

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:	09-25-2024
Last Revision:	09-25-2024

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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 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. The student driver

If a student is a frequent operator of a College vehicle, the official College representative must report the student's driver authorization form.

Students will only be covered by the College's insurance if the student driver authorization form is on file at the time that an accident might occur.

Students cannot operate any vehicles that are rented by the College.