

VEHICLE MANAGEMENT

PROGRAM MANUAL

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CHAPTER 1

VEHICLE PROCUREMENT

Since most vehicles are purchased using state contract, we will not cover the details of the establishment of the state contracts but review the procedures required to:

- (1) Request Authority to Purchase Vehicles,
- (2) The Issuance of Purchase Order,
- (3) Receiving of Vehicles, and
- (4) The Disposal of Vehicles.

I. AUTHORITY TO PURCHASE OR DISPOSE OF VEHICLES

Replacement Vehicles: All requests to purchase replacement vehicles shall be submitted on DMVM Form #6-77 REQUEST TO PURCHASE OR DISPOSE OF STATE-OWNED VEHICLES (see Appendix) to the Director-Procurement Services, for review and approval; and a Request for Fuel Card for New Vehicle Form. Sections I and II must be completed prior to approval. If the vehicle being purchased is an upgrade from the vehicle being disposed of, then a justification for the upgrade must be included in Section I, Item H (Justification).

Once approved by the DDSN Director-Procurement Services, a photo copy of the request will be returned to the requester. The requester will receive no other notification on the status of the vehicle until the vehicle is received.

Replacement and disposal criteria for all types of vehicles are noted in the Appendix. Requests that do not meet these criteria must have a written justification explaining the reason for disposal.

Fleet Addition: Submit DMVM Form #6-77 REQUEST TO PURCHASE OR DISPOSE OF STATE-OWNED VEHICLE (Appendix A) completing Section I only. This form must be accompanied by a full written justification to the Director-Procurement Services. If the fleet addition is approved this justification becomes part of the procurement documentation.

Fleet Reduction: Complete Section II of DMVM Form #6-77 REQUEST TO PURCHASE OR DISPOSE OF STATE-OWNED VEHICLE. Submit to the Director-Procurement Services. Actual disposal shall be performed by the Center using the guidelines established by State Surplus Property.

II. PROCUREMENT DOCUMENTS

Purchase Order: Along with the Request to Purchase Vehicle; submit for the signature of the Director-Procurement Services, a completed DDSN Purchase Order. The purchase order will be issued like any other purchase order with the following exceptions:

- (1) The delivery address will be: S.C. Dept. of Disabilities and Special Needs, State Fleet Management, 1447 Boston Avenue, West Columbia, SC 29207.

- (2) The Ship to Vendor Code should read 1310.
- (3) Only one (1) type of vehicle can be included on a single purchase order. If the quantity is greater than one (1), then specify the colors and/or special equipment for each vehicle.

Request for the purchase of optional equipment beyond that included in the base contract price of the vehicle must be fully justified on the accompanying DMVM Form 6-77.

Copies of the purchase order and DMV Form 6-77 will be returned to the Center after the order has been processed.

III. RECEIPT OF VEHICLES

All vehicles are received and inspected by State Fleet Management before notifying DDSN Central Office-Supply and Services it is ready for pick-up. At such time, DDSN Central Office-Supply and Services makes the arrangements with State Fleet Management to pick-up the vehicle along with any receiving paperwork/report. Once the vehicle is located at DDSN Central Office-Supply and Services, the requesting DDSN Regional Center is notified by DDSN Central Office-Supply and Services. The requesting DDSN Regional Center will accept deliver of the vehicle from DDSN Central Office-Supply and Services unless provided with other pick-up instructions. The requesting DDSN Regional Center will notify DDSN Central Office-Supply and Services when the vehicle will be picked up.

South Carolina license tags and fuel cards will be forwarded to the requesting DDSN Regional Center when received by DDSN Central Office-Supply and Services.

CHAPTER II

DRIVER AUTHORIZATION AND QUALIFICATIONS

I. GENERAL GUIDANCE

Many factors influence vehicle accidents. These factors include driver skills, weather, road conditions and vehicle mechanical condition among others. Driver skill is the most important of all. With a proper level of driving skill, one can compensate for bad weather and road conditions, and to some degree, for unsafe vehicle mechanical condition. Therefore, it is DDSN policy that the utmost care be exercised in the selection of vehicle drivers, and that a high priority is given to assuring that those drivers attain a level of driving skills sufficient to reduce accidents to a minimum.

II. AUTHORIZATION and QUALIFICATION

Employees licensed to drive according to South Carolina Laws and having this recorded on the reverse side of their DDSN "Identification Card" may be allowed to operate department vehicles unless otherwise restricted. Authorization may be granted to a non-licensed employee to operate equipment that does not require a license to operate; when it is determined the employee has a thorough knowledge of how to safely operate the specified equipment.

Volunteer or part-time employees may be allowed to drive only when essential to the accomplishment of DDSN business and in cases where no regular employee can be made available. Volunteer or part-time employees must have on file with DDSN Central Office-Supply & Services a signed authorization to drive or operate the equipment, and they must comply with all other provisions of this Directive. See Appendix B for form that allows permission for non-state employees to operate a state vehicle.

New state employees who have recently relocated to South Carolina may operate a state-owned vehicle using a valid driver's license from their former state for up to 90 days, at which time they must obtain a South Carolina driver's license.

Employees who are spouses of active military personnel stationed in South Carolina, and employees permanently residing in adjacent states, but employed in the State of South Carolina, may operate a state vehicle using a current valid driver's license from their state of residence.

III. AUTHORIZED AND UNAUTHORIZED VEHICLE USE

The listing below is not intended to be all inclusive with respect to examples of authorized and unauthorized use of state-owned vehicles. It will; however, indicate the intent of the proper vehicle usage. Per Motor Vehicle Management Act of South Carolina, all individuals, except the Governor and Statewide elected officials, permanently assigned with automobiles shall log all trips on a log form approved by the board, specifying beginning and ending mileage and job function performed.

Authorized Use of State-owned Vehicles:

1. Travel between place of vehicle dispatch and place of performance of official business.
2. When on official out-of-town travel status, travel between place of temporary lodging and place of official business.
3. When on official out-of-town travel status and not within reasonable walking distance between either of the above places and:
 - (a) Places to obtain suitable meals.
 - (b) Places to obtain medical assistance, including pharmacies.
 - (c) Places of worship.
 - (d) Barber/Beauty Shops.
 - (e) Cleaning establishments
 - (f) Similar places required to sustain health and welfare or continued efficient performance of the user, exclusive of places of entertainment.
4. Transport of officers, official employees or official guests of the state.
5. Transport of professional/commercial representatives when in the direct interest of the state.

