

USC LANCASTER VEHICLE USE REQUIREMENTS

Any employee wishing to drive a University vehicle must first be authorized by USC Vehicle Management.

To be eligible, an official copy of the driver's current driving record and a completed record cover form (TS-100) must be on file at USC Vehicle Management. Driving records can be obtained at the Highway Department or online from the [DMV Public Services site](#). You will receive an "Unofficial" copy that can be submitted with the completed TS-100 form for authorization, but USC Vehicle Management also requires that you send the "Official" copy once you receive it in the mail. Driving records should be sent to Butch Lucas in the Maintenance & Security office. **The record cover form (TS-100) will be completed by this office.**

After a driving record has been submitted, permanent faculty and staff with a SC license will remain on the University database and do not need to resubmit a driving record. **Approval to drive for student employees, temporary employees, or employees with an out-of-state license is good for the current school year only.** An employee who submits a driving record on or after June 1 will be approved to drive until August 1 of the following year.

A list of all approved drivers is sent to the appropriate department or college at the beginning of each fiscal year. For more information on driver authorization, please contact Butch Lucas @ 6-7085 or USC [Vehicle Management](#) @ 777-3153.

Any employee wishing to drive a university vehicle must submit a Vehicle Request form to the Dean, Academic Dean, or Dean of Students for approval.

Employees who have been approved to drive University vehicles will be responsible for making fuel purchases during travel utilizing the fleet Wright Express card. Each employee will be issued a Personal Identification Number (PIN) to be authorized to make fuel purchases. Never give other co-workers your PIN. Your PIN identifies you as making a purchase with the fuel card. For instructions and frequently asked questions concerning the Wright Express fuel card or your PIN, [click here](#) .

There are additional policies regarding the use of 15-passenger vans. [They may be viewed here.](#)

The following guidelines should be followed when utilizing University vehicles:

1. Fill out vehicle log provided in each vehicle. Please list your destination as the city to which you are traveling. Travel in the Lancaster area can be listed as "local". Job function should be listed as the purpose of the trip, i.e. meeting, class, supply trip, etc... If there is more than one occupant, please be sure to note this on the log. Mileage should be entered on the log in whole miles, no tenths. Please do not round up.
2. **Fill vehicle with gas upon return. This is requested as a courtesy to the next driver. If tank is below ½, this is a requirement. If you return the vehicle with less than ½ tank, you will face the wrath of Dean Catalano!**
3. Return keys, credit card, and credit card receipts to the Facilities Management Office (Maintenance Building) or place in the Custodial/Grounds (Lucas) mailbox in Hubbard Hall immediately upon return. An afterhours drop box is now available at the Facilities Management Office (Maintenance Building), located to the right of the office door.
4. Use only regular gas when filling vehicle. State policy dictates that purchase of any higher grade fuel is considered to be an **unauthorized purchase.**
5. When using credit card, you will be required to enter your driver pin number and the vehicle's odometer reading (mileage). If you have problems using the credit card, please refer to the attached instruction sheet.
6. Credit cards can be used for emergency vehicle repairs up to \$250. Make sure that the repair facility will accept the WEX credit card. If you encounter problems during travel please call the Facilities Management Office (313-7085 or 7084) or USC Vehicle Management on at (803) 777-4209. In the event of an emergency after business hours, call USC Police @ (803) 77-4215, USC Lancaster Security @ (803) 804-9637 or Butch Lucas @ (803) 287-0799.
7. Vehicle registration and insurance card are stored in the glove box of each vehicle. A copy of these guidelines and additional information will be available on the trip log clipboard in each vehicle.

Use of Personal and Rental Vehicles

A brief description of the insurance issues surrounding rental cars/personal vehicle usage is as follows:

Use of Rented Automobiles by University Employees:

- Employees who rent vehicles on behalf of the University generally do not need to purchase the insurance offered by the rental company. The University's Automobile Policy will automatically cover the rental vehicle, as long as the person is an employee of the university and is operating under the scope of their job duties.
- The University's policy covers accidents or losses which occur in the United States, its territories or possessions, Puerto Rico or Canada. If you are traveling outside the coverage area, you will need to purchase the insurance offered by the rental company.
- Whenever a University employee rents a vehicle, they should sign the contract making a reference to their department, i.e. "USC Risk Management, John Doe".
- Coverage does not extend to students and other non-university personnel. Only university employees should drive rental cars rented on behalf of the university. If you have specific questions pertaining to non-university drivers, please contact Risk Management.

Use of Personal Vehicles for University Business:

- The University's Automobile Liability insurance policy only covers liability and does not cover damage to employee's personal vehicles.
- Liability coverage is secondary to the employee's personal automobile insurance. This means that if a University employee is involved in an accident while using their personal vehicle for university business, the claim would first be filed with employee's automobile insurance company. Any potential coverage from the University's insurance would occur after the claim had been resolved with the employee's insurance company.

NOTE: This is a basic overview of how the insurance coverage works, it is not all inclusive. If you have further questions, please contact Risk Management at 777-5269.