

3357:13-17-41 Fleet Car Use Policy

- (A) North Central State College provides fleet cars for college travel. Employees are expected to use College vehicles when available. College owned vehicles are maintained for the use of employees on business.
- (B) Fleet car requests are scheduled through My Services or in an emergency contact the facilities department. Fleet car availability and other information pertaining to the fleet cars is available at the NC State facilities website. www.ncstatecollege.edu/cms/facilities.
- (C) Fleet cars are maintained by the Facilities Department. When used by an employee on College business, a Fleet credit card will be provided to each driver to purchase gas and for roadside assistance. A list of the roadside assistance providers are located in the glove box in every fleet car. The Fleet credit card will provide access to call one of these providers in the event that roadside services are needed.
- (D) Further details on Fleet car usage may be found in the Fleet Vehicle Handbook ([17-411](#))

Effective: December 17, 2014

Expires: November 1, 2022

Review Dates: 9/9/01, 12/17/14, 11/28/17