



SCDC POLICY/PROCEDURE

Change 1 to OP-20.02: [1.8](#)

NUMBER: OP-20.02

TITLE: TRANSPORTATION MANAGEMENT

ISSUE DATE: JULY 1, 2008

RESPONSIBLE AUTHORITY: DIVISION OF TRANSPORTATION MANAGEMENT

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-20.02 (JUNE 1, 2004)

RELEVANT FORMS/SUPPLIES: 13-6, 14-19, 14-50 A & B, 15-27, 19-19, 19-22, 19-29A, 19-126, 19-152, 20-12, B-3, State Fleet Form 6-77

ACA/CAC STANDARDS: 4-ACRS-1B-01, 4-ACRS-1B-02, 4-ACRS-1B-03, 4-ACRS-1B-04, 4-4197, 4-4198, 4-4217, 4-4225

STATE/FEDERAL STATUTES: Budget and Control Board State Fleet Management Manual; South Carolina Fleet Safety Program; FCC (Codes of Federal Regulations); S.C. Code of Laws, 1976, as amended Section 56-5-760, Operation of Authorized Emergency Vehicles; Section 1-11-141, Insurance on State-Owned Vehicles by Agencies; Liability of Employees for Cost of Repairs.

PURPOSE: To establish guidelines for the proper management and control of all transportation operations involving the use of state/SCDC owned vehicles by employees, and radio communications, as well as the operation of heavy equipment, farm equipment, or other motorized equipment by inmates, and to establish criteria for the requisition/approval of any vehicular supplies or equipment involving state/SCDC appropriated and/or agency budgeted funds.

POLICY STATEMENT: To promote public safety and the cost effective use of state funds, the Division of Transportation Management will be responsible for managing, administering, and developing rules and regulations in compliance with all applicable state and federal regulations and statutes to govern the use of state/SCDC owned vehicles by employees; radio communications; purchases and requisitions for vehicular supplies and equipment; vehicular repair and preventative maintenance; review of accidents involving employees operating state/SCDC owned vehicles; identification of state/SCDC owned vehicles; and the operation of heavy equipment, farm equipment, or other motorized equipment by inmates. (4-4197, 4-4217)

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SPECIFIC PROCEDURES:

1. REQUIREMENTS FOR OPERATION OF STATE/SCDC OWNED VEHICLES:

1.1 A valid South Carolina driver's license or a valid driver's license from the state in which an employee resides is required for all SCDC employees in order to operate a state/SCDC owned vehicle. **(4-ACRS-1B-03)**

1.2 Employees are expected to abide by all applicable license restrictions and to operate a state/SCDC owned and/or special vehicle in a safe manner consistent with all traffic laws. At no time will a driver operate a state/SCDC vehicle after such driver has partaken of alcohol, drugs, or other controlled substances. The use of radar detectors in state/SCDC vehicles is prohibited.

1.3 Every SCDC employee possessing a commercial driver's license (CDL), listed as a CDL driver for SCDC, and performing safety sensitive functions must submit to random drug and alcohol testing pursuant to SCDC Policy/Procedure ADM-13.08, "Drug and Alcohol Testing of Commercial Motor Vehicle Drivers."

1.4 Each SCDC employee required to operate a state/SCDC owned vehicle must complete the eight (8) hour Defensive Driving Course (DDC8) provided through the SCDC Training Academy. Upon completion, such employees will be required to complete a four (4) hour Defensive Driving Course (DDC4) once every three (3) calendar years to continue operating a state/SCDC vehicle. If a person fails to attend DDC4 training within a three (3) year period ***or has his/her drivers license suspended***, s/he may be subject to corrective action under SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action."

1.5 Employees NOT authorized to drive state/SCDC vehicles include those who:

- have eight (8) or more points against their driver's license;
- have not successfully completed the DDC8 and/or DDC4;
- have had their driving privileges suspended after having two (2) or more serious at-fault accidents in a state/SCDC vehicle within a 12 month period or three (3) non-serious at-fault accidents in a state/SCDC vehicle within a 36 month period;
- have had three (3) serious at-fault accidents or four (4) non-serious at-fault accidents in a state/SCDC vehicle within a 36 month period and have been suspended for a minimum of one (1) year from driving an state/SCDC vehicle;
- have not paid fines imposed;
- are currently using medications for which precautions indicate drowsiness or other side effects that may compromise safety;
- have not signed SCDC Form 19-19, "Employee Acknowledgement of Transportation Policy and Procedures; and/or

- have used a state/SCDC vehicle for unauthorized purposes or conducted themselves in a manner that endangers safety or security (e.g., under investigation for unsafe acts, etc.). The appropriate Division Director, Warden, or higher authority will submit a memo to the Division Director of Transportation regarding such acts and recommending that the employee not be allowed to drive a state/SCDC vehicle. The Division Director of Transportation or *the* Division Director of Programs and Services will approve or disapprove such requests.

1.6 State/SCDC owned vehicles will only be used by employees for the purpose of conducting official Agency or state business. (See [Attachment II](#) for a list of authorized and unauthorized uses of vehicles.) Under no circumstances will employees transporting inmates stop at any location for the purpose of conducting unofficial or unauthorized business.

