



**PROCEDURE: 3.3.2p.L1**  
**WGTC Fleet Management**

**Adopted: April 8, 2020**

**Purpose**

This WGTC procedure provides local information related to fleet inventory, insurance and maintenance as referenced in TCSG Policy 3.3.2.

**Fleet Management System**

WGTC utilizes the ARI Fleet Management System to maintain the fleet inventory and record the total cost of ownership for fuel and maintenance. The [Department of Administrative Services Georgia Fleet Management Manual](#) provides instructions for using the system. The following information is recorded in the system:

- Vehicle Requests entered by the Executive Director of Administrative Operations and automatically routed to the Vice President of Administrative Services (VPA), Georgia Department of Administrative Services Office (DOAS) of Fleet Management and the Governor's Office of Planning and Budget
- Inventory of fleet vehicles updated by the Executive Director of Administrative Operations
- Fuel costs and mileage data entered automatically upon fueling, by ARI vendors during maintenance or repair work, or manually by the Administrative Operations Specialist
- Maintenance and repairs entered by ARI vendors or the Administrative Operations Specialist
- Current Book Value for each vehicle entered by the Executive Director of Administrative Operations
- Automobile Physical Damage insurance coverage selected by Executive Director of Administrative Operations and premiums entered by ARI or DOAS

The information maintained in the system is used to support decision making regarding purchases, utilization, operating costs, replacement, and disposal of vehicles.

Regularly scheduled maintenance on vehicles is coordinated by the Administrative Services Department Assistant, Administrative Operations Specialist and/or Executive Director of Administrative Operations. Additional maintenance and repairs are coordinated by the Executive Director of Administrative Operations or VPA.

License plates and titles for vehicles are obtained by the Executive Director for Administrative Operations from the Lowndes County Tax Commissioner's Office. College decals/wraps, numerical decals, and "Report My Driving" stickers are secured by the

Executive Director of Administrative Operations, Administrative Operations Specialist, or by Academic Affairs for commercial trucks or program vehicles such as ambulances.

## **Vehicle Reservations and Cancellations**

Employees may request use of state vehicles for approved business travel. In Valdosta, employees will submit an email reservation request to [vehicles@wiregrass.edu](mailto:vehicles@wiregrass.edu) or if unable to access email, contact the Bookstore staff. General Education, Business Education, and Computer Information System instructors in Valdosta may also contact the Department Assistant for Business Education and Arts & Sciences to reserve a vehicle. On the Cook Campus, employees will contact the Campus Operations Specialist. On the Coffee Campus, employees will email [coffeevehicles@wiregrass.edu](mailto:coffeevehicles@wiregrass.edu) or contact the Welcome Center Assistant. On the Ben Hill-Irwin Campus, employees will email [bhivehicles@wiregrass.edu](mailto:bhivehicles@wiregrass.edu) or contact the Welcome Center Assistant. Please make reservations as early as possible for an upcoming trip.

The contact person will review the request and reserve a vehicle if available. When a state vehicle is unavailable, the contact person will provide documentation to allow the employee to potentially drive a personal vehicle and receive mileage reimbursement if the driver's supervisor approves; however, if a rental vehicle may be more cost effective, the contact person and/or employee will discuss the possibility of a rental vehicle with the Executive Director of Administrative Operations or Vice President of Administrative Services (VPA).

If employees use a personal vehicle for state business, they must obtain State of Georgia Liability insurance card from the Executive Director of Administrative Operations, VPA, or Administrative Operations Specialist. This is also available <http://my.wiregrass.edu> under Faculty/Staff - Administrative Services - Driving Procedures.

If a reserved vehicle is no longer needed or the reservation time changes, the employee is responsible for notifying the contact person as noted above.

## **Picking up, Using and Returning Vehicles**

The employee will pick up the key and fuel card from the contact person. By accepting these, the employee is assuring that they have been determined qualified to drive by Human Resources, have a valid driver's license, and will comply with all motor vehicle laws and policies. (More information on driver qualifications can be found at <http://my.wiregrass.edu> under Faculty/Staff - Administrative Services – Driving Procedures).

Each vehicle has a vehicle operation log which must be completed for all travel in state vehicles. Items to be filled in include date, driver, signature, beginning and ending odometer readings, verification of inspection of the interior and exterior of the vehicle, destination, and comments on fuel level plus any areas needing maintenance attention. Comments on vehicle performance should also be brought to the attention of the contact

person verbally or by email immediately upon return. Damage discovered during inspection should be reported immediately to a supervisor or the vehicle contact person.

The vehicle should be returned with no less than  $\frac{3}{4}$  of fuel to be ready for the next driver. Drivers should purchase fuel using the fuel card at participating network fuel stations. Regular Unleaded 87 Octane gas must be used in all gasoline-powered vehicles. When fueling, current odometer readings must be entered into the computerized fuel pump where required, along with the driver code. NOTE: When an employee is hired, the Executive Director of Administrative Operations will assign training for the employee followed by a driver access code to use with a fuel card. The Human Resources staff, Administrative Operations Specialist, Executive Director for Administrative Operations or VPA can retrieve codes for employees who do not recall their code.

All vehicles are to be parked in the designated area on campus. The key and fuel card should be returned to the contact person immediately upon return so the vehicle is available for others to use. If it is after hours upon returning to Valdosta, these items should be placed in the designated drop box.

### **Actions for Not Following the Procedure**

Drivers who do not reserve, cancel, fuel, return keys and fuel cards, and/or keep vehicles clean will be reminded to be courteous to others by following these procedures. Ongoing problems may result in additional actions.

### **Motor Vehicle Laws and Policies**

When state vehicles are in use, drivers and all passengers must follow motor vehicle laws and policies, refrain from transporting or consuming alcoholic beverages, and refrain from using tobacco products.

An employee who receives a traffic citation, ticket, or warning for any offense while operating a vehicle on state business must notify his/her immediate supervisor no later than the next business day using the Driver Notification Form. This form is available at <http://my.wiregrass.edu> under Faculty/Staff - Administrative Services – Driving Procedures. Accident information is also provided at this link.

### **Responsibility**

The Executive Director of Administrative Operations has responsibility for implementing this procedure.

### **References**

TCSG Policy 3.3.2  
TCSG Procedure 3.3.2p  
TCSG Procedure 4.7.2.p  
WGTC Procedure 4.7.2.p.L

Department of Administrative Services Georgia Fleet Management Manual