Aiken Technical College
Procedure

Procedure Title:  SAFETY PROGRAM - STATE VEHICLE OPERATIONS
Procedure Number:  2-3-104.7

Institutional Authority:  Vice President of Administrative Services

Associated SBTCE Policy/Procedure:

Governing ATC Policy:  2-3-104

Approved:  
President Vice President of Administrative Services

Date Adopted:  09/08/2008

Date Revised:

Disclaimer

Pursuant to section 41-1-110 of the code of laws of SC, as amended, the language used in this document does not create an employment contract between the employee and the agency.

State Vehicle Operational Procedure

Reference:  South Carolina Fleet Safety Program, State Budget and Control Board, Division of Motor Vehicle Management

Purpose

The State Budget and Control Board, Division of Motor Vehicle Management (DMVM) has established requirements for the safe operation of state owned vehicles. The Aiken Technical College (ATC) State Vehicle Operational Procedure establishes minimum guidelines for the training and qualification of drivers

Procedure

Driver Qualifications

Any person that drives a state owned vehicle assigned to Aiken Technical College must comply with all the requirements for driver qualification established in the South Carolina Fleet Safety
Program (the complete program is available at the Campus Safety and Security Director’s office or on line at www.scfleet.sc.gov). Specifically, all drivers must:

1. Possess a current South Carolina driver’s license appropriate to the type vehicle being operated. (refer to Chapter 1, Item II of S.C. Fleet Safety Program)

2. New state employees who have recently relocated to South Carolina may operate a state owned vehicle using a valid driver’s license from their former state for a period up to 90 days, at which time they must obtain a South Carolina driver’s license.

3. Contract or consultant personnel who reside outside South Carolina, but must operate a state owned vehicle while engaged in state business, may do so using a valid driver’s license from their home state during the period in which their services are employed by the State of South Carolina.

4. Employees, who are spouses of active duty military personnel stationed in South Carolina and employees permanently residing in adjacent states, but employed in South Carolina, may operate a state owned vehicle using a current, valid driver’s license from their state of residence.

Note: Any student authorized to drive a state owned vehicle must also comply with all requirements of this procedure.

Driver Screening Process

Required Screening Documents

Prior to permission or authorization to drive a state owned vehicle, all personnel must submit the following documents for screening:

1. A copy of current driver’s license;

2. And Motor Vehicle Record (MVR) (past 3 years minimum).

New Employees

Prior to being offered state positions in which any portion of the employee’s responsibility requires driving a state owned vehicle, applicants shall provide required screening documents to the Human Resources Department.
Additional Requests

Departments requesting the authorization of an ATC faculty, staff, or student member not previously screened to drive a state owned vehicle must submit required screening documents to the Campus Safety and Security Director's office.

The Campus Safety and Security Director is responsible for:

1. Screening all Driver's License and Motor Vehicle Records (driving history) to ensure that applicants meet the criteria for state owned vehicle driving privileges as defined in the "South Carolina Fleet Safety Program".

2. Advising departments of screening criteria results.

If eligibility criteria are met, the applicant is authorized to drive a state owned vehicle as determined by Department need within the following guidelines:

Training Requirements

1. New employees (permanent or contract) or others whose position requires them to be "routine drivers" are required to attend the full eight hour National Safety Council Defensive Driving course within ninety days of date of assignment and must attend the four hour refresher course every third year thereafter. Drivers who have proof of attending a National Safety Council Defensive Driving Course within three years of date of employment may not be required to attend another course until the third anniversary of their attendance.

2. Personnel who are permanently assigned a state owned vehicle are required to attend the full eight hour driver training course within ninety days of the date of such vehicle assignment and must attend the four hour refresher course every third year thereafter, as long as permanently assigned a vehicle.

Note 1: A "routine driver" is defined as a state employee, consultant, contractor, temporary, or volunteer worker who drives a state owned vehicle in order to perform the primary responsibilities, duties, and purposes of his/her position.

Note 2: If no approved Safe Driving course is available within the ninety day period, an approved course must be attended at the earliest available date.

Driver Training Scheduling

The Campus Safety and Security Director shall be responsible for coordinating with individual departments to schedule required driver training.
Annual Review of Motor Vehicle Records

All personnel at ATC with state owned vehicle driving privileges must have their Motor Vehicle Records screened annually to ensure continuing compliance with state guidelines. The Campus Safety and Security Director will submit names of persons with South Carolina driver’s licenses to the state for annual review. Persons without South Carolina state driver’s licenses will be responsible for providing their driving records to the Safety Office for screening purposes.

Driver’s License Suspension

Any authorized driver of a state owned vehicle whose driver’s license is suspended shall immediately report the suspension to their supervisor. No person shall be allowed to operate a state owned vehicle until their suspension is lifted by the Department of Highways and Public Transportation.

Safety Requirements

It is not practical to list all of the safety precautions to be observed when operating a vehicle. All drivers are responsible to use due caution and practice safe driving measures. Drivers are responsible for abiding by applicable State and Federal laws when operating state owned vehicles. Additionally, the following safety guidelines must be followed:

1. Anyone driving a riding in a state owned vehicle will wear a safety belt at all times when the vehicle is in motion.
2. Posted speed limits will be adhered to at all times.
3. Smoking in vehicles is prohibited.
4. No alcoholic beverages are allowed in vehicles.
5. Special caution is required when backing a vehicle. Whenever possible, use a “backer”.
7. Use extra caution when driving in inclement weather.

Accident Reporting Procedures

The accurate and timely reporting of accidents involving state vehicles is extremely important. Whenever a state owned vehicle is involved in an accident, the following actions should be taken:
1. Turn vehicle off and evacuate the vehicle if it is safe to do so (beware of traffic prior to exiting vehicle).

2. Call 911 for medical assistance if needed.

3. Call 911 to report the accident to local law enforcement authorities. All accidents must be investigated by law enforcement authorities. If accident occurs on campus, also notify campus security at 593-9231 ext 1414 or 1111.

4. Exchange driver and insurance information with other driver if applicable. Do not admit responsibility or liability for any accident.

5. As soon as possible, report the accident to the State Claims adjuster, Southeastern Claims Service at 1-800-206-1913. (Insurance card is located in the glove compartment). Provide policy number and all other required information.

6. As soon as possible, notify your supervisor/instructor.

7. Complete the South Carolina Vehicle Operator Accident report form (located in the glove compartment) and submit the form to the Campus Safety and Security Director’s Office.

Record Keeping

Individual Departments are responsible for:

Keeping a current list of personnel authorized to drive state owned vehicles.

Campus Safety and Security Director is responsible for:

1. Maintaining a current master list of all Aiken Technical College authorized state owned vehicle drivers.

2. Filing all state required forms and reports.