

FLEET MANAGEMENT – VEHICLE RESERVATIONS

The purpose of GTC Fleet Management is to provide needed transportation for Greenville Technical College employees in the performance of their duties in the most efficient and cost-effective manner.

College vehicle reservations must be made 48 hours in advance for consideration and vehicles can only be picked up 24 hours in advance of reserved trip.

Location of Key Lockbox and Fleet Vehicles - The key lockbox is located at Building 107/Facility Resources (*23 Winterberry Court*) on the outside wall to the left of the front entrance. Vehicles are located in Parking Lot O across the street from Building 106/Industrial Technologies Complex.

- **Accessing Key (Key Lockbox)** - Enter your fuel pin number and press #, the latch will automatically release. Your assigned vehicle will be displayed on the touch screen and a green light will be displayed above your assigned vehicle key. If a fuel pin number is needed, employee must fill out a Driver Pin Request form before vehicle reservation can be confirmed.
- **Returning Key (Key Lockbox)** - Return your key to the assigned key number slot according to the number on your key, a green light will not be displayed.

Prior to Departing - Complete pre-trip portion of the Checklist for Use of College Vehicle form (condition of vehicle when picked up and beginning mileage).

While Traveling - Get a receipt for fuel purchases, if the pump does not print a receipt, request a duplicate receipt from the inside attendant.

Returning - Complete post-trip portion of the Checklist for Use of College Vehicle form (condition of vehicle after use, ending mileage, and your department's account number). Gas tank should be full when you return your vehicle. Submit checklist form and fuel receipt(s) to Fleet Management – MS 1081. Failure to submit documents may result in the loss of college vehicle privileges.

Forms (<https://mygvltc.sharepoint.com/sites/resources4me/gtcdocumentation/Logistic%20Management%20Documents/?viewpath=%2Fsites%2Fresources4me%2Fgtcdocumentation%2FLogistic%20Management%20Documents>) can be found on Resources4me under Facilities and Maintenance > Logistics.

For information or problems with vehicle reservations, contact the Administrative Assistant (Lisa.Smith@gvltec.edu) by email or call at (864) 250-8245 or the Fleet Manager (Marcus.Mack@gvltec.edu) by email or call at (864) 250-8007.