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SECTION OF LAW: SC Code of Laws §1-11-220 through §1-11-340

DEFINITIONS: The following definitions should be used in conjunction with the appropriate sections of these policy directives.

Act: The Motor Vehicle Management Act, Act No. 644, Part II §24(A) through 24(N), of 1978, as codified in §1-11-220 through §1-11-340 of the South Carolina Code of Laws, as amended.

Admin: The South Carolina Department of Administration.

Agency: All officers, departments, boards, commissions, institutions, universities, colleges, and all persons or administrative units of state government that operate vehicles purchased, leased, titled, or otherwise held with the use of State funds pursuant to an appropriation, grant, or encumbrance of state funds, or operated pursuant to authority granted by the state.

Agency Head: Executive head of a state agency, department, board, commission, institution, university or college.

Appropriations Act: A statute that generally provides legal authority for state agencies to incur obligations and to make payments out of the state treasury for specified purposes.

Authorized Operator: Any employee of an agency, whether fulltime or parttime, or its consultants, contractors, or volunteers; any of whom possess a valid driver's license and have been authorized by the agency to operate a state Vehicle.

Commuting: The act of traveling between one's place of residence and assigned work location.

Exceptions Report: A report prepared by agency directors and commissioners permanently assigned to state vehicles which denotes official and commuting mileage for the state vehicle assigned to such agency director or commissioner.

Facility Certification: A certificate issued by State Fleet Management (SFM) in recognition of meeting State Vehicle Maintenance Facility Management and Certification Program standards.

Insurance Reserve Fund: The South Carolina Insurance Reserve Fund (IRF) is a division of the State Fiscal Accountability Authority (SFAA) and is authorized and required to provide insurance as a governmental insurance operation to governmental entities.

Law Enforcement Officer: An individual who is employed on a full-time basis by a governmental unit that is responsible for the prevention or the investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work).

Management Review Report: An annual accountability report that highlights the accomplishments of SFM, provides information on state vehicles, and the compliance of each agency with the objectives of the act, and offers recommendations for further improvements across the state.

Materials Management Office: The section of SFAA procurement services that manages the annual vehicle contract(s) solicitation and awards process.

Motor Pool: Any vehicle or group of vehicles not permanently assigned to a single individual and available for official use by several authorized operators within an agency.

Motor Vehicle Record: A report of a licensed driver's driving history, as reported from the South Carolina Department of Motor Vehicles. Information on this report may include driver's license information, point history, violations, convictions and license status on the driving record.

Permanent Assignment: Assignment of a state vehicle for the individual use of an authorized operator.

Procurement Code: The South Carolina Consolidated Procurement Code is codified in §11-35-10 et seq. of the South Carolina Code of Laws, as amended.

SFM: The state fleet management section of the division of state agencies support services.

SFM Maintenance Facilities Certification Program: An annual review of state vehicle maintenance facilities. This review certifies that shop operations are cost-effective, comply with the act, and maintain state vehicles in a safe operating condition.

State: The state of South Carolina.

State Driver: An individual who operates a vehicle to conduct state business, or where there is an expectation that the individual will operate a vehicle in the performance of their job duties.

State Fiscal Accountability Authority (SFAA): The five-member panel as set forth in §11-55-10 et seq. of the SC Code of Laws, as amended.

State Fleet Manager: The director of state fleet management.

State Fuel Card: A State issued charge card assigned to each state vehicle to be utilized with a personal identification number (PIN) in accordance with the fuel card instructions provided by SFM.

State Government License Plates: Permanent state governmental license plates assigned to state vehicles.

State Vehicle: Any vehicle operated to conduct state business, whether owned, leased or rented by the state.

State Vehicle Maintenance Facility: A facility that provides maintenance and repairs to state vehicles and operates with state funds, according to authority granted by the State to all state agencies.

Statewide Elected Official: Also known as state constitutional officers. The executive department of the state consists of the following officers: Governor, Lieutenant Governor, Secretary of State, Treasurer, Attorney General, Comptroller General, Superintendent of Education and Commissioner of Agriculture.

Surplus Property Officer: A representative at the South Carolina Surplus Property Office that manages, among other things, the process for disposing of state vehicles that are determined to be surplus to the needs of the state and prepares surplus state vehicles for sale.

