

NUMBER: LESA 4.00  
SECTION: Law Enforcement and Safety  
SUBJECT: Motor Pool Operations  
DATE: November 1, 2006  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Ernest L. Ellis  
Issued by: Law Enforcement and Safety

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I. Purpose:

To establish a system for the maintenance and operation of the University's fleet of vehicles.

II. Policy:

A. Fleet

1. The Division of Law Enforcement and Safety, through the Vehicle Management and Parking Services, is responsible for the purchase, assignment, management and maintenance of all University vehicles system wide. Vehicle Management and Parking Services follows the guidelines published in the State Fleet Motor Vehicle Management Manual in accomplishing these responsibilities.

B. Driver Record Screening

1. All faculty, staff, and students are required by the State of South Carolina to have their driving record screened before being authorized to drive University vehicles. To be authorized a current copy of one's driving record and a driver's license screening request form (TS-100) must be on file at Vehicle Management and Parking Services at the beginning of the first summer school session, Vehicle Management and Parking Services will issue to each department a list that contains all current driving authorizations of permanent employees. This list should be updated by either deleting former employees or adding new employees. In the case of new employees, a driving record and driving record request form must be accompanied with the department's update list. This policy does not pertain to part-time and student employees. Part-time and student employees must resubmit at the beginning of each school term a driving record and driving record request form.

### C. Vehicle Purchase (Columbia Campus Only)

1. No department or college may purchase its own vehicles. Departmental or permanent assigned vehicles will only be allowed through a lease with USC Vehicle Management and Parking Services. There may be exceptions allowed for specialized vehicles. As of July 1991, all assigned vehicles are handled through lease arrangements with Vehicle Management and Parking Services. If a department currently owns a vehicle, Vehicle Management and Parking Services will negotiate a fair market value with that department based on the NADA wholesale value. A credit for the value of the vehicle will be applied to that department's account and future lease charges will be debited against that credit.

### D. Donated Vehicles (Columbia Campus Only)

1. If a donated vehicle is to be replaced by Vehicle Management and Parking Services, requesting departments must transfer donated vehicle to Vehicle Management and Parking Services. Value established for the donated vehicle using NADA wholesale value will be provided as a credit to the requesting department at the time donated vehicle is transferred to Vehicle Management and Parking Services.

## III. Procedure

### A. Official Use

1. University vehicles may be used for official University business only. Normally, they may be used only during business hours of the University or for the University activity for which they have been assigned.

### B. Mileage Requirements (Columbia Campus Only)

1. All leased vehicles should be in service for a minimum of 5,000 miles during each six month period. Administrative reviews will be performed by the Director of Law Enforcement and Safety (or designee) after December 31 and June 30 to assure compliance. If minimum mileage is not attained, leasing department may be required to submit justification. To receive waiver for mileage requirements, consideration may be given for number of daily trips, average trip length, number of days vehicle is used for official university business, etc. Submission of completed Monthly Trip Logs (DMVM Form 3-78) is required.

### C. Permanent Assigned Vehicles

1. Vehicles with proper justification may be assigned to individuals as "permanent assigned vehicles" with the President's written authorization.

### D. Territorial Limits

1. An undergraduate student may operate a vehicle outside the general locality of any University campus when the vehicle is being used for official University and student government business or when an advisor is present and the vehicle is being used for student activities. Graduate students have no territorial limit.

### E. Credit Cards

1. State law requires that all State vehicle motor fuels be purchased from State facilities except in cases where such purchase is impossible or not cost beneficial to the State. When in Columbia area, go to Vehicle Management and Parking Services during the regular University hours for fuel and oil.
2. A State of South Carolina credit card will be provided for vehicles traveling outside the Columbia area. A credit card should be used only for the vehicle to which it is assigned because the vehicle license tag and the vehicle number are embossed on the card.
3. If State facilities are not available, any fuel company may accept the State of South Carolina Credit Card; however, some individual attendants may refuse to accept payment via this card. To ensure payment using the credit card, verify acceptance with the attendant prior to receiving service.
4. Vehicle Management and Parking Services requests that when operating a vehicle outside of the Columbia area, use only regular graded fuel.
5. If fuel needs to be purchased in order to make the return trip to Vehicle Management and Parking Services, purchase only enough fuel to complete the journey and use self service lane. Do not fill up the tank if it is not necessary.
6. When in the Columbia area, go to Vehicle Management and Parking Services during the regular University hours for fuel and oil. Use a credit card only after hours.

7. Report any lost credit card(s) immediately to Vehicle Management and Parking Services.

#### F. Repair and Maintenance

1. While a vehicle is in the Columbia area, take it to Vehicle Management and Parking Services for maintenance. State Credit can only be used for EMERGENCY repairs up to \$250.00. No scheduled maintenance. All other maintenance contact VMPS.
2. At the first sign of vehicle malfunction, notify Vehicle Management and Parking Services immediately. If Vehicle Management and Parking Services are closed, contact the University Police Department at (803) 777-4215. This will ensure operator safety and vehicle longevity.

#### G. Wrecker Assistance

1. During regular University hours, Vehicle Management and Parking Services provide a wrecker service for University vehicles only. The charges for wrecker service are paid by the requesting department; these charges may include mileage for the wrecker.
2. For wrecker service for University vehicles after hours, call the University Police Department (7-4215).

#### H. Services

1. See <http://www.sc.edu/vmps> for services and rates

#### IV. Reason for policy changes:

- A. Update unit names
- B. Update services and costs

Send Comments to [Ernie Ellis](#)