6. Transport of materials, supplies, parcels, luggage, kits or other items belonging to or serving the interests of the state.
7. Transport of any person or item in any emergency situation provided such movement does not further endanger life or property.
8. Use of the vehicle when it is clearly serving the interest of the state.
9. The immediate family may accompany a state employee on an official out-of-town trip provided:
 - (a) No additional cost/expense is incurred by the Agency.
 - (b) Approval is obtained from the Facility Administrator, or Director-Procurement Services.
 - (c) Family members are not authorized to operate a state vehicle unless an emergency condition exists.
10. The vehicle is not used in violation of the other provisions of this manual.

Unauthorized Use of State-Owned Vehicles:

1. Travel or task of a personal nature.
2. Transport of friends, associates, or other persons who are not serving the interests of the state.
3. Transport of hitchhikers.
4. Transport of items or cargo having no relation to the conduct of official business.
5. Transport of acids, explosives, weapons, ammunition, non-prescribed medicines/drugs, alcoholic beverages, highly flammable material except by specific authorization or by a duly commissioned law enforcement officer acting within his or her assigned duty.
6. Transport of any item of equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles.
7. Extending the length of time or travel beyond that required to complete the official purposes of the trip.
8. Use of the vehicle to provide transportation between home and place of official business unless specifically authorized by the state director or his designee. The fact that an employee is “on call” does not in itself justify this authorization.

9. Travel to and/or from social events unless acting as an official representative of the agency.
10. Use of a vehicle while on annual leave, sick leave or holidays.

CHAPTER III

CERTIFICATE OF NON-AVAILABILITY OF STATE VEHICLE

I. CERTIFICATE

The certificate of non-availability form is used to compensate an employee when using their privately owned vehicle (POV).

There are two rates when applying compensation:

1. If no state vehicle is available, the current Government Owned Vehicle (GOV) rate applies.
2. For special permission, employees will receive a lower rate.

The compensation will be given to the employee when a travel document is prepared. Only the Agency State Director or her designee can approve the certificate of non-availability form.
Appendix C

CHAPTER IV

VEHICLE ASSIGNMENT

I. VEHICLE ASSIGNMENT

DDSN vehicles or equipment may only be used for official Department business. Use of vehicles and equipment for personal use or gain is strictly forbidden.

A vehicle may be assigned to the following persons for their exclusive use or assignment in the conduct of official Departmental business. All department vehicles will be made available to the motor pool when not in use by the person or sections noted below.

1. ASSIGNMENT AND MOTOR POOL USE:
 - a. State Director.
 - b. Associate State Directors.
 - c. District Directors.
 - d. Facility Administrators.
 - e. Other personnel as determined by the State Director subject to the need to be on call and or mileage utilization.

II. RULES FOR PERMANENT ASSIGNMENT

Assignment to sections or individuals will be made by the approval of the Facility Administrator. Central Office assignments will be made by the Director-Procurement Services with the approval of the Associate State Director-Administration.

III. Overnight Authorization for Commuting

The Associate State Director-Administration or his designee shall authorize an employee to retain a vehicle overnight when it is advantageous to the Department because of early morning or late evening official use. This is not to be construed as authority for continuous or routine use of a vehicle for commuting purposes.

CHAPTER V

TRAFFIC LAW and CDL DRUG/ALCHOL TESTING COMPLIANCE

I. COMPLIANCE WITH TRAFFIC LAWS

Drivers shall abide by applicable state and federal laws while operating state vehicles. Posted speed limits will be adhered to, and traffic signs, traffic signals, parking signs and parking meters must be obeyed. **Fines for violations of such laws are the responsibility of the driver.** **Failure to pay traffic fines may result in personnel disciplinary action.** Additionally the following policies related to safety and/or security will be obeyed:

- (1) **Wearing of Safety Belts:** All employees and passengers must wear a safety belt (it is the law) at all times when operating or being transported as a passenger in a vehicle equipped with safety belts. It shall be each occupant's responsibility to insure compliance with the state's safety belt policy.
- (2) **Security:** State vehicles will be locked whenever they are unoccupied.
- (3) **Engines:** The engine of a state vehicle must be turned off and the keys removed before the driver exits the vehicle.
- (4) **No Smoking/Tobacco Products:** The use of tobacco products are prohibited in all DDSN vehicles.

II. COMMERCIAL DRIVER'S LICENSE (CDL), DRUG AND ALCOHOL TESTING

A. GENERAL PURPOSE

The purpose of this policy is to provide notice that DDSN will test for drug and/or alcohol as stated in this Directive. Random drug and/or alcohol testing shall be performed on all employees who are required by their job duties to have a commercial driver's license (CDL). DDSN complies with the Drug-Free Workplace Act of 1988; the Omnibus Transportation Employee

Testing Act of 1991; and Article 5.0 of South Carolina Transportation Regulation 43-80. Also DDSN complies with applicable requirements of Americans with Disabilities Act and the Family Medical Leave Act.

B. POLICY STATEMENT

It is the policy of DDSN that the safe maintenance of the DDSN vehicle system and the individuals we transport is of critical importance and justifies the existence of a drug and alcohol free work environment with the use of a reasonable drug and alcohol testing program.

Therefore, to ensure that no vehicle operator is affected by the use of alcohol and/or drugs, this Agency utilizes a drug and alcohol testing program to detect prohibited drug and alcohol use by employees. (See DDSN Directive 334-04-DD: Drug-Free Workplace and Alcohol and Drug Testing for Employees, for policy details.)

CHAPTER VI

DRIVER SELECTION AND SCREENING

I. DRIVER SELECTION AND SCREENING

The selection of new employees for full time driving positions and the screening of motor vehicle records will be as follows:

A. New Employees

Applicants for DDSN positions in which the primary responsibility is driving a state vehicle or the applicant may have an occasion to operate a state vehicle with DDSN clients as passengers shall provide a copy of their Driver Record Points and Status, (obtained at the applicant's expense) from the South Carolina Department of Motor Vehicle, along with their employment application, to the servicing personnel office. **Applicants whose Driver Record Points and Status shows involvement in more than two (2) accidents in the last three (3) years or more than eight (8) current violation points shall be unqualified to operate a state vehicle.**

B. Dispatch Screening

Regions will establish dispatch procedures to ensure that operators of State vehicles possess a current valid driver's license. This may be accomplished by checking for a valid driver's license at the time of dispatching or a quarterly check of employees who are not required to have a vehicle dispatch through the normal motor pool dispatching procedures.

C. Annual Screening

All driver records screening requests for DSN Boards, DDSN's Regional Centers and DDSN's Central Office are performed by DDSN's Central Office – Supply and Services. For additional information and/or the formatted form to submit data related to driver records, please either call 803-898-9750 or email Purchasing@ddsn.sc.gov.