Trip Log: A form utilized by authorized operators of state vehicles to record beginning and ending mileage and job function performed for each vehicle trip, unless exempted by law.

Vehicle: Any vehicle, self-propelled or drawn by mechanical power, designed to be principally operated on publicly maintained roadways in the transportation of property or passengers, and which requires registration and licensing in accordance with the laws of the State.

PURPOSE/BACKGROUND: These policy directives are issued by the South Carolina Department of Administration (Admin) in accordance with §1-11-260 of the S.C. Code of Laws, and establish the requirements for the acquisition, assignment, identification, replacement, disposal, maintenance, and operation of state vehicles operated, maintained, purchased, or otherwise acquired by agencies.

State Fleet Management —

- These policy directives, issued by Admin in accordance with §1-11-260 of the S.C. Code of Laws establish the requirements for the acquisition, assignment, identification, replacement, disposal, maintenance and operation of state vehicles. State vehicles, as defined below, are those vehicles operated, maintained, purchased, or otherwise acquired by agencies, in whole or in part, with funds issued pursuant to an appropriation or grant from the state. State vehicles also include those vehicles purchased with other funds and titled to the state and those donated to or confiscated by the state.
- Nothing contained in these policy directives shall be construed to waive any rights, remedies, or defenses the state might have under the laws of the state.

Fleet Maintenance Program —

- These policy directives set forth the requirements for the establishment of a cost-effective state vehicle maintenance program which shall apply to all state vehicles and state vehicle maintenance facilities. The maintenance of state vehicles is the responsibility of the individual and agency to which the vehicle is assigned.

Fleet Safety Program —

- These policy directives issued by SFM set forth the policies and requirements for the establishment of a fleet safety program. The SFM fleet safety program shall apply to all operators of state vehicles.

GUIDELINES:

I. State Fleet Management

A. Exemptions

1. The South Carolina Department of Education's school buses and service vehicles are exempt from certain provisions of these policy directives per §1-11-330 of the S.C. Code of Laws. Notwithstanding the foregoing, this exemption does not extend to the provisions of these policy directives that pertain to §1-11-340 of the S.C. Code of Laws (Fleet Safety).
2. As set forth in Section II-IV of these policy directives, the titles to vehicles operated by the South Carolina Department of Transportation are to be retained by the agency per §1-11-310(E) of the SC Code of Laws.
3. Vehicles operated by the Department of Commerce are exempt from the vehicle acquisition provisions of §1-11-310(B) of the S.C. Code of Laws.

4. As the State Ports Authority and the South Carolina Public Service Authority are not deemed agencies, as defined herein, the provisions of the act and these policy directives are not applicable to the State Ports Authority and/or the South Carolina Public Service Authority.

B. Organizational Authority

1. Admin is authorized and directed to develop and administer a comprehensive fleet management program for the state's vehicle fleet. Admin has delegated this administrative authority to the State Fleet Manager to act on its behalf, pursuant to these policy directives.
2. SFM, headed by the State Fleet Manager, shall manage the state's vehicle fleet, pursuant to these policy directives, as directed by Admin.
3. SFM shall monitor compliance by agencies with the act and these policy directives. SFM shall periodically, as specified by law, prepare and submit a Management Review Report to Admin and the General Assembly concerning the performance of each agency in complying with the act and these policy directives. Agencies shall supply sufficient and accurate information as requested by SFM to evaluate compliance and prepare the Management Review Report. SFM may deny purchasing of new vehicles to any agency failing to comply with these policy directives or any other fleet management directive issued by the State Fleet Manager until the agency complies with said directive(s).

II. Fleet Operations Program

A. Assignment and Use

Assignment of a state vehicle for individual use shall not be made as a perquisite of office, except for the Governor, statewide elected officials, and agency heads, or for the personal convenience of an individual, official, or employee, nor shall personal assignment of a state vehicle continue if there is no official need.