1.7 To promote safety and security and to prevent injuries, all vehicles, parts/supplies, and equipment used to complete any operation will be accounted for at all times and will be secured when not in use. Employees will take necessary precautions to ensure the security of the vehicle and to prevent escapes when transporting inmates. Keys to every vehicle, farm or heavy equipment, or other motorized equipment will be accounted for at all times pursuant to SCDC Policy/Procedure OP-22.17, "Key Control." (4-4197)

1.8 *All security employees, any employee to whom a state vehicle is assigned, employees who routinely drive state vehicles and any employee who may reasonably be required to drive a state vehicle or may reasonably be allowed to drive a private vehicle on state business are required to maintain a valid drivers license.* (Amended by Change 1, dated August 24, 2010)

The Department of Motor Vehicles will furnish to the SCDC on a regular basis a computer generated list of those employees whose drivers licenses have been suspended. This list will be provided by RIM to the Divisions of Transportation and Human Resources.

The Division of transportation will contact via e-mail, the employee's respective Warden/Division Director to ensure that the employee is not allowed to drive a state vehicle, nor to drive a private vehicle onto state property, absent a provisional license.

The Division of Human Resources will send a letter to the employee through the Warden/Division Director putting the employee on notice that their license has been suspended, that they are not to drive a state vehicle nor a private vehicle onto state property absent a provisional license, that they have 45 days to have their license re-instated or be terminated, and that it is the employee's responsibility to advise the Division of Transportation and the Division of Human Resources within 45 days of any re-instatement of the license.

2. IDENTIFICATION OF SCDC VEHICLES:

2.1 Except for those vehicles exempted in writing by the Agency Director, state/SCDC vehicles will be required to bear the SCDC numbered decals installed by the Broad River Vehicle Maintenance Facility (BRVMF). Decals will be located on the right rear and left front bumpers of vehicles.

2.2 All state/SCDC vehicles, except those specifically requested in writing through normal administrative channels to the Division of Transportation Management and approved by the Budget and Control Board, will also display the South Carolina state decal on the left of the rear window.

2.3 No other decals or slogans will be placed on any state/SCDC vehicle unless specifically requested and authorized by the Agency Director and State Fleet Management.

2.4 Renumbering of state/SCDC vehicles is authorized only by the Division *Director* of Transportation Management.

3. VEHICLE SAFETY:

3.1 All state/SCDC motor vehicles (except buses), including farm machinery such as trucks and tractors, must be equipped with seat belts. While operating or riding in a state/SCDC vehicle equipped with seat belts, everyone must wear those seat belts. Each violation should be reported to the Division Director of Transportation Management or designee who, in turn, will be responsible for contacting the appropriate supervising authority.

3.2 All marked state/SCDC vehicles are required to have the headlights turned on anytime the vehicle is in motion.

4. PERMANENT VEHICLE ASSIGNMENTS:

4.1 Requests for Permanent Assignment: An employee who wants to request permanent assignment of a state/SCDC vehicle must submit the request on State Fleet Management Form 980-R (available from the Division of Transportation Management) through the appropriate member of the Agency Director's staff and the Division Director of Transportation Management to the Agency Director for approval. A memo with the following information must be attached to the Form 980-R:

- the employee's home and office address;
- mileage from the employee's home to his/her office;
- number of round trips per week;
- model, make, and year of vehicle to be used (if known);
- vehicle license number (if known); and
- justification for the assignment. (If the employee is authorized to commute, this must include information verifying that the employee is on "emergency status/24 hours on-call assignment per day.")

4.2 Responsibility for the proper use and maintenance of the vehicle rests with the individual to whom it is permanently assigned, to include a daily visual inspection of the vehicle.

4.3 Commuting Mileage: Individuals required to pay for commuting to SCDC will be identified by the Agency Director and will be provided written information pertaining to such designation. Employees required to pay for commuting will attach their reimbursement (check or money order) to SCDC Form 14-50 A and B, "Monthly Trip Logs," and submit this information to the Division Director of Transportation Management or designee on a monthly basis. The Division Director of Transportation Management or designee will be responsible for reimbursement accountability to the Financial Accounting Branch. Commuting reimbursement is due no later than the 1st of each month. If the authorized commuter did not use the assigned vehicle for commuting during the month, the trip log for that month should be annotated as follows: "Authorized to commute, but did not commute." The Agency Director will provide information on the fair market value for reimbursement of commuting expenses to those employees required to make reimbursement. The commuting reimbursement will be calculated to comply with Federal Income Tax Regulations and South Carolina Budget and Control Board directives.

5. VEHICLES ASSIGNED TO INSTITUTIONS, DIVISIONS, OR OFFICES:

Each Warden, Division Director, or Office Director is responsible for ensuring that his/her designated vehicle management officer conducts a weekly inspection of each assigned vehicle for damage, safety, operating condition, and compliance with departmental policies/procedures and directives. In addition, all employee drivers will perform and complete a pre-trip and after trip inspection report utilizing SCDC Form 20-12, "Daily Vehicle Inspection Report," for the vehicle they will be operating.

6. REQUESTS FOR SCDC POOL VEHICLES:

6.1 The issue of a pool vehicle will be on a first-come, first-served basis. Requests for the use of a state/SCDC pool vehicle should be communicated through the Division of Transportation Management. Whenever possible, requests should be submitted at least one (1) week prior to the date of travel.

