I. Policy

The purpose of this policy is to establish a system for the maintenance and operation of the University’s fleet of vehicles.

A. Fleet

Vehicle Management and Parking Services (VMPS) is responsible for the purchase assignment, management, and maintenance of all University vehicles system wide. VMPS follows the guidelines published in the State Fleet Motor Vehicle Management Manual in accomplishing these responsibilities.

B. Driver Record Screening

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 VMPS at the beginning of the first summer school session, VMPS 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. Review and approval of license is subject to a driver record history and a driver cannot have more than 6 points against a valid license. Records include, in-state, out of state and international driver’s licenses.

C. Vehicle Purchases

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All departments may submit a request to purchase a vehicle to VMPS to fulfill travel requirements as a fleet addition or to replace a current aged fleet vehicle. The requesting department must provide written justification and all required information including type of vehicle required. Departments may elect to purchase from Statewide Contract for vehicles under the SC State Fiscal Accountability Authority Procurement Services. Vehicle Management processes all items for vehicles. All Purchases are reviewed by the Vice President of Facilities and Transportation and must be approved by State Fleet Management, which will submit order to vendor. For information on the process, contact vehicle management at 777-4209.

D. Donated Vehicles (Columbia Campus Only)

If a donated vehicle is to be replaced by VMPS, requesting departments must transfer donated vehicle to VMPS.

When a department receives a vehicle donation to operate on behalf of the University, it must be processed by Vehicle Management and receive licensure (state tags) and insurance as a fleet addition.

II. Procedure

A. Official Use

University vehicles may be used for official University business and travel only. Travel outside of these parameters is considered abuse or misuse of state property. Official use will include vehicle assignments for inclement weather and assigned law enforcement or emergency response vehicles. Any other requirements will require VMPS and Vice President Approval.

B. Mileage Requirements (Columbia Campus Only)

All leased vehicles should be in service for a minimum of 5,000 miles during each one year period.

All vehicles must also submit monthly mileage logs for all owned and leased state vehicles in operation for Columbia Campus to VMPS along with any receipts pertaining to purchase or service of vehicle to VMPS.

C. Permanent Assigned Vehicles

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

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 Card

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.

2. If State facilities are not available, any fuel company may accept the State of South Carolina Credit Card (Wright Express); however, some individual attendants may refuse to accept payment via this card. Any individual using the WEX card must have a PIN number, which is distributed when they become a USC approved driver.

3. VMPS requests that when operating a vehicle outside of the Columbia area, use only regular graded fuel.

4. When in the Columbia area, go to VMPS during the regular University hours for fuel and oil. Use a credit card only after hours.

5. Report any lost credit card(s) immediately to VMPS.

6. Cards may not be used for any transaction beyond that of the vehicle requirements to include fuel and roadside emergencies

F. Repair and Maintenance

1. While a vehicle is in the Columbia area, take it to VMPS for maintenance. State Credit can only be used for EMERGENCY repairs up to $250.00. For, all other scheduled or preventative maintenance contact VMPS.

2. At the first sign of vehicle malfunction, notify VMPS immediately. If VMPS is closed, contact the University Police Department at (803) 777-4215. This will ensure operator safety and vehicle longevity.

3. In regards to the upkeep of state vehicles, departments may have vehicle cleaned at local vendor with approval from Vehicle Management. For details please contact at 777-4209.

G. Wrecker Assistance
1. During regular University hours, VMPS 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).

3. Outside of Columbia, for roadside emergencies with state vehicles, contact State Fleet Management Commercial Vendor Repair Program at CVRP at 1-800-277-3686.

H. Services

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

I. Reporting of Accidents Involving a State Vehicle

1. Any USC employee involved in an accident with a state vehicle must report damage within 7 business days of the incident. For any damage involving another vehicle, local law enforcement must be contacted to provide report of accident.

2. Drivers and passengers are required to provide statements regarding the accident. If on Columbia campus, the vehicle will need to be brought or towed to motor-pool for assessment of damage and scheduling for repair and other processes.

J. Accident Review Board

1. In accordance with state policy, Vehicle Management operates and maintains an Accident Review Board which meets at least once per calendar year. This board reviews details of all accidents and provides corrective actions for any personnel involved in a vehicle accident to department heads and direct supervisor to execute board recommended corrective actions.

2. Driver may appeal corrective action decision of the board within 30 days of receiving notice of corrective action.

K. Safe and Lawful Operation of a State Vehicle

1. All employees must adhere to all traffic laws when operating a state vehicle.

2. Any faculty, staff, or student operating a state vehicle is subject to driver safety training course in the event of reporting of unsafe vehicle practices.
3. No tobacco or alcohol use of any kind is allowed in any state vehicle.

L.. 15 Passenger Van Training

1. All faculty, staff, and students that will be required to operate a 15 passenger van on behalf of the University will be required to complete 15 passenger van training session prior to operating the vehicle. The training session provides safe tips and practices for operation behind the wheel of this type vehicle. This course is provided by Vehicle Management.

2. Certain operators are still bound by territorial limits.

M... Handheld Electronic Device Policy

1. Drivers shall not operate cell phones, multi-media enabled smart phones, MP3 players, GPS devices, laptop computers, tablet computers, or other handheld electronic devices (an “Electronic Device”) unless the Electronic Device is being operated via a hands-free mode or while the vehicle is in park, and is being used solely for the conduct of official State business. Any use of an Electronic Device that is not hands-free, including but not limited to talking, reading, sending or receiving text messages, or reading, sending or receiving email messages, is prohibited while the vehicle is in drive or in motion.

2. Drivers are prohibited from watching the screen of an Electronic Device while operating a State owned or leased motor vehicle unless the vehicle is in park. Personnel who, as a part of their official duties, must use an Electronic Device other than as set forth in this directive and while operating a State owned or leased motor vehicle, are required to have authorization from their agency head or his/her designee, submitted to VMPS for review prior to a department granting approval. Nothing in this policy excuses the obligation to comply with applicable traffic laws.

3. An exception to this policy is an emergency call placed to 911 for situations such as a fire, traffic accident, road hazard, or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.

III. Reason for Revision

Revised to reflect current practices and to include reporting accidents, vehicle operations, passenger van training and handheld electronic device policy.