1. Assignment Criteria — The assignment of a state vehicle to an individual for exclusive use shall be based on the following criteria:
 - a. Travel requirements of an appropriate number of annual official miles as determined by SFM. Travel between home and a place of employment is not considered official travel unless authorized by regulation;
 - b. State vehicles required for the individual use of the Governor, statewide elected officials, and agency heads shall be provided based solely on their office;
 - c. State vehicles may be assigned individually to full-time, line law enforcement officers, as determined by agency heads and confirmed annually;
 - d. State vehicles essential to the performance of official duties by individuals whose remote location or total official business use requirements are such that they preclude pooled use by members of the same or other work units;
 - e. Highly specialized vehicles and heavy equipment where operator training, or technical skill requirements preclude use of the vehicle by individuals not possessing such training or skills;
 - f. Circumstances, as determined by the agency head, which warrant individual assignment in the best interests of the state;
2. When state vehicles are requested to be permanently assigned to individuals, the agency shall complete and submit the required form to SFM. This form shall be updated by the agency upon changes to the assignment of either the state vehicle or the employee.
3. Agencies operating motor pools shall manage such motor pools in accordance with procedures approved by SFM.
4. State vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business that is within the rated design capacity of the vehicle. Use is not authorized for unofficial travel, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.

5. Authorized Use
 - a. Non-State employees such as students, volunteers, contractual services personnel, inmates, vendors, or industry representatives who possess a valid driver's license may be permitted to operate a state vehicle only if such use is official business of the state, within the insurance coverage provided on the vehicle, and is authorized by the agency head or their designee.
 - b. Authorized uses of state vehicles include, but are not limited to:
 - i. Travel between place of vehicle dispatch and location of performance of official business;
 - ii. When on official out-of-town travel status, travel between place of temporary lodging and place of official business;
 - iii. When on official out-of-town travel status 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 shops or hairdresser;
 - (e) Garment or vehicle cleaning establishments; or
 - (f) Similar places required to sustain health and welfare or continued efficient performance of the authorized operator, exclusive of places of entertainment;
 - iv. Transport of state elected officials, state employees, or official state guests, all of whom must be on official business of the state;
 - v. Transport of professional or commercial representatives when in the direct interest of the state;
 - vi. Transport of materials, supplies, parcels, luggage, kits, or other items belonging to or serving the interests of the state;
 - vii. Transport of any person or item in any emergency, provided such movement does not endanger life or property;
 - viii. Children transported in a state vehicle shall be properly secured in a child restraint system that meets federal motor vehicle safety standards and as prescribed by the laws of the state.
 - ix. Other persons may accompany an authorized operator in a state vehicle on authorized use provided:
 - (a) No additional cost or expense is incurred by the state for such travel; and
 - (b) Prior approval is obtained from the applicable agency head or their designee for such travel;
 - x. Domicile to duty transportation when authorized by the agency head.
6. Unauthorized Use — unauthorized uses of state vehicles include, but are not limited to:
 - a. Travel or task of a personal nature having no connection with the accomplishment of official state business or beyond the rated capacity of the vehicle;
 - b. Transport of other persons not serving the interests of the state;
 - c. Transport of hitchhikers;
 - d. Transport of pets that are not service animals;
 - e. Tobacco use, smoking, and vaping are prohibited in all state vehicles;
 - f. Transport of items or cargo having no relation to the conduct of official state business;
 - g. Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, alcoholic beverages, highly flammable materials except by specific agency authorization or by a duly commissioned law enforcement officer acting within his or her assigned duty;
 - h. Transport of any kind of equipment or cargo projecting from the side, front, or rear of the state vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians, or to other vehicles;

- i. Extending the length of time of travel beyond that required to complete the official state purposes of the trip;
 - j. Use of the state vehicle to provide transportation between home and place of official state business unless authorized by the agency head. The fact that an employee is “on-call” does not in itself justify this authorization. The urgency of employee availability and frequency of actual recall must be factually justified to SFM to qualify as authorized use;
 - k. Travel to or from social events unless acting as an official representative of the state;
 - l. Use of a state vehicle while on annual leave.
7. Use of Trip Logs and Exceptions Reports
- a. Trip Logs: Trip logs, in the form as approved by SFM, shall be completed by all individuals operating state vehicles, whether they are or are not permanently assigned. The log shall specify beginning and ending mileage and the job function performed. This requirement does not pertain to the Governor, statewide elected officials, full-time line law enforcement officers, vehicles with a gross vehicle weight exceeding 10,000 pounds, and school buses and service vehicles assigned to the South Carolina Department of Education.
 - b. Exceptions Reports: Agency directors and commissioners to whom state vehicles are permanently assigned may maintain an Exceptions Report in lieu of Trip Logs. These Exceptions Reports may be maintained on either a monthly or quarterly basis and will denote only total official and commuting mileage.
 - c. Retention Period: Copies of Trip Logs and Exceptions Reports shall be maintained by the agency operating the vehicle for a minimum three-year period and shall be made available for periodic review by auditors or SFM.

