

3.3.2. OFTC Vehicle Usage and Travel Procedure

State vehicles are available for use by all college employees and shall be used for official state use only. If a state vehicle is not available, employees may use their personal motor vehicles for Department business and shall be reimbursed in accordance with the State of Georgia Statewide Travel Regulations. The State of Georgia Statewide Travel Regulations and the following college procedures are applicable to all college employees regardless of their capacity in the college.

Please abide by the following procedures when traveling for Oconee Fall Line Technical College.

REQUESTING VEHICLES/DETERMINING BEST OPTION

- Email the Vehicle Request list (South Campus Vehicle SC <vehicle_sc@oftc.edu> or North Campus <vehicle_nc@oftc.edu> **immediately** upon scheduling a trip and request a state vehicle. You will be notified via email as to the availability of a car. Please retain this email for travel documentation. Any request for vehicle availability completed after the fact will result in reimbursement at the lower tier rate.
- If a vehicle is available, you must take this vehicle. If you choose to take your personal vehicle, you will be reimbursed at the lower tier rate (refer to Statewide Travel Regulations for this rate). Any exceptions not otherwise disclosed in the Statewide Travel Policy and/or OFTC Vehicle Usage Policy must have special approval from the college **President** or **VPA**. (Home location of traveler or time of departure is baseless reason for higher tier mileage reimbursement).
- In the event that an employee must travel during non-business hours AND is unable to get the vehicle spare key from the business office prior to trip departure (See Using College Vehicle Fleet Section), a provision is in place that MAY allow overnight use of a fleet vehicle. The employee must request permission from the college President for overnight vehicle use. It is at the discretion of the college President to determine if the request is reasonable for overnight use. If the employee request for overnight vehicle use is not approved, the employee may submit mileage reimbursement at the higher tier rate. Failure to request permission for overnight vehicle use will result in mileage reimbursement at the lower tier rate.
- If someone is traveling a further distance on the same day, they will be given priority for the vehicle usage. If this occurs, you will be immediately notified via email. Please retain a copy of this email for travel reimbursement documentation.
- One exception to the distance rule is for grant funded trips. If a grant has the funds to pay mileage for a trip, another employee, whose travel is funded with regular state and local funds, will not be bumped. The college's budget will take priority over the grant funds.
- Another exception to the distance rule is for Senior Staff. Because of the frequency of their travel and the requirement for weekly travel to each campus, Senior Staff will not be required to request a fleet vehicle so that the fleet vehicles remain available to all other college employees.

- If no car is available, ALL employees must go to State of Georgia DOAS website and run a comparison on the use of a rental car versus the use of your personal vehicle. Once this comparison is calculated, print and retain for travel reimbursement documentation.
- If the calculated cost savings is less than \$45.00 (Dublin Campus based employees) or \$65.00 (All other campus based employees), you may still take your personal vehicle due to the additional time required to obtain and return the rental car at a rental car location. This calculation still must be attached to travel reimbursement requests.
- If it is still more advantageous for the College for you to use your personal Vehicle, please submit mileage reimbursement requests via Concur (full-time employees), or through the travel reimbursement form located on SharePoint (part-time employees). If you are leaving from and returning to home without going by the college, you must deduct your normal workday commute from the mileage. If you are either leaving from or returning home without going by the College, you must deduct one-half of your normal commute.
- If more than one employee is traveling to the same meeting or location, you must carpool. If an employee chooses not to carpool, they will not be reimbursed.
- Board members will receive full mileage reimbursement since our vehicles are not available for their use.

USING COLLEGE FLEET VEHICLES

- All college vehicle use must comply with the State of Georgia Fleet Management Manual maintained by the Department of Administrative Services.
- All drivers must maintain a current Driver Qualification Acknowledgement and will have periodic Georgia Motor Vehicle Reports (MVR) as per TCSG policy 4.7.1 and associated procedures.
- Please obtain and return the vehicle notebook to the reception desk on Sandersville Campus or the Business Office on Dublin Campus, which is located in the Stewart Building. These books should be maintained at these locations at all times.
- Please record both your beginning and ending mileage on the worksheet provided in the notebook.
- The insurance card for the vehicle will be located inside the pocket of the notebook used for logging mileage. Instructions for what to do in the case of an accident are on the back side of these cards. Please notify law enforcement first and follow procedures on card. Next, please notify your supervisor.
- If you are returning after the building is locked, you may lock the notebook with the key inside the vehicle. An extra key is maintained for this purpose. If someone is leaving early the next day, they can get the extra key from the reception desk/business office and unlock the car. Please keep in mind that someone may be using the vehicle early the next day, and it must be available for their use. On the Sandersville campus, there is a drop box located on the sidewalk at the rear of the exit doors facing the maintenance building. The book and the keys may be left in the box when returning after hours.
- As of July 1, 2018, the State of Georgia prohibits the use of a cell phone while operating a vehicle unless it is being used with hands-free technology. All employees must comply with this law, as well as all other traffic laws while operating college vehicles.

