Title: University Vehicle Usage

Purpose:

POLICY:

As general policy, Savannah University maintains a small inventory of vehicles available for use by University employees (i.e. teams, plant operations personnel, etc…) and student organization for which Savannah State University is custodian of.

PROCEDURE:

Should University employees require the use of a University vehicle, the employee must contact the plant operations building personnel and sign out the vehicle. The office hours are 8 am to 5 pm and the vehicle must be picked up during this time period (except in the case of the charter bus and shuttle). The proper forms must be completed by the requester, the vehicle mileage logged, and the gas gauge evaluated.

Gasoline can be purchased from the plant operations location as well, which will be charged back to the employee department, or another specified and designated account distribution upon the completion of the travel and return of the employee (or student group) from travel.

Upon return of travel, the mileage record is indicated, the gasoline charge-back documented, for reporting to fiscal affairs and the fiscal affairs preparation of charge-back entries.

Plant operation mechanics maintenance and/or oversee the maintenance of all University vehicles.

Potential Exceptions & How to Resolve:

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