B. Acquisition of State Vehicles

1. In accordance with the procurement code, a vehicle specifications committee may be appointed by the chief procurement officer to assist with respect to vehicle specifications and procurement. The committee shall provide technical advice and expertise to ensure that proper vehicles and equipment are available for official state use. The number and qualification of members of the committee shall be determined by the chief procurement officer.
2. All agencies seeking to purchase, lease, or otherwise acquire vehicles, regardless of the source of funding, shall do so in accordance with the procurement code. SFM shall annually establish classes of vehicles, with appropriate equipment, to be placed on contract by the Materials Management Office for use in conducting official state business. SFM shall develop vehicle type and size procurement criteria which shall be based solely on the functional task(s) to be performed by the vehicle. No deviations from the approved annual listing shall be permitted without prior written approval of the State Fleet Manager. In the event a special purpose vehicle is required and not shown on the approved listing, the requesting agency shall inform the State Fleet Manager who shall, in conjunction with that agency, determine the proper vehicle and equipment to be purchased. The approved annual listing shall be provided to each agency.
3. Purchase orders must be submitted to SFM prior to the expiration of the annual state contract for the class of vehicle requested. If purchase orders are submitted during the period when no general vehicle purchase contracts are in effect, complete justification for off-cycle purchasing must be forwarded with a purchase requisition containing the desired specifications. Purchase of a vehicle to prevent loss of funds will not be considered a valid justification.
4. The following requirements shall apply when purchasing new vehicles.
 - a. Purchase orders for vehicles shall be forwarded to SFM. Agencies shall supply any additional information necessary for SFM to order vehicles on the agencies’ behalf. Agencies shall indicate if the requested vehicle is a replacement for an existing vehicle or an additional vehicle. Justification must be provided for any “increase in class” change for existing vehicles, or for any additional vehicles above current allowance. Existing vehicles to be replaced with a

newly purchased vehicle shall be sent for disposal in accordance with the applicable laws and regulations relating to disposal of surplus state property within 90 days of delivery or placement in service of the existing vehicle's replacement, unless written permission to retain the existing vehicle is obtained from SFM.

- b. SFM shall notify the requesting agency of the status of each request and forward approved purchase orders to the appropriate vehicle vendor. Only SFM shall submit purchase orders directly to vehicle vendors.
 - c. All new vehicles delivered to the state shall be inspected by SFM to ensure purchase orders have been properly filled. Vehicles purchased by the South Carolina Department of Transportation and school buses and service vehicles purchased by the South Carolina Department of Education shall be delivered to these agencies' designated facilities for inspection. Other vehicles delivered directly to agencies may be inspected locally, upon prior approval by SFM.
 - d. When a vehicle is delivered to the receiving agency, modifications shall not be made to the vehicle or optional equipment added that will alter the vehicle without prior written approval of SFM. The addition of lights, sirens, radios, and similar equipment used on law enforcement or emergency response vehicles shall not require prior approval, nor shall installation of utility bodies and features on cab and chassis type vehicles.
 - e. Agencies leasing vehicles for periods more than 30 days shall also comply with the requirements of these directives and the procurement code.
5. The following requirements shall apply when purchasing used or surplus vehicles.
- a. Requests to purchase used or surplus vehicles shall be forwarded to SFM. Agencies shall supply information concerning the make, model, body style and mileage of the vehicle. SFM shall consider each request and notify the requesting agency and the agency from which the vehicle will be purchased, if applicable, if the request is approved. The transfer of funds shall be conducted by the state's Surplus Property Officer.
 - b. As with the purchase of new vehicles, the following requirements shall apply:
 - i. Agencies shall indicate if the requested vehicle is a replacement for an existing vehicle.
 - ii. Justification must be provided for additional vehicles above current allowance.
 - iii. Existing vehicles to be replaced with a purchased used or surplus vehicle shall be sent for disposal in accordance with the applicable laws and regulations relating to the disposal of surplus state property within ninety days of delivery or placement in service of the existing vehicle's replacement, unless written permission to retain the existing vehicle is obtained from SFM.
 - c. SFM shall request, and agencies shall supply, information necessary for SFM to:
 - Transfer or obtain license plate and title.
 - Adjust the state's vehicle inventory.