6.2 The Division of Transportation Management may authorize an SCDC employee to drive a state/SCDC pool vehicle home at close of business of the afternoon/shift preceding their intended travel, provided that the employee commutes directly from home the following morning to their out-of-town location. SCDC Form 19-152, "Authorization for Overnight/Emergency Use of a State Vehicle," must be filled out prior to the state/SCDC vehicle being used for more than one (1) day (to include overnight); for commute to residence for travel the next day; and for emergency use. The form must be signed by the employee requesting use of the car and approved by either his/her Warden, Division Director, the appropriate member of the Agency Director's Staff, or the Agency Director. The form will then be forwarded to the Division Director of Transportation Management or designee for final approval.

6.3 Any employee who operates a state/SCDC pool vehicle will be required to perform and complete a pre-trip and after-trip inspection of the operating vehicle. These inspections will be documented on SCDC Form 20-12, "Daily Vehicle Inspection Report."

7. USE OF PRIVATELY OWNED VEHICLES DUE TO THE UNAVAILABILITY OF POOL VEHICLES:

7.1 If a state/SCDC pool vehicle is not available, employees may be authorized to use their privately owned vehicle (POV). An employee desiring to use his/her POV for official SCDC business must complete Section I of SCDC Form 19-126, "Verification of Non-Availability of State Vehicle," and forward this form to his/her supervisor.

7.2 The employee's supervisor will be required to complete Section II of this form to indicate his/her approval of the employee's use of his/her POV and to stipulate whether adequate funds are available in his/her budget to cover the employee's mileage reimbursement. Upon completion, the form will be forwarded to the Division Director of Transportation Management or designee for final signature. **(4-4198)**

7.3 The Division Director of Transportation Management or an approved designee will be required to complete Section III of this form. A copy will be given to the employee, who must attach it to SCDC Form 15-27, "Travel Voucher," that is submitted to the Financial Accounting Branch for reimbursement. (See SCDC Policy/Procedure ADM-15.04, "Travel Regulations for SCDC Employees," for information.)

8. REQUESTS FOR BUS OR OTHER HIGH OCCUPANCY VEHICLES:

8.1 An employee may make a written request for the use of a bus or other high occupancy vehicle to conduct Agency business. Requests must be made through the appropriate Warden, Division Director, or member of the Agency Director's Staff to the Division Director of Security. At a minimum, the request should include the following information:

- Name of the requesting employee;
- Justification for the vehicle; (This must indicate that the vehicle will be used to conduct official Agency business.)
- The approximate number and, if known, the names of the SCDC employees or individuals who will be utilizing the vehicle;
- The name(s) of any non-SCDC employee(s) or person(s) who will be utilizing the vehicle;
- The date(s) the vehicle will be needed;
- Estimated number of miles to be driven; and
- Name and driver license number of the CDL driver who will be operating the vehicle.

8.2 The Division Director of Security or designee will be responsible for coordinating the arrangements for issuance of a bus or other high occupancy vehicle (e.g., van) to the requesting employee.

8.3 If a high occupancy vehicle will be used for transporting other than SCDC personnel, every effort will be made by the Division Director of Security or designee to supply a qualified SCDC employee driver.

8.4 Under no circumstances will a bus or other special transportation be dispatched for any use other than official SCDC or state business without the approval of the Agency Director or designee.

9. MILEAGE REPORTS: SCDC Form 14-50 A and B, "Monthly Trip Logs," will be maintained in all SCDC vehicles and will be turned into the Division of Transportation Management within five (5) working days after each reporting period (26th day of the month through the 25th day of the following month) or no later than the first working day of the following month. These forms may be submitted through supervisory channels, but this cannot delay their arrival at the Division of Transportation Management past the deadline. The original copy of the form will be submitted to the Division of Transportation Management and a photocopy of the form may be retained by the assignee of the vehicle. The driver's name must be clearly printed on each entry of the 14-50 A/B, "Monthly Trip Log"; and the 14-50 A/B must be signed by the driver of permanently assigned vehicles and initialed by the responsible Warden, Division Director, or appropriate member of the Agency Director's staff for vehicles used by more than one (1) driver.

10. PURCHASE/REPLACEMENT/REASSIGNMENT/DISPOSAL OF VEHICLES:

10.1 Purchase: Requests for new vehicles to include type, special equipment (if any) and budget information will be made in writing through the Division of Transportation Management for final approval through the appropriate member of the Agency Director's staff to the Division Director of Programs and Services. Requests for purchase/installation of emergency equipment, i.e., blue lights, sirens, etc., must be submitted in writing to the Division Director of Transportation Management or designee. If approved, the Division Director of Transportation Management or designee will prepare the necessary purchase requisitions/purchase orders.

10.2 Replacement: The replacement of a vehicle in service will be based upon an evaluation of the vehicle by the Division of Transportation Management. An evaluation may be requested by the user through administrative channels to the appropriate member of the Agency Director's Staff. For vehicles assigned to individuals, an evaluation may be requested directly to the appropriate Division or member of the Agency Director's Staff. All evaluations will be conducted in accordance with criteria contained in the State Fleet Management Manual. In all but exceptional cases approved through the appropriate member of the Agency Director's Staff to the Division Director of Programs and Services, a vehicle must be turned in upon issuance of a replacement vehicle.

10.3 Reassignment/Assignment: The permanent reassignment/assignment of vehicles will be based on a vehicle utilization study or report performed by the Division of Transportation Management.

10.4 Vehicle Disposal: The Division of Transportation Management is responsible for vehicle disposal. Inoperable vehicles will be turned in by the assignee to the Division of Transportation Management for disposal. When applicable, the assignee will submit SCDC Form 13-6, "Fixed Asset Update Form," to the Division of Transportation Management at the time of the equipment transfer. State Fleet Form 6-77 must be signed by the Agency Director and the Director of State Fleet Management before disposal of state/SCDC vehicles.