The Director-Procurement Services will authorize the screening of Driver Record Points and Status of DSN employees who drive state vehicles annually. Requests for Driver Record Points and Status screening will be done using DMVs automated system using the employee's driver's license number recorded in the personnel file. The driving records of persons possessing out-of-state licenses will be screened by the submission of a separate roster. Corrective actions shown as Appendix C will be taken concerning those employees discovered to have a history of traffic violations or vehicle accidents.

D. Other Screening

When Regional Centers enter into an agreement for services provided by private firms, where employees of such firms may operate state-owned vehicles, then the firm shall comply with this program as a condition of such agreement.

CHAPTER VII

DRIVER EDUCATION

I. DRIVER EDUCATION

The lack of an appropriate level of driving skill is a major cause of vehicle accidents. Accordingly Regional Centers should assign a high priority to ensuring that employees attain necessary driving skills. Driver education efforts are classified as preventive programs and remedial programs. Ideally, preventive education programs should be consistent with state policies regarding preventive and remedial driver education programs.

II. PREVENTIVE PROGRAMS

Regional Centers are encouraged to have as many of their employees as practicable attend the National Safety Council Defensive Driving Course (DDC) on a three (3) year cycle. Once the full eight (8) hour session course has been completed, employees may attend the four (4) hour session refresher course. The following categories of drivers must attend DDC as specified:

- A. New Employees** whose primary responsibility is to drive a state vehicle or employees who will have occasion to transport DDSN individuals must attend the full eight (8) hour DDC session within 60 days of date of employment or at the next scheduled DDC session but no later than six (6) months after date of employment. This category of employee must attend the four (4) hour refresher course every third (3) year thereafter. New employees who have attended an approved driver training course within three (3) years of date of employment may not be required to attend another course until the third (3) anniversary of their attendance.
- B. Permanently Assigned Vehicles** employees must attend the full eight(8) hour DDC session within 60 days of the date of such vehicle assignment and must attend the four (4) hour session refresher course every third (3) year thereafter, for as long as the employee

is permanently assigned a vehicle or authorized to commute to and from their personal residence.

III. REMEDIAL PROGRAMS

S.C. Code Ann. § 1-11-340 of the Motor Vehicle Management Act requires mandatory driver training in those instances where remedial training for employees would serve the best interest of the state. Thorough administration of effective driver selection, screening and preventive education programs should reduce the necessity for remedial education programs. However, in the event such programs are necessary, the following policies apply:

- A. Employees whom a Regional Center accident review board finds at fault in a preventable, reportable (see glossary) state vehicle accident, must re-attend and complete the full eight (8) hour DDC session within 90 days of such finding. Failure to do so will result in termination of the employee's state vehicle driving privileges until the driver education requirement is met.
- B. Employees found to have accumulated nine to ten (9-10) traffic violation points or two (2) state vehicle accidents (See Appendix E), on their motor vehicle record must complete the eight (8) hour DDC session within 90 days of the discovery of their driving history. Failure to do so will result in termination of the employee's State vehicle driving privileges until the driver education requirement is met.
- C. When an employee is required to attend DDC as noted in paragraphs A and B, then the employee will be required to take annual leave and pay the cost of the DDC course.

CHAPTER VIII

SAFE DRIVING AWARDS PROGRAM

I. SAFE DRIVING INCENTIVE AWARDS PROGRAM.

State Fleet Management will coordinate and administer incentive awards programs designed to encourage safe driving on the part of individual state employees, and the administration of an effective vehicle safety program on the part of state agencies. The details of these programs will be published in a separate document.

CHAPTER IX

SAFETY MAINTENANCE

I. SAFETY MAINTENANCE

State vehicles will be maintained in such a manner as to eliminate mechanical failure as a contributing cause of vehicle accidents. The State Vehicle Maintenance Program (published

separately) is designed to ensure such a level of maintenance. In addition to those procedures described in the Maintenance Program, the following policies apply:

- A. State vehicles will be safety inspected in accordance with the laws of South Carolina.
- B. In the case of special purpose vehicles equipped with load-bearing devices (booms, lifts, etc.), these devices will be load checked according to appropriate technical manuals.

It is the responsibility of each driver or operator to determine that the vehicle and/or equipment he operates is mechanically safe for operation before it is driven or used. When a defect is found the driver or operator will proceed with necessary caution to the vehicle motor pool where arrangements for the necessary repair(s) will be made or shall call the assigned motor pool for instructions on having the vehicle repaired. The following items are most critical to the safe operation of any vehicle and/or equipment must be maintained in good condition at all times:

1. Foot Brakes
2. Emergency Brakes
3. Steering Mechanism
4. Window glasses
5. Windshield Wipers
6. Brake Lights
7. Parking and Emergency Lights
8. Running Lights
9. Tires
10. Fan Belts
11. Battery

Drivers or operators shall not operate department vehicles and/or equipment with any of the above listed items defective.

CHAPTER X

INSURANCE

I. INSURANCE

All vehicles owned by DDSN are covered by a blanket insurance policy for bodily injury and property damage liability. This coverage is carried by the Department for protection of authorized operators only.

CHAPTER XI

FUEL CREDIT CARD USE AND OTHER AUTHORIZED EXPENDITURES

I. AUTHORIZED EXPENDITURES

Employees will be reimbursed for expenses not covered by Department furnished state credit cards in caring for Department vehicles and/or equipment. Such care would include overnight parking expenses, parking lot fees, toll fees, etc. All other expenses will be covered by the state fuel credit card. In order for an employee to be reimbursed for cash expenses, a bill or ticket must be presented with the name of the issuing company, showing the total expenses involved and the date incurred. Such bills or statements may be turned into the business office of each Regional Center for reimbursement processing.

State Fuel Credit Card Procedures - April 1998

1. Introduction:

The State of South Carolina Budget and Control Board, General Services, Fleet Management Division developed, approved and implemented a new fleet fuel credit card. The new system offers either one or two types of fuel cards, Proprietary and MasterCard. The proprietary card can only be used at state fueling facilities. The MasterCard can be used at state fueling facilities and any fueling facility that accepts MasterCard. DDSN has approved the use of the MasterCard.

The fuel credit card will require the use of a PIN (Personal Identification Number), in most instances, to purchase fuel. Depending upon the type of computer equipment a vendor has, the PIN may not be required in some locations to purchase fuel. DDSN will use the PIN to spot check types of purchases. All reports received by DDSN as related to usage will show the PIN number of the individual making the purchase.