- If the vehicle has less than 1/2 of a tank of gas, please fill the vehicle before returning it.
- Each vehicle has a gas card in the notebook. You must obtain a PIN for this card from the Director of Administrative Services.
- Gas tickets should be placed inside the plastic pencil holder in the vehicle notebook.
- Please do not take the college vehicle to eat anywhere in the town of your primary worksite. If you are going to eat in town prior to leaving on your trip, you must use your personal car and then get the College's car after eating. If you are returning and need to eat, please return the vehicle to the College prior to going to eat.
- DO NOT SMOKE in any state vehicle. It is State property just as the building, and smoking is prohibited.
- **If you have trash in the vehicle, remove it prior to returning the book. No one else is responsible for cleaning out the vehicle. It is the driver's responsibility.**
- There is a check box on the mileage log for cleanliness of the car upon your acceptance of the vehicle. Please check yes/no accordingly and make any necessary notes.
- Also in the notebook is a maintenance form. If you experience any problems with the vehicle, please note it on this form and return it with notebook.
- Recurring problems with vehicles left unclean, without fuel, or in violation of any procedures or State policies will be addressed with the individuals not following the above guidelines.
- **State law specifies that only state employees are allowed to ride in the vehicles.** The only exception to this is a school sponsored field trip in which release of liability forms have been completed by the students and the students are being driven by the College employee chaperoning the trip.
- Periodically, on a schedule defined by maintenance, the vehicles will be pulled from the pool in order for cleaning and maintenance duties. Only one vehicle at a time will be blocked for this purpose; therefore, all other vehicles will be available. During this time, if all other vehicles are reserved, an email will be sent in response to your request and you will be reimbursed for your mileage as outlined above.

USING STATE RENTAL CONTRACT

- If the rental comparison tool illustrates a savings greater than \$45.00 (Dublin Campus based employees) or \$65.00 (All other campus location employees), employees must utilize this contract.
- Please send an email request for a rental car for student events to the Director of Administrative Services. All employee rentals must be made in the Concur system.
- It is critical that this request be in a timely manner (a minimum of one week prior to trip) due to the availability of rental cars in our area and the necessary paperwork that must take place in order to establish the reservation and driver information with Enterprise Rental Cars, Inc.
- Any employee who is required to use a rental car but does not plan properly may take their personal vehicle and will be reimbursed at the lower tier rate per State Travel Regulations.
- **All rental cars must be returned with same level of fuel as was in the vehicle at the time of delivery. If this is not done, Enterprise charges the College an excessive charge and disallows the future use. For future trips, that**

employee will be required to take personal car and receive lower reimbursement rate.

- If the employee fuels the rental car, a travel reimbursement request must be done with receipt attached for reimbursement.

TRAVEL ADVANCES

O.C.G.A. 45-7-25 and 45-7-26 authorizes payment of travel advances to any state employee with a salary of \$50,000 or less. Although left to the discretion of the agency, OFTC will offer this option to its employees with the following criteria:

- Advances must first be requested no more than 30 days and no less than 10 days prior to trip departure on the form "Travel Cash Advance Authorization."
- Once advance is approved by area VP, the employee must enter the request in Concur to receive the payment. The paper documentation and the authorization form must be loaded in Concur
- Advances can only be requested for lodging expenses and must be substantiated by written documentation.
- Advances must be reconciled in the Concur system within 30 days of employee's return.
- Advances cannot be requested for less than \$100.
- EMPLOYEES ARE FULLY RESPONSIBLE for funds advanced to them. The full accountability of these funds is the responsibility of the employee, even if the funds are lost or stolen.
- Advances that remain open and unreconciled for more than 120 days will be included as taxable income. Employees requiring payroll adjustments for advances are not eligible for future advances.
- Employees can only have one travel advance out at a time.

TRAVEL REIMBURSEMENT FORMS

- Full-time employees are required to submit travel reimbursement request via Concur. Part-time employees may continue to use the official travel reimbursement form located on SharePoint. These forms must be used for any requested reimbursement. No other forms can be accepted.
- **If mileage reimbursement is requested, please include copies of the email received from the receptionist/business office and the rental car comparison calculation.**
- If you are attending a conference or meeting, please include an agenda showing which meals are included and which meals are on your own.

Please keep in mind the following information:

State owned or leased motor vehicles assigned to the College are restricted to use by employees and shall be used only for official duties. 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.

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