



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

POLICY: College Vehicles
Number: 2.2.3

Responsibility: Administrative Services
Last Updated: October 1, 2022
State Policy/Law: Motor Vehicle Management Act
State Fleet Policy SC Code of Laws Title 56, Chapter 1

Commission Chair

President

This policy outlines the rules governing the use of Technical College of the Lowcountry owned and leased vehicles.

TCL vehicles are provided to support College business and are to be used only by authorized drivers for official college business. Use of TCL vehicles must contribute to the fulfillment of the College's mission and be congruent with the duties and responsibilities vested with the vehicle's operator.

The Facility Management Director and Administrative Assistant of the Vice President for Administrative Services are responsible for determining, authorizing, and controlling official use of the college vehicles.

TCL employees are required to submit a certified copy of their driving record to become an authorized driver. To meet state criteria, a TCL employee must have had no more than two accidents in the last three years, and no more than six points.