Any employee who purposely abuses or misuses the state fuel card will be subject to disciplinary action up to and including dismissal.

2.0 Fuel Card Administrator

Agency Coordinator
Regional Center Coordinator

Director-Procurement Services
Facility Administrator

3.0 Fuel Card Assignment

Each vehicle or piece of equipment requiring the purchase of fuel will have its own fuel card. This will allow for the capture of data to track fuel usage back to each piece of equipment. Embossed on the front of the card will be the account number assigned by Petroleum Source, the license plate number and/or equipment number, and an abbreviated agency name.

An auxiliary card will be obtained and assigned for the purchase of fuel for auxiliary equipment such as chain saws, lawn mowers, etc., and for emergency fuel purchases when the original card is either stolen, or lost. The card is also used to purchase fuel for new vehicles until the new card is received.

In case of a lost fuel card, notify DDSN Central Office Procurement & Supply Department immediately upon return or call (803) 898-9750. A written statement is required declaring how, when, and where fuel card was lost, also to include any facts justifying explanation of lost fuel card. The coordinator will notify Petroleum Source using the toll free number printed on the card. DDSN is not responsible for purchases made to lost cards if the card is reported as loss/stolen.

Contact the Agency coordinator to place an order for replacement cards. Cards for new vehicles are furnished at approximately the same time you receive your license plates from State Fleet Management.

4.0 Fuel Card PIN Number (Personal Identification Number)

All state owned vehicles must be refueled with the fuel card assigned to it. The tag number is embossed on the card. Make sure tag number on fuel card matches tag number on vehicle. Vehicle operators must have a pin number to use the cards. To obtain a pin number for an employee the following procedures should be used:

- After confirming that the vehicle operator has a valid driver's license, is authorized to operate a state owned vehicle, has read the vehicle operator's manual and is given instructions on fueling the vehicle, the center fuel card coordinator will send an email request to the agency coordinator.
- The request must contain the employee's name and birthday.
- The pin number will be sent to the center fuel coordinator and given to the vehicle operator.
- Pin numbers should be used only by the person it is issued to.
- The pin number should be kept private and confidential and not be given to any other employee for any reason.
- If the pin is lost, stolen or forgotten, the employee should notify the center fuel coordinator immediately.
- The pin number is used as a tracking tool as to when and who purchased fuel along with other fuel data.

5.0 Fuel Pricing

Fuel pricing is tied directly to the weekly OPIS (Oil Price Information Service) average for each particular type and grade of fuel. This applies to fuel purchased at state facilities and commercial facilities with the ability to transfer level 2 or 3 data. **Fuel price at all commercial facilities with such transmission ability (on any given day) is identical regardless of pump price. Fuel purchased at any commercial facility without the ability to transmit level 2 or 3 data will be charged at the listed pump price PLUS a \$.30 transaction fee.**

6.0 Fuel Card Restrictions

The state fuel card is restricted to the purchase of regular gasoline, oil (not an oil change), and the washing of the vehicle. Any other purchase will be in violation of this policy. If repairs are necessary they should be coordinated through your facility vehicle shop. **ONLY REGULAR FUEL SHOULD BE PURCHASED.**

7.0 Invoice and Management Reports

- 7.1 Vendor Invoice: Petroleum Source will invoice the Agency each month for purchases made during the billing period. Charges will be made to the account number that was assigned to the individual card. Accounts payable will not ask the Regions to verify the charges prior to purchases. Management can review the usage reports to look for misuse.
- 7.2 Management Report: The monthly Transaction Report will show all charges made using the account number assigned to the card. The Exception Report will identify items of particular interest. All unauthorized purchases including improper fuel types, food, drink, personal items, and purchases in excess of the established parameters and all non-routine purchases such as emergency repairs or maintenance.

8.0 Training

Each Region is to develop instructions for the use of the fuel card and provide training to ensure the employee understands the proper use of the card. This training does not have to be formal but can be done when issuing the fuel card to the employee.

CHAPTER XII

ACCIDENT REPORTING AND REVIEW PROCEDURES

I. GENERAL

The importance of accurate and timely reporting of accidents involving state vehicles cannot be overemphasized. Such reporting not only may serve to protect the state from unwarranted liability claims, but also enables Agency management to detect accident trends early enough to take corrective action before these accidents become a significant problem.

II. ACCIDENT ACTION AND REPORTING PROCEDURES

- A. Whenever a State-owned vehicle is involved in an accident (See Glossary for definition), the actions as listed below should be taken.
 - Turn vehicle ignition off to prevent fire and evacuate vehicle.
 - Render first aid to any injured persons.

- Call for medical assistance or ambulance if necessary.
- Call local municipal or county police, or S.C. Highway Patrol. If appropriate, call your agency's Public Safety Office Report the accident to your Supervisor, Dispatcher, and the DDSN Central Office-Procurement Services.

All state vehicle accidents* must be investigated by law enforcement authorities.

- Vandalism of a state vehicle also must be investigated by law enforcement officials.
- Obtain data concerning other vehicle and driver, and complete accident report on the following page.
- Give the other driver your name and the name and address of your agency.
Do not admit responsibility or liability for any accident.
- Notify the Central Office Director-Procurement Services.
- As soon as practicable, report accident to Southeastern Claims Service, Insurance Adjusters, PO Box 212128, Columbia, SC at 1-800-206-1913 the IRF at <http://www.irf.sc.gov/>.

* *An "accident" is defined as the causing or incurring of damage or injury, whether or not the vehicle concerned is the moving unit.*

Each Region and the Central Office must submit a quarterly Summary of Motor Vehicle Accidents (format at Appendix G) to the Director, Procurement Services no later than the 5th calendar day following the end of each fiscal quarter. The Director-Procurement Services will compile a summary of accidents and submit it to State Fleet Management by the 10th calendar day following the end of each fiscal quarter.

III. ACCIDENT REVIEW PROCEDURES

A. Accident Review Board

As required by S.C. Code Ann. § 1-11-340 of the Motor Vehicle Management Act, Regional Centers and Central Office shall establish accident review boards according to criteria published at Appendix H of this manual to review and make recommendations concerning accidents involving DSN-owned vehicles. Results of decisions of this board are to be forwarded to the Director-Procurement Services. This report will be made available to State Fleet Management periodically and during the annual Management Review.

B. Vehicle Safety Action Committee

Implementation of a vehicle safety program requires the active involvement of the Regional personnel. The purpose of the Committee is to detect accident trends early enough that trends may be corrected before a substantial loss is incurred, and to perform continuous long range

monitorship of the Vehicle Safety Program. The following procedures will govern operations of the Committee:

Membership: Membership of the committee shall be as follows:

- a. Director, Procurement Services - Chair
- b. Facility Administrators

Meetings: The Committee shall meet at least annually, or at the call of the Chairman. At each meeting, the Chairman will be prepared to present an analysis of recent accident trends, and propose possible corrective actions for consideration by the committee.

