

**Williamsburg Technical College  
STATEMENT OF POLICY**

**SECTION E – FACILITIES MANAGEMENT**

Title <b>COLLEGE VEHICLES</b>	Number <b>E-11</b>
Division of Responsibility <b>Business Affairs</b>	Date      Page <b>11/2/20    1 of 1</b>
Approval President  _____  Commission Chair  _____	Supersedes Policy No. <b>E-11</b> Date <b>7/7/08</b>

**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.**

Vehicles are the responsibility of the Facilities Department.

Operators of school vehicles will observe all state vehicle laws and all safety requirements. The College will not assume responsibility for any fines and/or charges as a result of any violation.

School vehicles should be utilized whenever an individual is traveling on College business.

Students are not authorized to check out school vehicles. A staff member must assume the responsibility of vehicle checkout and supervision of its operation.

Tobacco use is not permitted in institutional vehicles.