11. REPAIRS AND PREVENTIVE/ESSENTIAL MAINTENANCE:

11.1 Generally, all repairs and preventative maintenance to be performed on any state/SCDC vehicle or heavy equipment will be performed by the BRVMF or by an approved commercial vendor. All requests for general, emergency, or major repairs and/or preventive or essential maintenance on any state/SCDC vehicle or heavy equipment must be directed to the BRVMF supervisor/designee or one of the Division of Transportation Management's Geographical Vehicle Coordinators. The BRVMF supervisor/designee or Geographical Vehicle Coordinator will be responsible for making a determination as to whether the repairs and/or maintenance will be performed by the BRVMF staff and/or by an approved outside provider. All purchase requisitions/purchase orders for repair and maintenance of vehicles will be obtained from the BRVMF supervisor/designee or the designated Division of Transportation Management employee(s).

11.2 The Division of Transportation Management will facilitate the delivery of general, emergency, or major repairs and/or preventative maintenance to any state/SCDC vehicle or heavy equipment: by

- documenting and recording the repair of state/SCDC vehicles and equipment by utilizing the State's SCEMIS computer system;
- adhering to guidelines and procedures set forth by State Fleet's maintenance Facility Certification Program for repairing and/or coordinating the repairs of state/SCDC vehicles and equipment; and
- procuring vehicle repair parts and services in accordance with State and Agency purchasing procedures and regulations. All purchasing requests for vehicle repair parts and services will be coordinated through and approved by the Division of Transportation Management.

11.3 Vehicle Security: The following security procedures will be followed by all staff assigned to the BRVMF:

11.3.1 All vehicles delivered to the BRVMF will be secured in a locked, fenced area, except during normal working hours. Whenever possible, any loose items or luggage in the vehicle will be removed and provided to the employee to whom the vehicle was assigned prior to the vehicle being accepted by BRVMF staff.

11.3.2 Upon delivery of a vehicle to the BRVMF, the ignition key will be removed and provided to the service attendant. The key will then be provided to the BRVMF supervisor/designee for proper maintenance/security. Under no circumstances will a BRVMF employee provide keys for any vehicle to an inmate.

11.3.3 Vehicles will always be locked when they are unoccupied or not being repaired or inspected. Vehicle steering clubs will be used during the repair of vehicles. **(4-4197)**

11.4 Preventative Maintenance (PM) Notices and Requests:

11.4.1 Notices: All state/SCDC vehicles will have scheduled preventative maintenance inspections on a **twelve** month/5,000 mile basis, whichever comes first. The Division of Transportation Management will send out Preventative Maintenance (PM) notices to assignees of vehicles when such maintenance is due. Upon receipt of such notice, the employee assigned responsibility for the vehicle must make arrangements with the BRVMF supervisor/designee or one of the Transportation Geographical Vehicle Coordinators to schedule the vehicle for maintenance at the BRVMF or at an approved commercial vendor. Preventive maintenance inspections will be conducted by qualified inspectors (i.e., Commercial Automotive Repair Vendors/Trades Specialists or Geographical Vehicle Coordinators assigned to the Transportation Maintenance Division.) **(4-ACRS-1B-01)**

11.4.2 Preventative Maintenance will, at a minimum, consist of the following:

- oil and air filters will be changed, if needed;
- lubrication;
- brake inspection (to include all four wheels, brake pads, brake shoes, and brake lines);
- tire inspection, balance, and rotation;
- exhaust inspection;
- radiator hoses and belts inspection;
- battery inspection;
- fluid levels, headlights, and wiper inspection; and
- inspection of emergency flashers, horn, brake lights, back-up lights, parking and emergency brakes, and seat belts; **and**
- ***completion of a Preventative Maintenance Inspection Form.***

11.4.3 Responsibility for Repairs: The placement of parts on a vehicle, shop safety, working conditions, and maintenance of documentation pertaining to the repair of the vehicle will be the direct responsibility of

the BRVMF Supervisor/designee or one of the Division of Transportation Management's Geographical Vehicle Coordinators, and the Division of Transportation Management.

11.4.4 Responsibility of Wrecker Service: The Division of Transportation Management will provide towing and/or wrecker service for the state/SCDC's vehicle fleet or arrange for authorized commercial vendors to provide this service. Under no circumstances should privately owned equipment be used to tow or push state/SCDC vehicles.

11.4.5 Tire Repairs: *Under no circumstances, shall any tires utilized on any SCDC's motorized/licensed vehicles be plugged, repaired, and or patched. The only exception is for a tire to be re-capped. Any vehicle tire in need of repair shall be properly discarded and replaced with a new tire.*

11.4.6 *Upon the delivery of any vehicle to the BRVMF, a tire inspection will be performed by technicians regardless of any maintenance/repair services needed. All tire inspections performed by BRVMF's technicians will be documented on tire inspection forms. A tire inspection, which will consist of visual inspection of tires, as well as obtaining pressure readings with a tire gauge, will be done at least once a month on all SCDC vehicles. These tire inspections can be performed by BRVMF's technicians, Transportation geographical Vehicle Coordinators, outside commercial vendors, and/or institutional/divisional staff members. All tire inspections/pressure readings will be documented in some form on the tire inspection report and/or an invoice.*

12. EMERGENCY EQUIPMENT: The Division Transportation Management is responsible for maintaining emergency equipment such as tire chains and booster cables for assigned vehicles.

