

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 4.2.4
Title: Official Student Use of College Vehicles
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Finance and Administration

Original Approval Date: 09-09-1993
Last Cabinet Review: 09-21-2022
Last Revision: 09-21-2022

Chairperson

It is the policy of Horry-Georgetown Technical College to permit authorized students to operate College-owned vehicles, provided the student meets the following criteria:

1. Any student designated to operate a College-owned vehicle must possess a valid South Carolina driver's license.
2. Only an official representative of the College, defined as a full-time faculty or staff, can grant official permission for a student to use a college vehicle.
3. The official representative of the College can only grant a student authorization to operate a College vehicle for performance of official college business or function.
4. The authorizing official representative must submit in writing to the Procurement Manager the name of the student authorized to operate the College vehicle, departure time, destination, and approximate return time before departure.

If a student is a frequent operator of a College vehicle, the official College representative, must report the student's name to the Procurement Manager so that the student can be added to the College insurance policy.