

# Procedure: 3.3.1p.

## DOAS Motor Pool

**Revised:** July 10, 2001.

**Last Reviewed:** May 31, 2024; September 14, 2022; October 21, 2020; November 29, 2018; and June 23, 2005.

**Adopted:** May 1, 1987



### I. PURPOSE:

The purpose of this procedure is to define the use of a DOAS Motor Pool Vehicle.

### II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

TCSG State Board Policy 3.3.1. – DOAS Motor Pool

O.C.G.A. § 45-7-53 – Deductions for Payment of Parking and Van Pool Fees

O.C.G.A. § 51-1-40 – Liability for Acts of Intoxicated Persons

### III. APPLICABILITY:

All work units and Technical Colleges in the Technical College System of Georgia.

### IV. DEFINITIONS: N/A

### V. ATTACHMENTS: N/A

### VI. PROCEDURE:

#### Reserving Vehicles

Reserve vehicles by contacting Capitol Hill Motor at (404) 656-3911. The motor pool facility is open from 7:30 a.m. to 5:00 p.m. and is located at the corner of Martin Luther King Jr. Dr. and Capitol Avenue.

Upon approval by the office director, obtain a credit card through the Office of Administration.

#### Picking Up and Returning

When picking up a motor pool vehicle, an employee presents his or her valid Georgia Drivers' License and Motor Vehicle Services Credit Card. In addition, the employee completes a three-part rental agreement form when obtaining a motor pool vehicle. After completing the check-in procedures, the employee retains the second or yellow copy and attaches the copies to the travel voucher for submission to accounting.

Turn in vehicles to the motor pool facility at Martin Luther King Jr. Dr. in front of the old depot at Underground Atlanta as soon as possible upon completion of travel.

Completing Employee Travel Expense Statement

Note the vehicle I.D. number and the number of miles driven on the travel expense statement. The following rates went into effect in July 1986:

- 1) If motor pool vehicles are used on out-of-State trips, add \$1.00 to the daily rate.
- 2) A charge is made for both the mileage and daily rate.

**VII. RECORD RETENTION: N/A**