



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Vehicle Utilization

RELATED POLICY AND PROCEDURES: 4-2-1011 Physical Facilities

DIVISION OF RESPONSIBILITY: Administrative

July 10, 2013

October 24, 2018

October 24, 2018

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the overall responsibility of the Facilities Management Director with the assistance of the Director of Maintenance to review and revise this procedure.

Procedure

This procedure addresses the maintenance of college-owned vehicles, procedures to follow when an accident occurs in a college-owned vehicle, and the provision of training to employees who regularly drive college vehicles. A valid driver's license is required to operate a college-owned vehicle.

A. Vehicle Maintenance

1. Each vehicle is scheduled for maintenance one day a month and is test driven to ensure that all systems function correctly and properly. The process is conducted using the inspection checklist generated by the work order system.
2. PTC's vehicles are constantly on trips and therefore cannot always be checked for mechanical problems before use. If an issue is noted before or while driving the vehicle, the driver is responsible for submitting a work order as outlined in PTC Procedure 4-2-1011.2 Facilities Maintenance to report the issue for repair. Some issues may require removal of the vehicle from service until the issue is corrected.



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B. Mechanical Failures

1. For mechanical failures that occur during normal business hours contact Facilities Management and after hours contact Campus Police and Security. Often problems can be solved by discussing symptoms of failure and making on the spot adjustments. When possible, maintenance will send assistance to the location to repair the vehicle.
2. There will be instances when the driver cannot discuss the mechanical issue with Facilities Management and must make immediate decisions. In this case, reasonable expenditures can be made to resolve the problem. Prior approval for extensive work (\$200 or greater) is required. For expenditures less than \$200, the employee will be reimbursed by the College. Contact the Facilities Management Director, or the Maintenance Director for approval and for assistance.

C. Accidents

Whenever an accident involving a Piedmont Technical College (PTC) owned or operated motor vehicle occurs, the driver must abide by the following requirements:

1. In every circumstance where damage to a College vehicle occurs or where the vehicle is involved in an accident resulting in injuries or death, the driver of the vehicle will report, by the quickest means of communication available notice of such occurrence to a municipality or to the South Carolina Highway Patrol.
2. The driver of a College vehicle will notify Campus Police and Security of all accidents. Campus Police and Security, with assistance from the driver of the vehicle, will prepare necessary reports. Campus Police and Security will notify the Facilities Management department of all accidents, and Facilities Management will, in turn, notify the College's insurance provider.
3. The driver of any college-owned vehicle involved in an accident will provide the following:
 - a. name, address, and when requested, a valid driver's license,
 - b. vehicle registration card (issued on original tag date),
 - c. insurance card for the vehicle,
 - d. a copy of PTC Procedure 4-2-1011.4 Vehicle Utilization, and
 - e. render to any person injured, reasonable assistance including making



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arrangements for the care of such persons.

4. Any such driver involved in an accident resulting in damages to fixtures legally placed upon or adjacent to a highway will take reasonable steps to locate and notify the owner or person in charge of property.
5. Any such driver involved in a collision with an unattended vehicle shall immediately stop and either locate and notify the operator/owner or leave in a conspicuous place on the struck vehicle a written notice giving the name and address of the driver and of the owner of the vehicle doing the striking with a short statement of the circumstances. The driver should then notify the local municipality or the South Carolina Highway Patrol and obtain a copy of the filed report. If the accident occurs on college property, contact the Campus Police and Security Department.
6. Comply with all other requirements of written reports of accidents.

D. Additional Information

1. The PTC Campus Police and Security Department periodically provides a driver instruction program to promote vehicle safety. While priority to participate in this training is given to employees who regularly drive a College-owned vehicle, any College employee, with supervisor approval, may participate in the driver instruction program on a space available basis.
2. Certain college-owned vehicles are equipped for towing college-owned trailers or other equipment. Before using a college-vehicle for towing, the driver should ensure that the towing weights meet the guidelines for the vehicle. When college outreach events require the towing of trailers, programs should work collaboratively with facilities management to ensure all trailers are transported safely and in a timely manner with college vehicles. No private vehicles should be used to tow college-owned property.