

POLICY: 3.3.1

DOAS Motor Pool

Revised: May 14, 2001

Last Reviewed: May 15, 2025

Adopted: July 1, 1986



POLICY:

Employees may use their motor vehicles for System business and shall be reimbursed per the State of Georgia travel regulations.

State-owned or leased motor vehicles assigned to the System shall be used only for official duties.

The Commissioner shall assign motor vehicles to be used by System Office staff, and the Presidents shall assign those used by technical college staff.

All state-owned or leased vehicles shall be adequately maintained and insured per Georgia Department of Administrative Services regulations.

The Technical Colleges shall develop motor vehicle policies that ensure the proper use, insurance, maintenance, and inventory of all assigned motor vehicles.

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 safely and prudently shall be subject to discipline and may lose the defense and indemnity protections of the state that they otherwise enjoy.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

State of Georgia Travel Regulations