

<b>ADMINISTRATIVE DIVISION</b>	Division of Administration and Finance
<b>POLICY NUMBER</b>	VMPS 4.00
<b>POLICY TITLE</b>	Transportation Services Operations
<b>SCOPE OF POLICY</b>	USC System
<b>DATE OF REVISION</b>	February 27, 2025
<b>RESPONSIBLE OFFICER</b>	Director of Parking & Transportation
<b>ADMINISTRATIVE OFFICE</b>	Parking & Transportation Services

**PURPOSE**

This policy establishes a system for the maintenance and operation of the University’s fleet of vehicles.

**DEFINITIONS AND ACRONYMS**

Parking & Transportation Services (PTS).

**POLICY STATEMENT**

A. Fleet

(PTS) is responsible for the purchase assignment, management, and maintenance of all University vehicles system wide. (PTS) 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 state owned vehicles. A current copy of the driving record and license screening request form (TS-100) must be on file at (PTS). Approval includes a driving record history review and no more than 6 points against a valid license. Records include, in state, out of state, and international driver licenses. Part-time and student employees must resubmit their records at the beginning of each school term. The records of employees in FTE positions must be reviewed annually.

C. Vehicle Purchases

All departments may submit a request to purchase a vehicle to (PTS) 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. All vehicles are secured via Statewide Contract under the SC State Fiscal Accountability Authority Procurement Services.

D. Donated Vehicles

When a department receives a vehicle donation to operate on behalf of the University, it

must be processed by (PTS) and receive licensure (state tags) and insurance as a fleet addition.

If a donated vehicle is to be replaced by (PTS), the requesting departments must release donated vehicle to (PTS).

## **PROCEDURES**

### **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 (PTS) and Director of Parking & Transportation Services approval.

### **B. Mileage Requirements**

All drivers must submit monthly mileage logs for all owned and leased state vehicles in operation for all Campuses to Parking & Transportation Services. Supervisors are responsible for ensuring monthly mileage logs are submitted timely in correct format in accordance with State regulations, specifically submitting the properly completed form of the USC Form 3-78 and USC Form 3-78/1.

### **C. Permanent Assignment of State-Owned Vehicles**

Employees with proper justification may have a vehicle permanently assigned to them 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 fuel for all state vehicles be purchased from state facilities except in cases where such purchase is impossible or not cost beneficial to the State. When in the Columbia area, go to Transportation Services During the regular University hours for fuel and oil. Use a credit card only after hours.

2. If State facilities are not available, any individual using the WEX card must have a PIN number, which is distributed when they become a USC approved driver. Report any lost credit card(s) immediately to (PTS). Cards may not be used for any transaction beyond that of the vehicle requirements to include fuel and roadside emergencies.
3. Transportation Services requests that when operating a vehicle outside of the Columbia area, use only regular graded fuel.

#### F. Repair and Maintenance

1. While a vehicle is in the Columbia area, take it to Transportation Services for maintenance.
2. At the first sign of vehicle malfunction, notify (PTS) immediately. If (PTS) is closed, contact the State Fleet Management Commercial Vendor Repair Program (CVRP).

#### 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 (CVRP)
3. Outside of Columbia, for roadside emergencies with state vehicles, contact (CVRP)

#### H. Reporting of Accidents Involving a State Vehicle

1. Any USC employee involved in an accident with a state vehicle must report damage immediately. 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.

#### I. Accident Review Board

1. In accordance with state policy, Transportation Services 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.

J. 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.

K. 15 Passenger Van Training

1. All faculty, staff, and students who will operate a 15-passenger van will be required to complete van driver training prior to operating the vehicle on behalf of the university. This course is provided by Transportation Services.
2. Certain operators are still bound by territorial limits.

L. 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 another handheld electronic device (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 (PTS) 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.

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
June 01, 2021	Revised to reflect current practices and to include reporting accidents, vehicle operations, passenger van training and handheld electronic

	device policy.
February 27, 2025	Revised to reflect supervisor's responsibility for mileage log submittals.