SAMPLE

ACCIDENT REVIEW BOARDS

A. PURPOSE:

To promulgate guidelines for establishment of vehicular Accident Review Boards for review of all accidents involving DDSN-owned vehicles.

B. BACKGROUND:

Accidents involving state-owned vehicles resulting in deaths, injuries, loss of employee production time, and loss of state financial resources in the form of insurance premiums and vehicle repair costs. Safe and proper operation of state vehicles is a direct responsibility of operators, supervisors, DDSN Regional Centers, and State Fleet Management. Accident Review Boards perform a vital function in the state Vehicle Safety Program by identifying causes of accidents, establishing responsibility for these accidents, and recommending actions to reduce the number of accidents.

In the event that any employee of a DDSN Regional Center or DSN county board is involved in an accident involving a state vehicle, the following steps should be followed so that proper regulated guidelines are met.

When an accident is reported and sent in to South Caroling State Fleet Management it is then scheduled for review by the State Fleet Management Vehicle Accident Review Board. After the board reviews the accident using the employee statement and any eye witness and or police report provided, the State Fleet Management Vehicle Accident review Board then determines fault and corrective action that should be taken. The Board then sends out a Vehicle Accident Review Board Determination and letter informing the transportation administrator of their findings.

1. The letter is reviewed and the vehicle tag number is used to determine leased vehicles.
2. Once the vehicle and the Region/DSN board it is leased to are known, a letter is drafted reminding the Director of said Region/DSN board of the accident.
3. The letter from the DDSN Central Office will be e-mailed to the Director and the letter and memorandum from State Fleet will be faxed to that Director's Office.
4. The letters from the DDSN Central office will detail the deadline for when the Vehicle Accident Review Board Determination memorandum should be returned to the DDSN Central Office with comments and action taken appropriately filled out.

When all information is returned to the DDSN Central Office in a timely fashion it is then reviewed by the Director-Procurement Services and then copied and forwarded to State Fleet Management with attention to Jimmy Lever.

C. GOAL OF ACCIDENT REVIEW BOARDS:

The primary goal of the Accident Review Board will be to promote safe driving and to reduce the number of accidents involving DDSN vehicles. Emphasis will be on training drivers and

developing safe procedures. These programs can only succeed if each operator of a motor vehicle accepts his or her personal responsibility for safe vehicle operation. In those cases where an individual employee is unable or unwilling to consistently operate motor vehicles safely, the board will recommend that appropriate disciplinary action be taken by the DDSN Facility Administrator or Supervisor.

D. COMPOSITION OF ACCIDENT REVIEW BOARDS:

Composition of boards will be at a minimum:

1. DDSN Facility Administrator or designee who shall act as Chairman.
2. Region Vehicle Coordinator.
3. Public Safety Officer/Security Chief/Officer on Duty.
4. DDSN Attorney (only when accident results in a death or excessive property damage occurs).
5. Two supervisory representatives appointed by Chairman.

E. BOARD RESPONSIBILITIES:

Vehicle Accident Review Boards will exercise three (3) major responsibilities:

1. Review all accidents involving appropriate vehicles (DDSN-owned) to determine cause and to establish responsibility or culpability where appropriate. In such cases, the Review Board has the authority to recommend that the driver be held liable for damage not to exceed the insurance deductible amount or actual vehicle repair cost, whichever is less, if operator negligence has been established. The Board shall also review all moving violations issued to operators of the appropriate state-owned vehicle.

2. Driver Training:

The Review Board will examine present driver training procedures and, where appropriate, will recommend establishment of additional driver training requirements to ensure that all vehicle operators are fully trained and qualified in the operation of their particular vehicle.

3. Disciplinary Action:

Where flagrant or repeated violations occur, the Review Board will refer the case to the DDSN Regional Directors or Facility Administrator for further disciplinary action.

4. Appeal:

Decisions made by DDSN Accident Review Boards can be appealed to the following bodies in the order shown:

- a. Vehicle Safety Action Committee.
- b. Associate State Director-Administration.

F. ACCIDENT REVIEW BOARD PROCEDURES:

1. Meeting frequency: DDSN Regional Boards should meet at least semi-annually or when directed by the Chairman. Generally, board meetings should be called when the region has experienced three (3) or more vehicle accidents. The Board Chairman will contact the board members of the scheduled time and place of the meeting. All accidents shall be reviewed within 30 days.

2. Responsibilities of the Chairman:

The Chairman will ensure that training aids such as blackboard, chalk, and any other necessary equipment are present at the time of the hearing. The Chairman shall also ensure that all documentation concerning the accident is available including:

- a. Copies of the investigating officer's report.
- b. Copies of the employee's statement as to what happened.
- c. A summary of any court action.
- d. Statements from available witnesses.

3. Accident Review Procedures:

- a. The Board will be called to order by the Chairman and a note made of members present and members absent.
- b. The accident will be described by the Board Chairman. The completed accident report may be used to obtain specific information concerning the accident. Additional information will be provided to the Board with a complete detailed picture of the circumstances of the accident. The presentation will include the following essential information:
 - (i) Estimated speed.
 - (ii) A description of the intersection, if appropriate, including blind corners and visibility in all directions, parked vehicles, etc.
 - (iii) If the vehicle involved in the accident was an emergency vehicle responding to an emergency, the Board will be provided with information regarding the state of the emergency.
 - (iv) A positive statement regarding operation of emergency warning devices on the vehicle. Were the emergency lights and sirens serviceable and operating if required?
 - (v) A statement by the operator(s) as to what happened.
 - (vi) Answer any questions by members of the Board.

4. Findings/Recommendations of the Board:
 - a. After reviewing the circumstances of the accident, the Board will determine whether the accident was preventable or non-preventable. (See Glossary)
 - b. Before reaching a finding of non-preventable, the Board must be satisfied that the accident could not have been prevented by the driver through normal alertness and attention to driving. In the case of an emergency vehicle, the Board must be satisfied that the driver was complying with all laws regarding emergency operation of vehicles.
5. Assessment of Damage:

The employee-operator may be assessed for an amount not to exceed \$200.00 for each occurrence if he/she is found to be at fault in the accident after a review of records conducted by a duly appointed Accident Review Board. The operator may be assessed up to the full cost of repairs if convicted of driving under the influence at the time of the accident and the Accident Review Board determines that the operator's impaired condition substantially was the cause of the accident.

