

Virginia Community College System-System Office
Use of State Owned Vehicles and Enterprise Rental Cars

The Department of Budget and Planning Services manages the State owned vehicles assigned to the VCCS System Office and also reserves Enterprise rental vehicles if a State owned vehicle is not available. These vehicles are for official state business only.

Reserving Vehicles

Reserving a State owned vehicle should occur as soon as a travel date is confirmed or no later than 24 hours in advance of the anticipated pickup of the vehicle. The primary contact is Nicole Jones, Purchasing Agent (njones@vccs.edu; 819-5394). If Nicole is not available, please contact Sharon Taylor, Accountant (staylor@vccs.edu; 819-4924).

Responsibilities When Using a State Owned Vehicle

1. Before entering the vehicle, perform a walk around visual inspection. Is the vehicle clean on the outside? Any noticeable damages? When entering the vehicle, visually inspect its condition. Is it clean? Do you have a full tank of gas? Report any negative observations to Nicole Jones, Purchasing Agent who will contact the prior user of the vehicle about these observations. It is a privilege to use the State vehicles and this privilege can be taken away if the vehicles are not cared for properly.
2. Fill the vehicle with gas upon return from your trip. Remember that another employee may have reserved the vehicle.
3. Make sure all items belonging to you are removed from the vehicle.
4. Make sure the vehicle is clean on the inside.
5. If the vehicle needs washing on the outside, it is your responsibility to take it to a car wash. The Voyager gas card can be used to pay for the car wash.
6. If there are any problems with the vehicle such as a flat tire, service light comes on, or any other mechanical/engine trouble, contact Vehicle Management Control Center at 1-866-857-6866. This telephone number is in the vehicle packet given to you by Budget and Planning Services.
7. Note the return mileage and parking location on the form provided by Budget and Planning Services.
8. Return the keys, Voyager card, and parking access card to Budget and Planning Services as soon as you return from your trip.
9. Make sure Budget and Planning Services verifies that you have returned the keys, Voyager card, and parking deck access card. You are responsible for any lost items.
10. If an Enterprise vehicle has been reserved for the trip, request a Voyager gas card for use during the trip.