C. Vehicle Inventory System

1. SFM shall maintain a current inventory of the state's vehicle fleet. Agencies shall assist SFM with keeping the inventory current. The inventory shall indicate make and model, original acquisition cost and the manufacturer's identifying serial number (VIN) for each vehicle.
2. Vehicles shall be added to the inventory upon receipt of title and documentation as specified by SFM. Vehicles shall be deleted from the inventory upon receipt of a bill of sale for each vehicle.
3. The school buses and service vehicles operated by the South Carolina Department of Education are not included in the SFM State fleet inventory system. Vehicles operated by the South Carolina Department of Transportation are included in the system.

D. Registration and Licensing

1. Every state vehicle shall be registered and licensed in accordance with state law regardless of how the vehicle is acquired. All state vehicles shall be titled to the state. All such titles shall be received

by and remain in the possession of SFM, except titles to vehicles specifically exempt from this requirement as specified by law (see Section 1-11-310(E) of the SC Code of Laws providing that titles to school buses and services vehicles operated by the South Carolina Department of Education and vehicles operated by the South Carolina Department of Transportation are to be retained by those agencies). Vehicles used by state agencies or employees that are leased from commercial sources and federally-owned or registered vehicles are not considered state vehicles; however, all rules and policy directives relative to official use, except identification, registration, and licensing, apply while such vehicles are under the control of the state.

2. The following requirements shall apply to registration and licensing of state vehicles.
 - a. Requests for license plates, titles and license plate renewals shall be submitted to SFM. SFM will obtain and forward license plates to the requesting agency. Vehicles received through SFM's central receiving station for an agency will be registered and licensed without prior request from the agency.
 - b. At the time of purchase or acquisition, all state vehicles, except for, South Carolina Department of Transportation Vehicles and Department of Education buses and service vehicles, shall be registered with the South Carolina Department of Motor Vehicles showing the state as the owner.
 - c. All state vehicles are to be registered through SFM regardless of how vehicles are acquired. Agencies purchasing used or surplus vehicles shall supply documentation and information necessary for SFM to register, license and inventory such vehicles.
3. Decals, signs and stickers other than state government license plates and state or agency identifying decals may be displayed on state vehicles only under the following conditions:
 - a. Decals, signs and stickers required by law or permitted by this policy directive;
 - b. Parking lot decals;
 - c. Agency administrative or control decals;

E. And other identifiers as may be approved by SFM.

Disposal of State Vehicles

1. SFM shall develop disposal criteria for all state vehicles subject to these policy directives. The sale of all state vehicles that qualify for disposal, or units declared to be excess to the needs of the state, shall be conducted in accordance with applicable laws and regulations relating to disposal of surplus state property. SFM shall determine whether a vehicle is past its cost-effective useful life or excess to the needs of the state before allowing its sale or disposal.
2. The following requirements shall apply to the disposal of state vehicles:
 - a. Agencies may request to dispose of a state vehicle once the state vehicle has reached or exceeded the recommended minimum disposal criteria or is excess to the needs of the owning agency.
 - b. The State Fleet Manager shall determine whether the vehicle meets the minimum disposal criteria or is in excess to the needs of the state. SFM shall notify the owning agency and the Surplus Property Officer if the state vehicle has been approved for disposal. State vehicles not excess to the needs of the state may be transferred between agencies.
 - c. The Surplus Property Officer shall sell or transfer the state vehicle for the agency unless state law or regulation requires otherwise.
 - d. Seals, decals and other identification strips as determined by the Surplus Property Officer shall be removed from vehicles before delivery for disposal.

F. Reimbursement for Use of Privately-Owned Vehicles

1. State vehicles are intended for use by authorized operators who are required to travel in the performance of official state business.
2. Personal vehicles shall not be used to accomplish official state travel on a reimbursable basis when a state vehicle is reasonably available and adequate to meet necessary travel requirements.

