

Procedure: 3.3.2p. (II.C.2)

DOAS Motor Pool

Revised: July 10, 2001
Last Reviewed: June 23, 2005
Adopted: May 1, 1987



I. PURPOSE:

Define use of a DOAS Motor Pool Vehicle.

II. 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 Board POLICY: 3.3.2. Use of Vehicles
O.C.G.A. §20-4-11; 45-7-53; 51-1-40

III. APPLICABILITY:

All work units and technical colleges of the Technical College System of Georgia.

IV. DEFINITIONS: N/A

V. ATTACHMENTS: N/A

VI. PROCEDURE:

Reserving Vehicles

Reserve vehicles by contacting the 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. When obtaining a motor pool vehicle, the employee completes a three-part rental agreement form. The employee retains the second or yellow copy after completion of the check-in procedures and attaches the copies to travel voucher for submission to accounting.

Turn in vehicles to the motor pool facility located 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 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