13. ACCIDENTS IN STATE/SCDC VEHICLES: Pursuant to South Carolina Code of Laws, 1976, as amended, employees involved in at-fault accidents may be held responsible for damages over and above state insurance coverage regardless of whether the vehicle was being used for official business at the time of the accident. Under no circumstances should the driver of a state/SCDC vehicle leave the scene of an accident or move the vehicle until law enforcement arrives and instructs otherwise. **(4-4198)**

13.1 Vehicle Accident Reporting: When an employee is involved in an accident in a state/SCDC owned vehicle or heavy equipment, s/he will immediately notify his/her supervisor who will notify the Division Director of Transportation Management, and the Environmental Health and Safety Officer (EHSO), if there is an injury. The employee's supervisor will be required to prepare a Management Information Note (MIN) and forward the MIN to the appropriate authorities pursuant to SCDC Policy/Procedure OP-22.25, "Reporting Incidents and Accidents (Management Information Notes [MINs])." In the event that an employee is involved in an accident after normal duty hours, the employee will immediately report the accident to his/her duty warden or the Emergency Action Center (EAC). The employee involved in the accident must complete an SCDC Form 14-19, "Vehicle Accident Information Form," and SCDC Form 19-29A, "Incident Report."

13.2 Employee Reporting of Moving Violations: When an employee is cited for a moving violation in a state/SCDC owned vehicle or heavy equipment, s/he will immediately notify his/her supervisor of the citation. [Attachment I](#), "Notification of Suspended/Revoked Driver's License or Moving Violation," should be completed and forwarded to the Division Director of Transportation Management."

13.3 Employees who have a Commercial Drivers License, are utilized as an SCDC CDL driver, and who are involved in vehicular accidents while operating a state/SCDC vehicle may be required to submit to a drug/alcohol test pursuant to SCDC Policy/Procedure ADM-13.08, "Drug and Alcohol Testing of Commercial Vehicle Drivers."

13.4 Notification to Insurance Provider: When any SCDC employee (institutional or non-institutional) is involved in an accident, the *Southeastern Claims Service* will be immediately notified via telephone by the Division Director of Transportation Management/designee no later than close-of-business the workday after the accident occurred. If an accident report is filed by the Highway Patrol or another investigating agency, the green

copy will be sent to the Division of Transportation Management which will forward the information to *Southeastern Claims Service*.

13.5 Liability: When delivered, a state/SCDC vehicle is automatically insured under a fleet policy written by the State Insurance Division. This policy protects the state and its employees against claims from others resulting from an accident with a state/SCDC vehicle. Liability limits are equal to the maximum for which the state is liable, so supplementary liability insurance is not required by the state/SCDC vehicle operator (employee). Vehicles are self-insured by the state with respect to unrecoverable losses from collision, fire, vandalism, and theft. An employee may be held liable for up to \$200.00 of state/SCDC vehicle damage if the Geographical Accident Review Committee (see Procedures 13.8 through 13.11, below) determines that the employee was at fault in an accident while operating the vehicle and may be held fully liable for an accident if the cause was due to the employee's use of alcohol, controlled substances, or illegal drugs. **(4-ACRS-1B-04, 3-4190)**

13.6 Failure to Report an Accident or Moving Violation: Failure to report a moving violation and/or accident through supervisory channels to the Division of Transportation Management, regardless of severity, will result in immediate corrective action in accordance with SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action," and the South Carolina Fleet Safety Program. The responsible supervisor will ensure that corrective action indicated by SCDC Policy/Procedure ADM-11.04 is initiated and followed through to completion. Additionally, an employee receiving a citation for a moving violation will be held personally liable for the payment of any fines for such violations. The Agency will not be responsible for payment of any such fines.

13.7 Wrecker Assistance: Should an employee involved in an accident or moving violation need wrecker (tow) assistance, the employee or his/her supervisor should contact the following:

13.7.1 During normal duty hours, wrecker assistance may be obtained through the BRVMF by telephone at 896-2037/896- 2957 or 896-1209.

13.7.2 During non-duty hours, wrecker assistance may be obtained by contacting SCDC's Emergency Action Center (EAC) at 896-2258.

13.7.3 Phone numbers for wrecker assistance will be displayed or made available in all state/SCDC vehicles.

13.8 Review of Accidents by Geographical Accident Review Committees:

13.8.1 When an accident is reported to the Division of Transportation Management Accident Coordinator or a designee, s/he will be required to immediately notify via telephone or fax the appropriate Geographical Vehicle Accident Review Committee chairperson so that a hearing can be scheduled and the accident reviewed within 60 days from the date that the accident occurred.

13.8.2 Each official designated geographical area will be required to have a Geographical Vehicle Accident Review Committee. Each Committee will be responsible for controlling, inspecting, reporting, and reviewing unsafe conditions, and accidents involving SCDC employees operating state/SCDC owned vehicles.

13.8.3 Committee Members will be appointed by the appropriate member of the Agency Director's Staff and each committee will consist of five (5) total members (four [4] members and one [1] chairperson). Except for the chairperson, the four (4) other members should be selected from facilities located in the geographical area.