Exceptions to this policy may be approved by the agency director authorizing the travel to meet agency requirements. When such an exception is granted, agencies shall reimburse employees at the lower privately-owned reimbursement rate as specified in the current appropriations act.

3. This reimbursement policy does not preclude the use of aircraft, trains or car rental services.

G. Complaints

SFM is responsible for receiving complaints concerning the possible misuse of state Vehicles. SFM shall obtain information concerning the circumstances of each incident and forward complaints to the controlling agency for investigation. Agencies receiving complaints not referred from SFM shall investigate each incident and forward a copy of the complaint summary and correspondence to SFM.

H. State Fuel Cards

1. SFM administers the State Fuel System Program. Vendors are contracted in accordance with the procurement code with established pricing structures and supply requirements for state owned fuel sites.
2. State Fuel Card purchases shall be made under the following restrictions:
 - a. Official state fuel cards issued by SFM are valid for the purchase of fuel, oil, lubricants, and other related petroleum products in an amount not to exceed the rated capacity of the vehicle equipment. Restricted emergency repairs, not to exceed a limit set by the agency responsible for purchases made with the state fuel card, may also be permitted.
 - b. State fuel card purchases shall be made by state employees and other authorized operators, and limited to use in or by equipment owned, rented or leased by the state as identified on the fuel card. Use of the state fuel card to procure goods or services by unauthorized persons, to procure unauthorized goods or services by any person, or for the purchase goods or services for privately owned vehicles is prohibited.
 - c. State fuel cards can be used at commercial outlets that accept the contracted fuel vendor's card and all state-owned fueling sites.
 - d. SFM and agencies shall not be responsible for any charges incurred using state fuel cards except for legitimate and authorized purchases directly related to the operation of state equipment.
3. Authorized operators shall protect state fuel cards against loss or theft. Missing state fuel cards shall be reported immediately to the agency financially responsible for purchases made with the missing state fuel card.

I. Insurance

1. Agencies shall insure state vehicles for the cost of state vehicle repairs resulting from accidents or shall absorb the cost of such repairs within the agency budget. Authorized operators who are not state employees shall have insurance coverage as specified by the Insurance Reserve Fund.
2. If a state employee is found to be at fault in an accident involving a state vehicle, in accordance with §1-11-141 of the S.C. Code of Laws and the fleet safety program criteria, the agency to which the state vehicle is assigned may be assessed a fee, not to exceed two hundred dollars for each occurrence, on behalf of such employee. Such an assessment may be imposed only if an accident review board finds an operator at fault in an accident involving a state vehicle.

J. Commuting and Personal Use

1. Commuting between home and a permanently assigned work location shall be the only authorized personal use of a state vehicle. No authorized operator of a state vehicle may commute in a state vehicle unless specifically authorized by his or her agency head after a determination has been made that commuting is beneficial to the state.
2. Commuting mileage shall be recorded on vehicle Trip Logs or Exceptions Reports, whichever is applicable. State employees shall report commuting use in accordance with guidance from SFM.
3. Authorized operators who have been granted approval to utilize a state vehicle for commuting purposes are required to comply with applicable IRS regulations regarding reimbursement based on

guidance from the Office of Comptroller General. Certain authorized operators may be exempted from reimbursement requirements by applicable IRS regulations or the current state appropriations act.

4. De minimis personal use may be allowed in those situations where it would not result in the authorized operator substantially deviating from his or her normal business-related route and where such use is either necessary or in the best interests of the state.

K. Identification

1. Unless specifically exempted by SFM, all state vehicles shall carry state government license plates and display either state or agency identifying decals. Identifying decals shall not be removed from the vehicle until the vehicle is sent to the Surplus Property Office for disposal. Decals that become unrecognizable or unsightly shall be replaced by the owning agency.
2. Identification requirements shall not apply to state vehicles operated by law enforcement officers involved in undercover law enforcement if the investigation or the investigator would be jeopardized if identified. SFM shall consult with the chief of the State Law Enforcement Division (SLED) to determine which vehicles shall be exempt. No vehicle is exempt unless SFM has made an exemption determination in writing.
3. The following types of exemptions for vehicles not involved in undercover law enforcement work may be granted:
 - a. A state vehicle may be exempt from the identifying decal requirement if such exemption is requested and approved in writing by the State Fleet Manager.
 - b. A state vehicle may also be exempt from the state government license plate requirement if such exemption is requested and approved in writing by the State Fleet Manager. In such cases the vehicle shall also be exempt from the identifying decal requirement.
4. Identification exemptions involving vehicles not used in undercover law enforcement work shall not be granted unless it can be shown that an identified vehicle would substantially hinder the agency's ability to fulfill its mission or impair the privacy of the client being served.