G. DISCIPLINARY ACTION:

In addition to the assessment by the Board or as a separate action upon recommendation of the Board, Regional Centers shall impose, but are not limited to, the penalties described at Appendix C of this manual.

H. REPORTS:

Copies of the minutes of the Accident Review Board shall be furnished to each committee member with a copy being forwarded to the Director-Procurement Services.

GLOSSARY

ACCIDENT: The causing or incurring of damage or injury, whether or not the vehicle concerned is the moving unit. Not an incident (See definition below).

ACCIDENT REPORTABLE: Any accident in which a state-owned vehicle is involved where such accident results in death, personal injury, or combined property damage in excess of that amount specified by South Carolina law (currently \$400).

ACCIDENT PREVENTABLE: Any accident involving a state-owned vehicle that results in property damage or personal injury, regardless of who was injured, what property was damaged, or when it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident. Usually the presence of a moving violation indicated against the state driver on the uniform traffic ticket is an indication that the accident was preventable.

ACCIDENT FREQUENCY RATE: The accident frequency rate is determined by multiplying the number of accidents by 1,000,000 and dividing by the total number of miles driven. In the case of individual agencies, accident frequency rate may be calculated per 1,000 miles driven.

DDC: The National Safety Council sponsored Defensive Driving Course or other driver training courses approved by State Fleet Management.

DMVM: State Fleet Management

DRIVER RECORD POINTS AND STATUS: A driver's history of traffic violations, accidents, suspensions, and convictions as maintained by the Department of Motor Vehicle.

FAULT: The concept whereby a driver is guilty of error, either by committing improper actions or by omitting proper actions where that error results in a preventable accident. Determination of "fault" is made either by conviction of a driver for a traffic offense in court of law, or determination by agency management or an Accident Review Board during review of a vehicle accident.

FLEET: That group of various types and classes of motor vehicles and vehicular equipment assigned to or owned by an agency.

FLEET MANAGER: The DDSN employee responsible for managing the regional fleet.

FLEET SAFETY OFFICER: The State Fleet Management employee responsible for administering the statewide Fleet Safety Program.

FULL TIME DRIVER: A state employee, consultant, contractor, or volunteer worker who drives a state-owned vehicle for more than 50% of that person's compensated work hours.

INCIDENT: Incidents are cases where a state vehicle incurs damages as a result of some action (vandalism, acts of nature, etc.) not fitting the definition of “accident.” Incidents are not used in calculating accident frequency rates.

LAW ENFORCEMENT OFFICER: A duly commissioned certified law enforcement officer, with statewide arrest powers who is normally armed.

LINE OF DUTY: A concept applicable only to law enforcement officers. An officer is considered to be performing “in the line of duty” when that officer is engaged in activities pursuant to the laws, regulation, policies, procedures, or instructions issued by proper authority.

MAINTENANCE: Cleaning, servicing, adjusting, repairing, replacing parts or components, testing, and checking for discrepancies.

MOTOR VEHICLE: Any vehicle, self-propelled or drawn by mechanical power, designed and licensed to be principally operated on the highway in the transportation of property or passengers.

SPECIAL PURPOSE VEHICLE: Vehicles designed or adapted for specialized use other than providing transportation for personnel, supplies or equipment. Such vehicles have limited or no capacity for practical utilization in a general purpose role. Include police pursuits, fire, ambulance, emergency vehicles, utility maintenance trucks, refuse trucks and similar vehicles with specialized engine or mounted equipment designed for specific task accomplishment.

REQUEST TO PURCHASE, DISPOSE OR RETAIN STATE-OWNED VEHICLES

From: _____

 Date: _____

To: State Fleet Management
 1430 Senate Street, 3rd Floor
 Columbia, SC 29201-3710

SECTION I Request to Purchase

Bid Out _____ Yes No Vendor name(s) _____
(submit up to three quotes)

Fleet Addition _____ Yes No **(If Yes, reference step E or If No, reference Section II)**

New: Description - _____ Procured from: _____
(i.e. Sedan, Van, Truck, Trailer...) (i.e., dealer name)

Purchase Order # _____

Used: Description - _____ Procured from: _____
(i.e. Sedan, Van, Truck, Trailer...) (i.e. Surplus Property, Bid, Contract Vendor)

Serial # _____ Tag # _____ Mileage _____ Empty Weight _____

- A. Make _____ Model _____ Body Style _____ Year _____
- B. This vehicle is to be assigned to: _____ (Agency #), _____ (Agency Name), Agency Division # _____
- C. Annual Official Miles (estimated amount of miles to be traveled with this vehicle?) _____
- D. Source used to procure this vehicle are available from: **State Appropriations:** \$ _____ (Actual) \$ _____ (Estimated)
Federal: \$ _____ (Actual) \$ _____ (Estimated) **Other:** (i.e. USSA Vehicle, Loan, Gift: \$ _____)
- E. Give complete justification in accordance with Chapter 7, State Motor Vehicle Management Manual. If a fleet addition, agency director must certify that no vehicle is available to reassign to fill this need. (For multiple or fleet purchases give required information on additional sheets). _____
- F. The State standard fleet sedan or station wagon is a compact model. Requests for special fleet sedans or station wagons (Intermediate model) must be justified in writing. Please attach justification.

SECTION II Request for Disposal/Retention

Disposal Retention**
 Tag Number _____ Make _____ Model _____ Body Style _____ Year _____
 Serial Number _____ Mileage _____ New Cost \$ _____
 Present Estimated Value \$ _____
 Name and telephone number of person to contact: _____

**Old vehicle must be disposed of within 90 days of placement in service of replacement vehicle, unless one-year retention is approved by SFM. Submit on separate page detailed justification why your agency needs to retain this vehicle.

SECTION III Special Instructions for procured vehicle(s)

Request for vehicle tag exemption (a.k.a., Confidential Tag): Yes No **(Must attach a completed SFM Form 1-79)**
 Request for vehicle to be permanently assigned to a driver: Yes No **(Must attach a completed SFM Form 980-R)**

Agency or Institution Head

SECTION IV Action By State Fleet Management

Approved _____ Disapproved _____
 _____ Date _____ Signature _____

PERMISSION FOR NON-STATE EMPLOYEE TO OPERATE A STATE VEHICLE

The individual named below has been authorized to drive a state vehicle for reasons stated below. This authorization is given provided a vehicle is available. The rules governing state vehicles are applicable at all times. The driver will be held pecuniary responsible if any laws or restrictions are not followed while operating the vehicle. Driver is responsible for all tickets and/or traffic violations and also any damage that is caused by an accident to the vehicle and or property and/or human being. The vehicle will be inspected for any damage when it is returned and the inspection report given to the DDSN Facility Administrator.