13.8.4 Committees will be required to convene within 60 days of the date that a reported accident occurred. Special meetings will be called within *ten (10)* working days for serious accidents (accidents causing bodily injury or damages in excess of \$2,499.00). Accidents involving the Agency Director, members of the Agency Director's Staff, Division Directors, Wardens, and Associate Wardens will be

reviewed by the appropriate Geographical Vehicle Accident Review Committee; however, a member from another Geographical Vehicle Accident Review Committee will be present as well to ensure that corrective actions and recommendations remain consistent.

13.8.5 The Committee's chairperson will be responsible for ensuring that all hearing minutes are documented and that minutes pertaining to any accidents are submitted to the Division Director of Transportation Management or designee within 30 days of the date of the committee meeting.

13.8.6 The Division Director of Transportation Management *or designee* will be responsible for contacting the respective supervisor should the Geographical Vehicle Accident Review Committee recommend that corrective action be taken against the employee. The appropriate Warden/Division Director will coordinate any corrective action with the Employee Relations Branch to ensure compliance with Agency and state policies/procedures. The Division Director of Transportation Management will be responsible for notifying the appropriate Committee chairperson of the final disposition.

13.9 The Geographical Accident Review Committee will be required to review any accident involving monetary assessment to an state/SCDC vehicle. Each Geographical Accident Review Committee has the authority to recommend the assessment of a fine of \$200.00 or less if an employee is involved in an at fault accident.

13.10 Actions Of the Geographical Accident Review ,b> Committee for Employees Found at Fault in Vehicle Accidents may include the following recommendations:

13.10.1 Verbal counseling concerning responsibilities while driving state/SCDC vehicles;

13.10.2 Written counseling (memo of understanding) concerning responsibilities and safety requirements while driving state/SCDC vehicles (if not already done since the accident);

13.10.3 Attendance at the Defensive Driving 4 Class if records do not indicate that training has already been received since the accident date;

13.10.4 Attendance at the training class, "Vehicle Matters and You," offered by the SCDC Training Academy;

13.10.5 Review of total driving record by the Division Director of Transportation Management;

13.10.6 Three (3) months to one (1) year suspension of state/SCDC vehicle driving privileges (must be approved by the Division Director of Transportation Management);

13.10.7 One (1) year to permanent suspension of state/SCDC vehicle driving privileges (must be approved by the Division Director of Transportation Management);

13.10.8 Suspension from operating state/SCDC vehicles until training is received(must be approved by the Division Director of Transportation Management);

13.10.9 Requirement that ground guide/escorting officer must be out of the vehicle and in place to assist the driver before backing of the vehicle begins;

13.10.10 Imposition of a fine in the amount of \$200.00 as provided by Section 1-11-141, of the Motor Vehicle Act.

13.11 The Geographical Accident Review Committee *will* refer the above recommendation(s) to the Warden, Division Director, or appropriate member of the Agency Director's Staff, who will ensure that the fine is paid and training is scheduled and received. Employees who are fined may appeal the fine in writing within 15 working days upon receipt of the decision. This appeal will be sent to the Division Director of Transportation Management *for review and ruling on the appeal. If an employee challenges the ruling of the Division Director of Transportation Management will be forwarded to* the Agency Director, the State Motor Vehicle

Management Council, and finally, to the State Budget and Control Board. Actions taken by the Geographical Accident Review Committee are not grievable pursuant to SCDC Policy/Procedure ADM-11.02, "Employee Grievance and Appeals Procedure."

13.12 Any SCDC employee involved in an at-fault accident while operating a state/SCDC owned vehicle will be required to complete the full "Vehicle Matters and You" class within 60 days of the date the accident occurred. When the accident is reported to the Division of Transportation Management, the Division Director of Transportation Management or designee will be responsible for contacting the employee's supervisor so that the employee is scheduled to attend the course in a timely manner.

14. RADIO COMMUNICATIONS: The Division of Transportation Management will ensure the proper procurement, maintenance, inventory control, and daily use of FCC licensed radio equipment in accordance with applicable state and federal statutes and regulations. Each institution will have a communications system within the institution and between the institution and community in the event of urgent, special, or unusual incidents or emergency situations. (4-4217)

14.1 New Radio Equipment/Supply Purchases/Replacement of Supplies: All requests will be submitted to the Division Director of Transportation Management or designee by memorandum for approval before the procurement process can be completed. The requisitioner of replacement equipment must turn in the inoperable radio equipment upon issuance of the replacement equipment. When applicable, the requisitioner will submit SCDC Form 13-6, "Fixed Assets Update Form," to the Division of Transportation Management at the time the equipment is turned in. The Division Director of Transportation Management or designee will closely monitor the Agency's request for radio communication supplies (e.g., batteries, antennas, holders) to ensure fiscal accountability and efficiency. All requests for additional security channels and radio equipment must be approved by the appropriate Warden or Division Director and the Division Director of Transportation Management.

14.2 Disposal of Radio Equipment: The disposal of all SCDC radio equipment will be the responsibility of the Division of Transportation Management. Inoperable or obsolete radio equipment will be turned in by the assignee to the Division of Transportation Management for disposal. When applicable, the assignee will submit SCDC Form 13-6, "Fixed Asset Update Form," to the Division of Transportation Management at the time of the equipment transfer. The Division of Transportation Management will initiate the proper documentation to legally dispose of any SCDC radio equipment.

14.3 Assignment/Reassignment of Radios: The permanent assignment/reassignment of radios will be based on the radio needs study conducted by the Division of Transportation Management and the Division of Security. No radio equipment transfer will be made among assignees without the prior approval of the Division of Transportation Management and the Division of Security. If permission is granted, the losing and receiving assignees of the radio equipment must submit SCDC Form 13-6, "Fixed Assets Update Form," to the Division of Transportation Management at the time of the equipment transfer.