L. Vehicle Telematics and Tracking Devices

1. State vehicles may be equipped with vehicle telematics or automatic tracking devices. Information from these devices will assist the state to ensure efficient vehicle operation. Items such as speed, mileage, idle times, utilization, and routing may be monitored without the vehicle operator's knowledge.
2. Tampering with or removing a vehicle telematics, GPS tracking device, or component thereof from a state vehicle is strictly prohibited.

M. Vehicle Minimum Utilization

1. SFM will establish minimum mileage utilization requirements for state vehicles to ensure that state vehicles are used in the most cost-effective manner possible. Vehicles not meeting minimum mileage utilization requirements are subject to be returned to SFM or disposed of as directed by SFM.
2. Agencies shall submit vehicle utilization data in a format and at a frequency prescribed by SFM. If an agency fails to submit required data, SFM may deny that agency authority to purchase vehicles until the agency submits such data. SFM shall analyze agency utilization data to determine if agencies possess vehicles which do not meet established utilization criteria. If such vehicles are discovered SFM shall advise the agency to take management action (reassignment, pooling, sale, etc.) with respect to the vehicles. If the agency fails to take appropriate action, SFM may deny that agency authority to purchase vehicles until the agency complies.
3. SFM may grant exemptions to retain a state vehicle that does not meet the minimum mileage utilization requirements. An agency can provide SFM a justification for the need of a vehicle that does not meet minimum utilization requirements based on the unique use of the state vehicle.

III. Fleet Maintenance Program

A. Fleet Maintenance

1. Agencies shall maintain state vehicles in a cost-effective and safe manner by implementing a maintenance program applicable to each state vehicle in their possession.
2. SFM shall develop criteria to be used by agencies in implementing various maintenance programs and preventative maintenance schedules. Agencies shall take full advantage of manufacturer's warranties.
3. Agencies shall indicate all maintenance costs incurred by each individual vehicle. This information shall be reported annually, or upon request, to SFM. Each agency assigned one or more state vehicles shall code all vehicle repairs, maintenance, and parts according to criteria published by SFM. Criteria are currently available at SFM or through the current fleet management system. If an agency is not electronically connected to the SFM fleet management system, they must code parts and repairs in a format that can be uploaded to SFM's electronic files.

B. Maintenance Facility Criteria

1. State vehicle maintenance facilities shall be operated in accordance with the SFM Maintenance Facilities Certification Program manual. This procedures manual shall include, but not be limited to, standards for each of the following:
 - a. Purchasing of supplies and parts;
 - b. Inventory control;
 - c. Uniform work order system and recordkeeping that assigns actual maintenance costs to each vehicle;
 - d. Preventative maintenance program for each class of vehicle;
 - e. Cost-effective facility operations;
 - f. Safety;
 - g. And, establishing new maintenance facilities.
2. Agencies operating state vehicle maintenance facilities shall comply with the criteria issued by SFM. An agency wishing to establish a new state vehicle maintenance facility shall obtain prior written approval from SFM before establishing the new facility and must show that the agency's needs cannot be met more economically by an existing state or private facility. A cost analysis shall be required for SFM to make a final determination. The methodology utilized to determine if the proposed state vehicle maintenance facility would be a cost-effective alternative for the state shall be developed and published in the SFM Maintenance Facilities Certification Program manual. Such requests shall not be approved for uneconomical or duplicative efforts, or for the purchase of equipment that is determined to not be in the best interest of the state.

