

POLICY: 3.3.2. (Il. C. 2.)

Use of Vehicles

Revised: May 14, 2001

Last Reviewed: June 23, 2005

Adopted: July 1, 1986



POLICY:

Employees may use their personal motor vehicles for System business and shall be reimbursed in accordance with the State of Georgia travel regulations.

State owned or leased motor vehicles assigned to the System shall be used only for official duties.

Motor vehicles to be used by System Office staff shall be assigned by the Commissioner and those to be used by technical college staff shall be assigned by the Presidents.

All state owned or leased vehicles shall be properly maintained and insured in accordance with Georgia Department of Administrative Services regulations.

The technical colleges shall develop motor vehicle policies that ensure for the proper use, insurance, maintenance, and inventorying of all assigned motor vehicles.

Employees using motor vehicles in the course of their employment shall comply with all relevant motor vehicle laws. Employees who fail to do so or otherwise fail to drive in a safe and prudent fashion shall be subject to discipline and may lose the defense and indemnity protections of the state that they otherwise enjoy.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

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

State of Georgia travel regulations