

3.3.2.a1p (formerly II. C. 2. a.) **Central Georgia Technical College Use of Vehicles**



Vehicles should be reserved at least one week in advance of planned trips with the Office of Administrative Services. If an employee is going on an out-of-town trip, a reservation for a fleet vehicle should be made at the time payment for registration fee is requested. If an employee requests a vehicle less than 24 hours in advance of travel, the employee must provide documentation of the late notice from supervisor.

Employees must email the Business Office at vehicles@centralgatech.edu to request a vehicle from their home campus or center. Vehicle use may be prioritized as to cost to CGTC, and in some cases reservations changed.

Reserving a Vehicle

Only CGTC employees on official approved CGTC business are allowed to drive CGTC vehicles. This includes vehicles rented by CGTC. Rental vehicles may only be driven by the person whose driver's license was provided. Rental vehicles should be booked through Concur.

Only CGTC employees on official CGTC business are allowed to be passengers in CGTC vehicles. No family members or friends should be in CGTC vehicles at any time for any reason. This includes rental vehicles.

Warner Robins Campus: A copy of a current driver's license must be presented each time a CGTC vehicle is checked out. Keys may be picked up from the Business Office (E Building) prior to departing. If keys need to be picked up before 7:30am and after 4:45pm Monday – Thursday and 7:30am and 4:00pm on Fridays, the Security Office will have the keys and paperwork. Please return keys immediately upon returning to campus. If returning outside normal business hours, return keys to the Security Office.

Macon Campus: A copy of a current driver's license must be presented each time a CGTC vehicle is checked out. Keys may be picked up from the Cashier Window (J Building) prior to departing. If keys need to be picked up before 7:30am and after 4:45pm Monday – Thursday and 7:30am and 4:00pm on Fridays, the Security Office will have the keys and paperwork. Please return keys immediately upon returning to campus. If returning outside normal business hours, return keys to the Security Building. A lockbox will be available outside next to the back door in case the Security Office door is locked.

Milledgeville Campus: A copy of a current driver's license must be presented each time a CGTC vehicle is checked out. Keys may be picked up from the Administrative Assistant to Satellite Operations (478-445-2302) prior to departing.

Fuel Purchases

State gas cards are in each vehicle and must be used for the purchase of fuel. Vehicles should be returned with a minimum of at least a 1/2 tank of gas. Personal belongings and trash should be removed. If a car wash is available with gas purchase, please take advantage of the free car wash, if possible. If a vehicle becomes unusually dirty either inside or outside, please notify the person to whom you return the vehicle as appropriate action can be taken. Reminder, there is no smoking in state vehicles.

In Case of Mechanical Failure or Emergency

Employees/drivers should notify any problems with a CGTC vehicle, whether cosmetic or mechanical, when returning the vehicle. A maintenance request will be submitted by the Business Office.

If a CGTC vehicle should break down, please contact WEX 24 hour Assistance. A copy of the toll free number and items to provide is included in the packet with the gas card. An email of the issue should be sent to vehicles@centralgatech.edu. Another technical college or a local dealer is the first choice if towing to a location is needed. If a charge is incurred that requires payment, reimbursement would be provided upon return. Personal safety should always be your first priority.

Insurance cards are placed in all CGTC vehicles. When a personal vehicle is used, and the employee is in the operation of approved duties, and with prior approval to use their personal vehicle, they are covered by this policy. Please print out the following information to provide to law enforcement officials:

Insurer: State of Georgia DOAS/RMS Self Insured Program
Policy Number: TCP-401-14-03

This policy is for liability insurance only, and does not cover physical damage to the employee's vehicle. Medical costs of the employee are a Worker's Comp issue and should be reported to Human Resources.

All accidents should be reported to the Toll Free number listed on the Georgia Liability Insurance Card. Instructions for what to do in the case of an accident are located on the insurance card. Please notify law enforcement first and follow the procedures on the card. Next, please notify your supervisor. The accident report and DOAS call-in report should be emailed to vehicles@centralgatech.edu as soon as possible. NOTE: All accidents involving a state vehicle require a police report.

References:

TCSG Policy 3.3.2 Use of Vehicles

TCSG Procedure 3.3.2p Motor Pool

[State of Georgia Travel Regulations](#)

[O.C.G.A. 50-5B-5 – Rules and Regulations Governing Travel](#)