


**Greenville Technical College
Administrative Policies**

5-19 Vehicle Policy

Insertion Date: 03-18-11
Revision Date: _____
Removal Date: _____

Approved by President:



Use of College Vehicles

Purpose

The college vehicle policy provides brief guidelines relating to the use of college-owned or operated vehicles. Detailed information relating to vehicle use is located in the “GTC Handbook for Vehicle Operators” available on GTC4Me and in each vehicle.

Overview

- College or state-owned motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official GTC business that is within the rated design capability of the vehicle
- Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle
- The basic driver qualification for operation of a college vehicle is possession of a valid South Carolina driver’s license appropriate to the type of vehicle operated
- New GTC employees who have recently relocated to South Carolina may operate a college vehicle using a valid driver’s license from their former state for up to 90 days, at which time they must obtain a South Carolina driver’s license
- Basic procedures dictate that only employees, contractors, consultants employed by GTC and approved GTC volunteers be allowed to drive college vehicles
- All employees of Greenville Technical College and other occupants shall wear a safety belt at all times when operating or being transported as a passenger in a college vehicle
- Ignition keys will be removed and college vehicles will be locked whenever vehicles are unoccupied (except for utility or police vehicles under certain circumstances)
- At NO TIME shall a driver operate a college vehicle after such driver has partaken of alcohol, drugs, or other controlled substances. Other prohibited practices include the use of radar detectors and tobacco products. **Smoking is prohibited in all college-owned vehicles**
- Operators of college vehicles may transport passengers only as necessary to conduct official college business
- A South Carolina Universal Credit Card is issued with each GTCFM vehicle – please see the referenced handbook if you are unfamiliar in use requirements.