Reason for use: _____

Vehicle: Tag# _____ Make: _____ Model: _____

Beginning Date: _____ Time: _____
Ending Date _____ Time _____

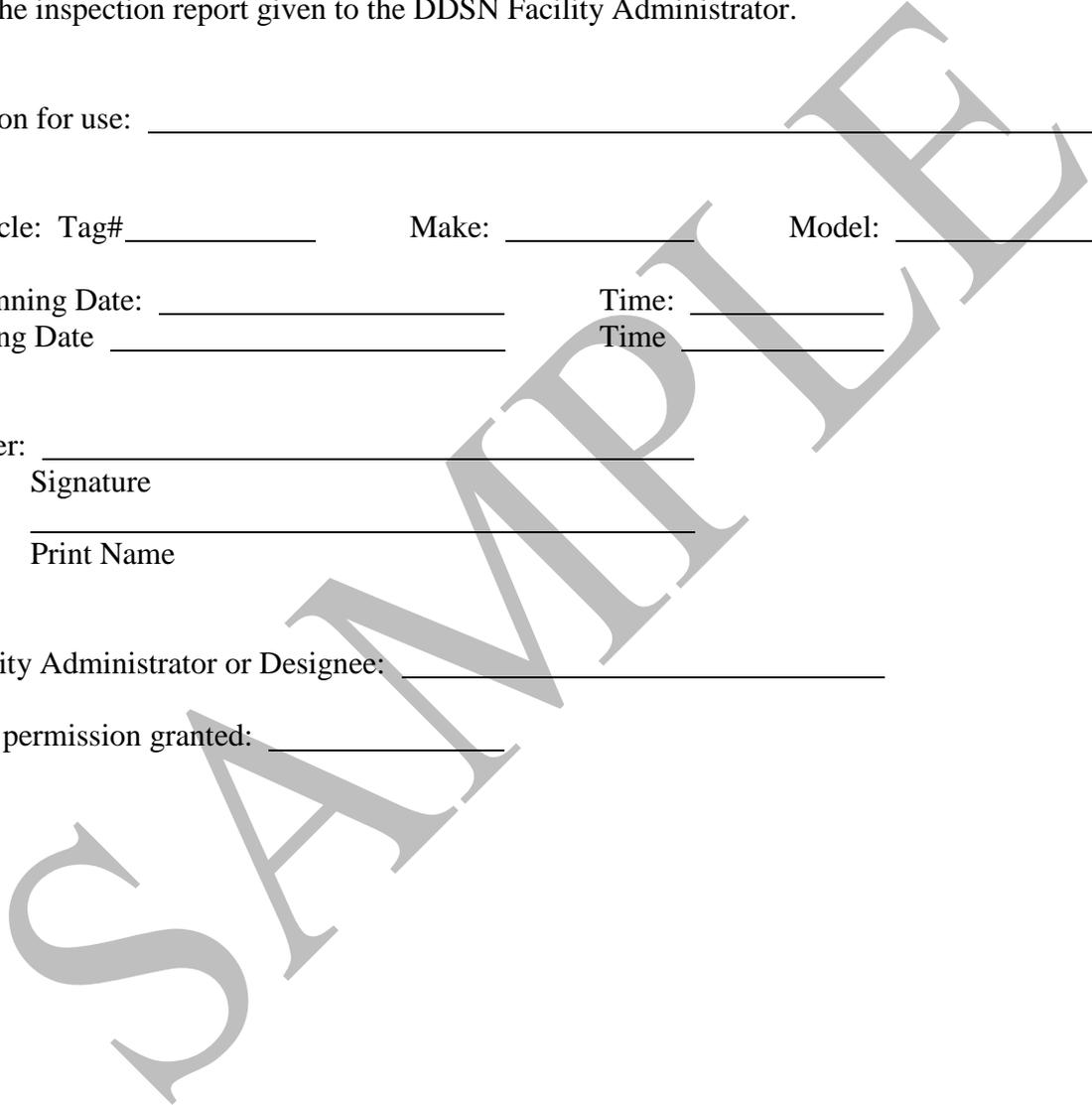
Driver: _____

Signature

Print Name

Facility Administrator or Designee: _____

Date permission granted: _____



CERTIFICATE OF NON-AVAILABILITY OF STATE VEHICLE

DATE: _____

REGION/DISTRICT: _____

DIVISION: _____

EMPLOYEE NAME: _____

TRIP DESTINATION: _____

You are advised that no state-owned vehicle is reasonably available and/or adequate to meet your travel requirements.

The period of non-availability will cover:

Beginning Date: _____

Time: _____

Ending Date: _____

Time: _____

Transportation

Coordinator Signature: _____

Date: _____

EMPLOYEE SIGNATURE: _____

Date: _____

Special permission is requested to use my personal vehicle for the reason listed below.
(Approval must be obtained from the appropriate Facility Administrator, District Director, or Associate State Director -Administration or Director-Procurement)

JUSTIFICATION:

Employee Signature: _____

Date: _____

APPROVED: _____

Date: _____

Facility Administrator, District Director, Associate State Director-Administration or Director-Procurement

DRIVER CORRECTIVE ACTIONS

Driver Record Points and Status	State Vehicle <u>or</u> Accidents (Last 5 yrs)	All Vehicle <u>or</u> Accidents (Last 3 yrs)	Corrective Actions
6-8	1-Regardless of fault*	-----	Verbal counseling concerning responsibilities while driving state vehicles.
9-10	1-at fault** 2-regardless of fault	3-regardless of fault	Written counseling concerning of fault responsibilities while driving state vehicles and mandatory attendance of Defensive Driving Course.
11-12	3-regardless of fault	4-regardless of fault	Review of state vehicle driving privileges by Agency management.***
	2-at fault**	-----	3 months to 1 year suspension from driving State vehicles.
Driver Under Suspension		CORRECTIVE ACTION: Employee is suspended from operating state vehicle until suspension is lifted by DMV and the Accident Review Board. Employee shall provide a new MVR as proof of lifted suspension.	
	3-at fault**	1 year to permanent suspension from driving State vehicles.	