C. Facility Certification

1. SFM shall conduct an on-site review of each state vehicle maintenance facility each year to ensure compliance with program criteria.
2. State vehicle maintenance facilities supporting fewer than twenty licensed vehicles shall not be subject to formal certification review. Agencies operating such facilities will be provided program criteria, and the agency directors will be responsible for certifying that these facilities meet program criteria. The facility will be monitored during the certification review or during other visits conducted by SFM. Agencies shall not arrange supported vehicle densities to circumvent the intent of this policy directive.
3. Those state vehicle maintenance facilities found in compliance with program criteria shall be certified for continued operation. Facilities not meeting program criteria shall be issued conditional certification, informed of those areas where deficiencies exist, and shall receive another on-site review within six months. Those facilities failing to meet program criteria for two consecutive on-site visits will be reported to Admin and the General Assembly for corrective action as warranted.

IV. Fleet Safety Program

A. Driver Qualifications and Screening

1. All authorized operators of state vehicles shall have a valid driver's license appropriate to the type of vehicle being operated as more particularly set forth in the SFM Fleet Safety Program Manual.
2. Criteria of the fleet safety program shall include procedures to screen the motor vehicle record (MVR) of all applicants for state employment, existing employees and individuals who, because of their work, operate or are likely to operate a state vehicle. Restrictions shall be placed on the privilege of operating a state vehicle for those applicants, employees, and individuals whose MVR indicates a history of involvement in motor vehicle accidents, who have a considerable number of current violation points, or whose driver's licenses have been suspended by the South Carolina Department of Motor Vehicles or any other like governmental organization or agency, including those in other states that issue, suspend, or terminate the operator's driver's license.

B. Driver Education

1. Criteria of the fleet safety program shall include driver education requirements for authorized operators who have an occasion to operate state vehicles. Such criteria shall, at a minimum, take into consideration driving requirements associated with an employee or individual's job duties, an employee or individual's history of traffic violations or accidents involving the operation of state vehicles, and accident review board findings and recommendations.
2. Special provisions shall apply to law enforcement officers. All law enforcement operators of state vehicles shall abide by statutes, regulations, and policy directives pertaining to the operation of authorized emergency and pursuit vehicles.

C. Driving Practices and Maintenance

1. Authorized operators of state vehicles shall abide by all applicable state and federal laws, regulations, and policies while operating such state vehicles. All traffic signs, signals and speed limits shall be obeyed.
2. State vehicles shall be maintained in accordance with state vehicle maintenance policies and procedures to minimize the possibility of mechanical failure causing or contributing to vehicle accidents.

D. Handheld Electronic Devices

1. Drivers of state vehicles 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. Drivers are prohibited from watching the screen of an electronic device while operating a state vehicle unless the vehicle is in park.
2. 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 vehicle, are required to have authorization from his or her agency head or their designee, submitted to SFM for review prior to an agency granting approval. Nothing in this directive excuses the obligation to comply with applicable traffic laws.
3. An exception to this requirement 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.
4. Agencies have the option to adopt supplemental electronic device use policies as they need or desire, if such supplement is not less restrictive than this directive.

E. Accident Reporting and Review


1. Authorized operators of state vehicles involved in an accident resulting in property damage, injury, or death shall give immediate notice of such accident to the appropriate local or state law

enforcement authorities. The authorized operator shall, as soon as practical, report the accident to the proper agency authority in accordance with Accident Reporting and Review Procedures. Any authorized operator involved in a collision with an unattended vehicle shall immediately stop, and to the best of his or her ability, locate and notify the operator of the unattended vehicle.

2. Agencies shall establish accident review boards, in accordance with Accident Reporting and Review Procedures, to review and make recommendations concerning accidents involving state vehicles. Decisions of these boards shall be made available to SFM.
3. The Accident Reporting and Review Procedures shall include progressive corrective action criteria to be used by the agencies based on accident review boards' decisions. Employee operators may be assessed in accordance with §1-11-141 and Accident Reporting and Review Procedures for each accident if found at fault by a duly appointed accident review board.
4. SFM shall provide technical assistance to agencies as requested, to gather and analyze data, and propose amendments to the SFM Fleet Safety Program as necessary. State agencies shall provide fleet safety and accident-related data as required by SFM to perform these responsibilities.

CONTACT OFFICE/TELEPHONE: Division of State Agencies Support Services — State Fleet Management 803-737-0668

APPROVED BY:



South Carolina Department of Administration Executive Director