14.4 Installation, Maintenance, and Repair of Radio Equipment: The installation, maintenance, and repair of SCDC radio equipment will be arranged through the Division of Transportation Management. All services for radio equipment will be performed by certified facilities designated by the Division of Transportation Management. Under no circumstances will an assignee of radio equipment attempt to make any repairs to any SCDC radio equipment. All purchase orders for radio repair/maintenance will be generated by the Division of Transportation Management. The Division of Transportation Management will provide the EAC with a list of on-call personnel to respond to radio emergencies after normal business hours.

14.5 Radio Use: All state and Federal Communication Commission (FCC) regulations must be observed at all times during radio communications broadcasting. The improper use of SCDC radio communications is a violation of FCC regulations and can result in severe fines and penalties. Persons found improperly using SCDC radio communication systems will be held personally liable for any fines and/or penalties resulting therefrom. All persons assigned or authorized to use radio communications must use SCDC Supply B-3, "Ten Code

Signals," when using any SCDC radio communications system. The improper use of SCDC radio communications should be immediately reported to the Division of Transportation Management.

14.6 Radio Security: The security of all radio communications equipment is the responsibility of the person to whom the equipment is assigned. During hours of darkness, unattended cars should be locked and parked in a lighted area to protect mobile radios and radio equipment. Radios, walkie-talkies, etc., will be treated as sensitive equipment to ensure continuous accountability. The Division of Transportation Management will be responsible for maintaining an inventory of all SCDC communications equipment.

15. FUEL STATIONS:

15.1 Fuel and Supply Purchasing for SCDC Fuel Stations: The Division of Transportation Management will coordinate all fuel and supply purchases for all SCDC fuel stations.

15.2 Purchase of Fuel at Other Gas Stations: Fuel may be purchased with a fuel card at any fueling station that accepts the "Wright Express Card." Fuel must be pumped at the self-service pump only. The employee will check the odometer reading and enter this number when prompted. (NOTE: Mileage will be entered without tenths.) The employee may pay at the pump or pay the cashier as follows:

15.2.1 Pay at the Pump: For "pay at the pump" dispensers, the employee will insert his/her card into the card reader and follow the instructions indicated on the computer screen. The employee will enter his/her **six (6) digit** Personal Identification Number (PIN) and the odometer reading and pump the gas.

15.2.2 Pay Cashier: The employee will pump the fuel and then present his/her fuel card to the cashier. The cashier may be prompted to hand the employee a PIN Pad so that the PIN and odometer reading may be entered. (NOTE: An employee must never give a cashier his/her PIN.) If the cashier does not offer the employee a PIN Pad, that facility may not have the level of automation required to capture the PIN and odometer data.

15.2.3 *Employees should not stop at a station for re-fueling with inmates in their vehicle.*

15.3 Abuse of Fuel Card: Employees abusing their responsibilities regarding the fuel card (e.g., making purchases other than gas) will be subject to corrective action pursuant to SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action."

16. INMATE OPERATORS OF FARM AND HEAVY EQUIPMENT OR OTHER MOTORIZED EQUIPMENT:

16.1 Inmates WILL NOT be authorized to operate any state/SCDC and/or special vehicles intended exclusively for highway use. Additionally, inmates will not operate farm and heavy equipment off Agency premises unless they are under the direct supervision of an Agency employee or other person authorized by the Agency to supervise inmates (e.g., supervisors of labor crew inmates). **(3-4189)**

16.2 Inmates may operate farm equipment as well as construction, maintenance, and other motorized material-handling equipment which does not require a license to operate, provided that the operators are approved by their immediate civilian supervisor, appropriate Division Director, and the Warden.

16.3 An inmate operator of farm and heavy equipment or other motorized equipment may maintain custody of equipment keys only while operating the equipment. Upon completion of the job assignment, the keys to the equipment will be returned to the institution/activity transportation officer/employee who will secure the keys in accordance with SCDC Policy/Procedure OP-22.17, "Key Control." Under no circumstances will any farm and heavy equipment or other motorized equipment keys be left in equipment when not in use or while unattended.

16.4 Criteria for the selection and training of inmate operators for farm and heavy equipment or other state/SCDC motorized equipment operators will be developed and administered by the Division Director or

designee responsible for the area where the inmate will be assigned to perform such work.

16.5 No inmate will be allowed to use farm equipment to push or tow farm vehicle/equipment without the proper authorization from, and supervision by, employee staff at the Agriculture Branch.

17. EMERGENCY VEHICLE RESPONSE: The driver of an authorized emergency vehicle, when responding to an emergency call, but not returning from an emergency, may exercise the privileges set forth in South Carolina Code of Laws, 1976, as amended, Section 56-5-760, "Operation of Authorized Emergency Vehicles," subject to the conditions set forth below:

17.1 Any employee required to operate an emergency vehicle and respond to SCDC emergencies will be required to successfully complete on an annual basis the Emergency Vehicle Response training course offered through the SCDC Training Academy prior to being initially authorized to operate, or authorized to continue to operate an emergency vehicle. (Refer to SCDC Policy/Procedure ADM-17.01, "Employee Training Standards," for training and course scheduling procedures.)