NOTES:

- * “Fault” is as determined by investigating law enforcement officers, and is indicated by the presence of a charge on the uniform Traffic Report. In the absence of a charge on the report, “fault should be determined by the Agency Accident Review Board.”
- ** Under the Insurance Proviso of the annual State Appropriations Act, a state employee may be held liable for up to \$200 for negligence while driving a state vehicle.
- *** The presence of 11-12 violation points, 3 state vehicle accidents, or 4 “all vehicle” accidents on an employee’s Motor Vehicle Record, regardless of fault, is cause for that employee’s state vehicle driving privileges to be reviewed by agency management or by an Agency Accident Review Board. The agency may take any action consistent with state and agency personnel regulation.

ACCIDENT REPORT FORM

Complete the following information within two (2) days and forward to the Facility Administrator to the Director-Procurement Services.

STATE VEHICLE INFORMATION:

1. Date of Accident: _____ Time of Accident: _____

2. Location of Accident: County: _____ City: _____
Street/Road/Hwy No.: _____

3. Vehicle Involved: _____ Driver Involved: _____

A. Your State Vehicle:

1. Region Name: _____
2. Year of Vehicle: _____ Make of Vehicle: _____
3. Your Name: _____
4. Your Driver's License No.: _____
5. Your Home Address: _____

B. Other Vehicle Information:

1. Year of Vehicle: _____ Make of Vehicle: _____
2. Vehicle License No.: _____
3. Driver's Name: _____
4. Driver's Address: _____
5. Driver's License No.: _____
6. Insurance Company Name: _____
7. Insurance Policy No.: _____

4. Was Accident Investigated By Police? Yes No

5. Name of Police Department: _____

6. Was a Driver Charged with a Violation Yes No

7. If so, list Drivers Name and Charges: _____

8. Was there Injuries? Yes No

List Names and Type of Injury: _____

9. In your own words give a narrative of what happened: Use other side if necessary.

QUARTERLY AGENCY STATE VEHICLE ACCIDENT SUMMARY REPORT

Agency: _____ QUARTER: _____ Date: _____

Number of Owned/Leased State Vehicles in Agency Fleet: _____

Number of Miles Accrued in State Vehicles During Quarter: _____

Accident Summary

(Use Codes Shown at Provided Enclosures)

Accident #	County Route #	Time	Date	# of Persons Injured	# of Persons Killed	Vehicle Tag #**	Damage Severity	Driver's License #	Sex	Date of Birth	At Fault**	Moving Violation Indicated *** (see Code Sheet)

* Assigned by Agency

** Either State Driver or other driver as determined by Agency Accident Review Board or investigating police.

*** Moving Violation Indicated (See Code Sheet)

INFORMATION SHEET

(To interpret Codes Used on Accident Summary Report)

County

01 - Abbeville	13 - Chesterfield	25 - Hampton	37 - Oconee
02 - Aiken	14 - Clarendon	26 - Horry	38 - Orangeburg
03 - Allendale	15 - Colleton	27 - Jasper	39 - Pickens
04 - Anderson	16 - Darlington	28 - Kershaw	40 - Richland
05 - Bamberg	17 - Dillon	29 - Lancaster	41 - Saluda
06 - Barnwell	18 - Dorchester	30 - Laurens	42 - Spartanburg
07 - Beaufort	19 - Edgefield	31 - Lee	43 - Sumter
08 - Berkeley	20 - Fairfield	32 - Lexington	44 - Union
09 - Calhoun	21 - Florence	33 - McCormick	45 - Williamsburg
10 - Charleston	22 - Georgetown	34 - Marion	46 - York
11 - Cherokee	23 - Greenville	35 - Marlboro	
12 - Chester	24 - Greenwood	36 - Newberry	

Day

1 - Sunday	3 - Tuesday	5 - Thursday	7 - Saturday
2 - Monday	4 - Wednesday	6 - Friday	

Time

0100 - 1:00 AM	0900 - 9:00 AM	1700 - 5:00 PM
0200 - 2:00 AM	1000 - 10:00 AM	1800 - 6:00 PM
0300 - 3:00 AM	1100 - 11:00 AM	1900 - 7:00 PM
0400 - 4:00 AM	1200 - 12:00 AM	2000 - 8:00 PM
0500 - 5:00 AM	1300 - 1:00 PM	2100 - 9:00 PM
0600 - 6:00 AM	1400 - 2:00 PM	2200 - 10:00 PM
0700 - 7:00 AM	1500 - 3:00 PM	2300 - 11:00 PM
0800 - 8:00 AM	1600 - 4:00 PM	2400 - 12:00 PM

Examples:	Accident Code	=	Occurred
	0650	=	6:50 AM
	2135	=	9:35 PM
	0020	=	12:20 AM

Damage Severity

- 1 - Slight - Less than \$400 damage
- 2 - Moderate - \$401 - \$1,000 damage
- 3 - Severe - More than \$1,000 damage
- 4 - Not available

Driver's License Number

The driver's license number of the operator.

Sex

1 - Male 2 - Female O - Not Stated

Race

1 - White 2 - Black 3 - Other O - Not Stated

MVI (Moving Violation Indicated)--(From S.C. Uniform Traffic Collision Report)

- | | |
|----------------------------------|---------------------------------|
| 11 - Improper Backing | 79 - Violation Inspection Law |
| 21 - Speeding (10 MPH & Under) | 80 - Fail to Stop - Police Veh. |
| 22 - Shifting Lanes Imp. | 82 - Other Moving Violation |
| 23 - Parking Improperly | 83 - Exc. Wt. Ht. Lt. Wh. |
| 25 - Failure to Dim Lights | 84 - Pedestrian Drunk |
| 26 - Lights Improper | 85 - Concealed Weapon |
| 28 - Vehicle in Unsafe Condition | 86 - Disorderly Conduct |
| 29 - Driving in Wrong Lane | 87 - Driver License Violation |
| 4A - No Signal Improper Signal | 88 - Trash, etc. on Highway |
| 4B - Following too closely | 89 - Vehicle License Violation |
| 4C - Defective Brakes | 90 - Vehicle License Improperly |
| 41 - Speeding (More than 10 MPH) | 91 - Illegal Whiskey |
| 42 - Disregard Sign/Sig | 92 - Faulty Equipment |
| 43 - Disobedient to Officer | 93 - Walking Violation |
| 44 - No Right of Way | 94 - Other Violation |
| 45 - Wrong Side of Road | 95 - Fuel Tax Marker |
| 46 - Passing Unlawfully | 96 - Driving Under Suspension |
| 47 - Turning Unlawfully | 97 - Min. Speed Law |
| 48 - Driving in Safety Zone | 98 - Racing on Highway |
| 61 - Reckless Driving | 99 - Driving Under Influence |
| 62 - Pass Stopped School Bus | 00 - No Improper Driving |
| 63 - Hit & Run Property Damage | 01 - Violation Unknown |