

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.2.2.1
Related Policy: 4.2.2
Title: College Vehicle Usage
Responsibility: Vice President of Finance and Administration

Original Approval Date: 08-01-1994
Last Cabinet Review: 05-16-2018
Last Revision: 05-16-2018

President

To reserve a College owned vehicle, a staff or faculty member should contact the President's office personally. They will register the request, if a car is available, and inform the staff or faculty member as to the availability. A vehicle registration notebook will be kept by this office for each vehicle. When the keys are picked up, the vehicle will be "logged out" on a vehicle log sheet listing name, department, date, destination, time, and mileage. When the keys are turned in, the vehicle will be "logged in" with the date, time, returning mileage, along with a note of any detected repair needs.

Reservations may not be honored due to maintenance problems, priorities, or other considerations.

To reserve a rental vehicle – a staff or faculty member should fill out a rental car form. This form can be found on the College's Procurement web page. This form needs to be send to the Purchasing office no later than 7 working days prior to date of need. Procurement will inform the requestor via e-mail or phone once the vehicle arrives at the Conway campus. Keys and gas card can be picked up from the Procurement Office. Vehicle must be returned with a full tank of gas and keys and gas card must be returned to Procurement office by 8:00 a.m. the following morning. Failure to return car, keys or gas card may cause the department to be charged for an extra day of rental and possible the ability to rent a car in the future. A lock box is located on the outside of building 100 for ease of key turn in after normal working hours or weekends.

When two or more individuals are traveling to the same destination or to destinations that are in close proximity on the same day, every effort must be made to travel together.