



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

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 Associate Facilities Engineer to review and revise this procedure.

Procedure

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. Drivers must report malfunctions using the work order procedure in Facilities Maintenance ([4-2-1011.2](#)). Corrective action will be taken on all vehicle malfunctions/breakdowns. Each employee authorized to operate a college vehicle has the responsibility to report noted deficiencies using the Work Order System.

B. Mechanical Failures

- a. 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



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making on the spot adjustments. When possible, maintenance will send assistance to the location to repair the vehicle.

1. 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 Associate Engineer for approval and for assistance.

C. Accidents

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

1. In every event, a driver of a College vehicle reports any property damage, injury or death shall, by the quickest means of communication available, give notice of such accident to a municipality or to the South Carolina Highway Patrol.
2. Notify Campus Police and Security of all accidents. Campus Police and Security, with the driver, will prepare necessary reports and notify the Facilities Management who will notify the College's insurance provider.
3. The driver of any vehicle involved in an accident so described shall give his name, address and the registration number of the vehicle he is driving and shall upon request, be available to exhibit his driver's license. He will also provide the name, address and policy number of the College's insurance company, and will render to any person injured, reasonable assistance including making 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.
6. Any driver involved in such an accident will, in addition to these provisions, comply with all other requirements of written reports of accidents.



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7. Insurance Information Card, copy of State Registration, and a copy of this procedure 4-2-1011.4

D. Additional Information

1. PTC's vehicles are constantly on trips and therefore cannot always be checked for mechanical problems before they are used again. Should you at any time have difficulty with the College vehicle or find something that needs attention, please submit a work order for the repair.
2. PTC provides a Vehicle Safety Program. Employees who are assigned or drive a College vehicle on a regular basis must complete an eight-hour block of drivers' instruction. A four-hour refresher course must be attended every third year. All new associates must attend the training when scheduled by Campus Police and Security.