VI. A log specifying date, driver, destination, department, and beginning and ending mileage is maintained in each vehicle. It is imperative that the logs be completed for each trip to provide accurate data for allocation of vehicle expenses.