	<b>Engineering &amp; Facilities Procedure</b>	<b>Number 230.00</b>
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1. TOOL / VEHICLE UTILIZATION CARD:

A. Tool/Vehicle Check-Out Procedures / Personnel Responsibilities:

1. All selected personnel within the MUSC/Engineering and Facilities Department Unit are being issued Tool / Vehicle Utilization Cards.

	<b>Engineering and Facilities Storeroom Tool / Vehicle Utilization Card</b>	<b>198</b>
<b>Issued:</b> 01 AUG 05	<b>Shop:</b> Administration	
<b>Name:</b> Big Dog	<b>Emp #</b> 000	
<b>Employee Signature:</b> _____		
<b>Supervisor Name:</b> Joe Supervisor		
<b>Supervisor Signature:</b> _____		

2. When checking out tools or vehicles, a Tool / Vehicle Utilization Card will be turned into the Storeroom by the person checking out the item.
3. The card will be placed into a binder with a signed Tool Check-Out form to be tracked by the Storeroom personnel.
4. A maximum of five tools and one vehicle will be allowed to be checked out by an individual.
5. Once an item has been turned in, it is imperative that the person returning the item reclaims their Check-Out form for their destruction, and if no other items are checked out by that person, that he retains his Tool / Vehicle Utilization Card for future use.
6. Tools need to be returned within 48 hours. If tools need to be checked out for a longer time period, the Supervisor of the respective shop / zone needs to authorize and make coordination with the Storeroom.
7. Employees must notify their supervisor immediately of any lost or stolen tools. If the tool is lost the respective supervisor will notify the Storeroom via email at [storerm@musc.edu](mailto:storerm@musc.edu) of the circumstances with a copy going to Director of Facilities Operations. If the tool is stolen a report must be filed with Public Safety and forwarded to the Storeroom and Director of Facilities Operations.
8. All broken and unserviceable tools should be turned into the Storeroom for destruction and subsequent replacement.

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B. Additional Notes:

1. While the current inventory of Storeroom tools are being identified, recorded and serialized, the tool chits and Tool Check-Out Forms will be utilized as applicable. Eventually the tool chits will become obsolete and replaced by the Tool Check-Out Forms.


C. Supervisor Responsibilities:

1. Identify to the Storeroom any current and new employees who you feel need Tool / Vehicle Utilization Cards, and do not have them.
2. Ensure that personnel under their supervision leaving the employment of the Medical University of South Carolina clear the Storeroom of all tools that may be in their possession, and their Tool / Vehicle Utilization Card is retained and returned to the Storeroom for destruction.
3. Ensure that employees are familiar with the policy set forth, and the requirement for having the Tool / Vehicle Utilization Card in order to check out items.
4. Disseminate to all employees that they are responsible for retrieving their Tool Check-Out Form when returning items to the Storeroom as well as their Tool / Vehicle Utilization Card if no other items are checked out.
5. Ensure that all documentation is completed for lost or stolen tools.

D. Driver Responsibilities:

The following is a list of driver responsibilities. Also see Occupational Health and Safety Manual Fleet Safety Program.

- A. Check out an unassigned truck from the Storeroom; sign time-out and estimated time of return; pick up keys.
- B. Visually inspect the truck and list all items that are broken or missing, any dents and trash left in the truck. Report all deficiencies to the Storeroom Supervisor for corrective action.
- C. Fill out the mileage log, time out, destination and time.
- D. Don't let anyone have the keys or log when you are finished with the truck. You are responsible for the truck until you return the keys to the storeroom.
- E. Use trucks for ENGINEERING AND FACILITIES business only.
- F. Wear seat belts. (No exceptions.)
- G. Park only in designated parking places. Parking tickets are the responsibility of the employee driving the vehicle.
- H. All traffic violations will be payroll deducted. Traffic violations are the responsibility of the employee driving the vehicle. Violations of traffic laws while driving a state-owned vehicle may subject an employee to disciplinary action. It is the responsibility of the driver to report any traffic violation to the Storeroom Supervisor at the time of the incident.
- I. Employees riding in the pickup truck bed will be seated on the floor of the bed. See the ENGINEERING AND FACILITIES Safety Manual section on motorized or powered equipment.

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J. Return trucks and keys promptly for reassignment to others. Make sure you leave the truck clean.

E. DRIVING ENGINEERING AND FACILITIES TRUCKS IN GARAGES:

- A. Drive ENGINEERING AND FACILITIES trucks into the garage only when absolutely necessary. If it is practical to park on Jonathan Lucas Street or behind the garage for loading and unloading materials, do so.
- B. If a truck must be driven into a garage, the driver of the truck should take a parking ticket from the ticket machine. The driver should take the ticket to the ticket booth and have the cashier on duty sign the parking ticket. The truck may, after having the ticket signed, drive under the gate and into the garage.
- C. Upon leaving the garage, the parking ticket with the cashier's signature is to be turned in to the parking cashier.
- D. The truck driver who drove the truck into the garage and initially had the ticket signed is responsible for the parking ticket. Should a different driver be used when leaving the garage, the initial driver will turn the ticket over to the new driver. Do not leave the ticket in the truck.

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Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

<b>Approved By:</b>		<b>Effective Date:</b>
<hr/> <b>John C. Malmrose</b> <b>Chief Facilities Officer</b> <b>Engineering &amp; Facilities</b>	<hr/> <b>Rick Terhune</b> <b>Business Manager</b> <b>Engineering and Facilities</b>	<b>January 1, 2006</b>