

# CPTC Procedure: Fleet Vehicle Usage

## Authorized Vehicle Use

State vehicles are authorized only for use in the performance of all essential travel duties related to the completion of state business. Following are examples of authorized use:

1. Travel between the place where the vehicle is dispatched and the place where the official state business is performed.
2. When on official travel status between the place of state business and the place of temporary lodging.
3. When on official travel status and not within reasonable walking distance between either of the above places and:
  - Places to obtain meals.
  - Places to obtain medical assistance, including drug stores.
  - Places to obtain supplies/materials needed for the completion of state business.
4. Transport of other officers, employees, or guests of the state when they are on official state business.
5. Transport of consultants, contractors, or commercial firm representatives when such transport is official state business. (Independent contractors must provide his/her own insurance even though he/she is an authorized passenger in state vehicles.)
6. Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interests of the state.
7. Transport of any person or item in an emergency situation.
8. Travel between the place of dispatch or place of performance of state business and a personal residence, when specifically authorized by the proper authority and approved through the DOAS MV-1 process. Out of state travel as part of their official duties, is subject to the same limitations.

## Unauthorized Vehicle Use

Vehicles are not authorized to be used for **any** personal trips unrelated to the state business for which they were assigned or to transport passengers who are not state employees (unless on state business). Unauthorized use of state vehicles may result in immediate disciplinary action from the College. Such action may include suspension of all privileges to operate state vehicles and in some cases, dismissal. Furthermore, state drivers are not covered by liability insurance when engaging in unauthorized use of state vehicles. The following uses of state vehicles are prohibited:

1. Any use for personal purposes other than commuting which has been authorized.
2. Transport of hitchhikers.
3. Transport of cargo that has no relation to the performance of official state business.

4. Transport of hazardous materials such as acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.
5. Except when in an official business travel status, transport of other employees from work centers to restaurants, cafes or drugstores.
6. Attending sporting events including hunting and fishing other than those activities which are part of the employee's official duties.
7. To transport any political campaign literature or matter or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.
8. Use of tobacco products is prohibited in all state vehicles. Vehicle operators are responsible to ensure that no passengers use tobacco products in a vehicle they are operating.
9. Attaching personal property to state vehicles.
10. Applying and/or removing decals not authorized by OFM.
11. Improper vehicle use that is beyond the vehicle's rated capabilities.
12. Transport of families, friends, associates or other persons who are not employees of the state or serving the interest of the state.
13. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.
14. Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.

### **Fees and Driving Violations Payments**

The State of Georgia is not exempt from tolls charged on highways. Each individual operator is responsible for paying all tolls and filing for reimbursement with the College as a part of their travel expenses on official state business.

Fines for traffic violations incurred by individual operators of state vehicles are the responsibility of the operator and will be paid by the operator.

### **Reserving a Fleet Vehicle**

Employees reserving and subsequently driving College vehicles must be currently in compliance with the Drivers Qualification Procedure and have an active Fuel Pin number. In order to reserve a fleet vehicle, the employee must contact the Fleet Management contact at the appropriate campus. The employee will be required to furnish the following information: travel destination, days of travel, time of departure, and time the vehicle will be returned.

If a vehicle is available for the time requested, the Fleet Management contact will enter the information in a vehicle reservation system and will inform the employee which vehicle has been reserved. If all vehicles are reserved, the person traveling the longest distance will receive top priority on the use of the vehicle. Therefore, an employee could possibly "bump" another

employee that has a vehicle reserved if traveling a longer distance.

If all vehicles are reserved, the President will receive top priority on the use of a college vehicle. Therefore, the President could possibly “bump” an employee that has a vehicle reserved.

It is strongly recommended that persons traveling to the same destinations on the same day try to ride share as much as possible to conserve the College’s fleet vehicles and financial resources.

### **Picking up a Vehicle**

Each vehicle is assigned a pouch that will be obtained from the Fleet Management contact at the appropriate campus. All pouches contain the keys to the vehicle, a fuel card, an insurance card, an ARI card, and the vehicle logbook. Before leaving with the vehicle, employees are to be sure all of these items are in the pouch. It is important to record the beginning mileage in the logbook.

### **Returning a Vehicle**

Before returning a vehicle to the fleet management contact, the employee is to refuel the vehicle using the fuel card. Fuel cards shall only be used for the vehicle to which it is assigned, and they should be accounted for at all times. If a fuel card is lost, it must be reported immediately to the appropriate fleet management contact.

The user of the fuel card shall go to any participating gas station when fueling a state vehicle. When purchasing fuel, regular unleaded gasoline should be used unless diesel or aviation fuel is required.

Upon returning with the vehicle, park the vehicle in its designated parking space or area. Check the vehicle pouch for all items including the fuel card. Record the ending mileage, the miles driven, the purpose of the trip, and your signature. Return the vehicle pouch to the appropriate Fleet Management contact. The employee should also report any concerns about the vehicle’s performance or recommended repairs to the appropriate Fleet Management contact. The employee is responsible for leaving the vehicle clean and removing trash/debris from the vehicle.

### **Emergency Vehicle Repairs**

If a CPTC fleet vehicle should need emergency repairs while an employee is on official business, the state contracted vendor should be contacted for assistance. The employee should contact the appropriate fleet management contact immediately regarding questions, instructions, and approvals.

### **Scheduled Maintenance**

Regularly scheduled maintenance for all CPTC owned and leased vehicles is coordinated by Administrative Services.

### **Vehicle Insurance**

All vehicles of CPTC will be properly insured through the Department of Administrative Services (DOAS) Risk Management. The College will provide an annual update to DOAS Risk Management concerning all vehicles owned and leased by the College.

### **Inventory of College Vehicles**

Inventory records of all vehicles of CPTC will be maintained in the College’s Asset Management

system. Records of all vehicles will also be maintained in the DOAS Office of Fleet Management system.

### **Students Operating College Vehicles**

Students who are employees of the College and have met both requirements of the Driver Qualification Procedure and the mandatory DOAS vehicle fleet training, may drive College vehicles on official College business. Otherwise, students are not permitted to drive College vehicles.

### **Responsibility**

The Vice President for Administrative Services has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** May 8, 2014

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