17.2 All vehicle emergency operations will be classified as routine, priority, or emergency, as follows:

17.2.1 Routine: Respond as available. Response may be delayed. All traffic regulations are to be obeyed.

17.2.2 Priority: Respond without delay. All traffic regulations are to be obeyed.

17.2.3 Emergency: Respond with all emergency equipment (lights, siren) activated. When approaching traffic control lights and stop signs at intersections, STOP AND CLEAR the intersection before proceeding. DO NOT assume you will be given the right of way. Emergency response is limited to those situations in which the physical safety and well-being of an individual is directly jeopardized. Emergency operations will be normally authorized where human life is threatened or when serious personal injury appears imminent. Generally, emergency operations will be limited to riots, hostage situations, escapes (when immediate response could bring about rapid recapture), and other situations as may be directed by an appropriate authority. (4-4197, 4-4225)

17.3 The decision to initiate emergency operations must be based on good judgment, tempered with common sense and foresight of potential hazards. An employee will be required to justify the choice to initiate emergency driving based on the following considerations:

- the nature of the emergency and hazard that it creates;
- the likelihood of successful recapture of escapees or intervention in life-threatening emergencies, and the volume, type, speed, and direction of all traffic in the area;
- the nature of the location (residential, rural, business);
- the weather, road conditions, and other associated factors, including safety of third parties; and
- the employee's driving skill and the condition of the vehicle.

17.4 In all cases involving emergency operations, sound judgment is paramount. Definitive guidelines to specifically address all emergency situations are impossible. A general rule to follow, however, is to carefully evaluate the facts in each situation and to engage in emergency driving ONLY when the apparent risk to human life in a situation outweighs the potential hazards resulting from the initiation of emergency operations.

18. DEFINITIONS:

Serious Accident refers to an accident that results in death, incapacitating personal injury, or combined property damage exceeding \$2,499.99; or when the proximate cause of such accident was impairment of the state/SCDC vehicle operator by alcohol or illegal drugs; or when the proximate cause of the accident was an act by the state/SCDC vehicle operator which is a four (4) or more point violation. This determination must be made by the Geographical Accident Review Committee, after reviewing the

accident report and any other pertinent information, including any convictions which may have arisen from the accident. The absence of a conviction of a four (4) point violation is not conclusive to the Board's determination.

Special Vehicle refers to any vehicle obtained for use by SCDC under federal and/or state seizures, purchased through a federal grant, loaned from the United States Government, or leased from the state motor pool, and which is subject to the same restrictions and guidelines as other state/SCDC vehicles.

SIGNATURE ON FILE

s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.

**OP-20.02
Attachment I**

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

MEMORANDUM

THROUGH: _____

TO: Division Director of Transportation Management

FROM: _____

**SUBJECT: NOTIFICATION OF EMPLOYEE'S SUSPENDED/REVOKED
DRIVER'S LICENSE OR OF MOVING VIOLATION**

DATE: ____/____/____

Section I: (to be completed by employee)

Name of Employee: _____

Social Security #: ____ - ____ - ____ **Date of Birth:** ____/____/____

Position: _____ **Location:** _____

Driver's License #: _____ **State of Driver's License:** _____

**** Date Driver's License Suspended/Revoked:** ____/____/____

***** Date of Moving Violation while driving a state/SCDC Vehicle:** ____/____/____

Section II: (to be completed by Division of Transportation Management)

Date Notification Received: ____/____/____

Action Taken: _____

****Suspension/revocation must be reported within five (5) working days.**

***** An employee receiving a citation for a moving violation will be held personally liable for the payment of any fines incurred upon him/her. The South Carolina Department of Corrections will not be responsible for payment of any such fines.**

Attachment II

List of Authorized and Unauthorized Uses of Vehicles

Authorized Uses:

- Travel between place of vehicle dispatch and place of performance of official business.
- When on official out-of-town travel status, travel between place of temporary lodging and place of official business.
- When on official out-of-town travel status and not within reasonable walking distance between either of the above places and: places to obtain suitable meals; places to obtain medical assistance, including drugstore; places of worship; barber/beauty shops; cleaning establishments; similar places required to sustain health and welfare or continued efficient performance, exclusive of places of entertainment.
- Transport of officers, official employees, or official guests of the state. Transport of professional/commercial representatives, when in the direct interest of the state.
- Transport of materials, supplies, parcels, luggage, kits, or other items belonging to or serving the interests of the state.
- Transport of any person or item in any emergency situation, provided such movement does not further endanger life or property.
- Use of the vehicle when it is clearly serving the interest of the state.

Unauthorized Uses:

- Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capabilities of the vehicle.
- Transport of friends, associates, or other persons who are not serving the interests of the state.
- Transport of hitchhikers.
- Transport of items of cargo having no relation to the conduct of official business.
- Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, alcoholic beverages, illegal drugs, highly flammable material, except by specific authorization or by a duly commissioned law enforcement officer acting within his or her assigned duty.
- Transport of any item or equipment or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians, or to other vehicles.
- Extending the length of time or travel beyond that required to complete the official purposes of the trip.
- Use of the vehicle to provide transportation between home place of official business unless specifically authorized, in writing, by the agency head. The fact that an employee is "on call" does not itself justify this authorization. The urgency of employee availability and frequency of actual recall must be factually justified in order to qualify as authorized use.
- Travel to and/or from social events unless acting as an official representative of the state.
- Use of a vehicle while on vacation.
- Travel to places of entertainment (lounges, etc.) when not connected with official state business.