

INSTITUTIONAL DIRECTIVE 5-2

November 26, 2007

Title: Use of School Vehicles

I. Purpose

To establish procedures for the use of school vehicles.

II. Policy

It is the policy of Piedmont Technical College that school vehicles will be used for official school business only. Personnel entrusted with the use of vehicles will be responsible for the proper care and custody of the vehicle while in their possession. Private vehicles may be used for local area travel on official business when institutional vehicles are not available or when an employee elects use of a personal vehicle.

III. Procedures

- A. Drivers of school vehicles must possess a valid South Carolina Driver's License except for the students participating in the Piedmont Tech Driver's Education Course. See Section VII. All new employees (full time and part time) are required to fill out a "Request for Vehicle Driver Record Form" (See Form #DL-15). This form is issued at time of employment. Full and part-time employees will contact the public safety office for college vehicle operation authorization and a parking permit. The Public Safety Office will retain these records.
- B. Driver Training
 1. The General Assembly directed the State Budget and Control Board to develop and implement a statewide fleet Safety Program. It is the policy of Piedmont Technical College that the requirements and conditions of this mandated training be met.
 2. These requirements stipulate that persons who are assigned vehicles or drive state vehicles on a regular basis successfully complete an eight-hour block of driver's instruction. A four-hour refresher course must be attended every third year to remain in compliance. All new associates must attend the training within 90 days of employment.
- C. All out of state travel must be approved by the President in writing by completing an Out of State Travel Request (Form 500). After approval, copies will be forwarded to the Senior Vice-President. When a rental car is desired, a copy must be attached to the vehicle authorization form.
- D. School vehicles and fuel credit cards are for Business Use Only by members of the full-time faculty and staff.
- E. School vehicles may not be used for day, evening, or weekend travel for faculty/staff development courses (continuing education, courses towards degree program, etc.). No reimbursement will be authorized for use of private vehicles in conjunction with such programs. Vehicles will not be used for personal use.

Office of Responsibility: President

F. The college's fuel credit cards are to be used only for school vehicles or contracted rental cars. Using the cards for other than designated school vehicles is against school policy as well as federal law since cards are exempt from federal taxes. Credit card purchases will be restricted to gasoline from self-service pumps unless not available. (Insurance vehicle license number is put on credit purchase receipt.)

G. Mechanical Failures

1. All mechanical failures will be reported to the Director of Facilities immediately after return fleet vehicle only. If the user is out of the immediate area, collect calls for assistance can be made to (864) 941-8331 (cell: 993-8324) or (864) 941-8332. Often problems can be solved by discussing symptoms of failure and making on the spot adjustments. When possible, Maintenance will send assistance to the location to repair the vehicle at the trouble site.
2. There will be instances when the operator cannot discuss the problem with Maintenance and must make on the spot decisions. In this case, reasonable expenditures can be made to resolve the immediate problem.

H. Accident Reporting

1. The importance of accident prevention cannot be over emphasized. In most cases, a vehicle accident results from carelessness, negligence, error, ignorance, sudden illness or because an individual does not exercise proper precautions. Seldom is an accident the result of vehicle mechanical failure.
2. Whenever an accident involving a Piedmont Technical College owned or operated motor vehicle occurs, the following reports must be made by the driver involved:
 - a. In every event a driver of a state-owned vehicle involved in an accident resulting in property damage, injury or death shall, by the quickest means of communication available, give notice of such accident to the local police department if such accident occurs within a municipality or to the South Carolina Highway Patrol.
 - b. Immediately notify the Director of Facilities, (864) 941-8331, of all accidents. The driver involved in the accident must complete and file a report with the Piedmont Tech Public Safety Office. The college's insurance agency should be notified by the Director of Facilities via telephone especially if bodily injury or extensive damage has resulted from the accident.

State - Insurance Reserve Fund
Suite 500
P.O. Box 11066 1201 Main Street
Columbia, S.C. 29211
Contact Person - Patti B. Trevathan
Dave Abromiatis, Claims Mgr.
P: (803) 737-0020
F: (803) 737-0042

- c. The driver of any vehicle involved in an accident shall give his/her name, address, and the registration number of the vehicle he/she is driving and shall upon request, be available to exhibit his driver's license. He/she shall also provide the name, address and policy number of his/her insurance company (insurance information in safety folder - glove compartment) and shall also

render to any person injured, reasonable assistance including making arrangements for the care of such persons.

- d. An insurance card is included in the information package located in the glove compartment of each vehicle. This card has to be in all state vehicles as required by state law.
3. Any such driver involved in an accident resulting in damages to property legally placed upon or adjacent to a highway shall take reasonable steps to locate and notify the owner or person in charge of property.
4. Any driver involved in a collision with an unattended vehicle shall immediately stop and either locate and notify the operator/owner or leave in a conspicuous place on the unattended vehicle a written notice giving the name and address of the driver and of the owner of the vehicle doing the striking with a short statement of the circumstances.
5. Any driver involved in such an accident shall, in addition to these provisions, comply with all other requirements of the State, County or City with respect to submitting written reports of accidents.
6. Helpful suggestions in case of accidents:
 - a. Do not leave the scene. Ask someone to call police or highway patrol.
 - b. Get the names and addresses of the occupants of the other car and any witnesses. Write down the make, model and license number of the other car and the name of the company that insures the driver and that party's policy number.
 - c. Identify yourself and show your driver's license. Do not discuss the provisions or limits of the college insurance policy--do not assume the blame for the accident--and above all do not agree to any settlement. This will be handled by the insurance company.
 - d. Cooperate with the investigating officer or patrolman. Answer his/her questions factually. Do not insist that a citation be issued to the other driver. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the other driver. If so, answer in the affirmative and explain that this is the State's preference.
 - e. Assist the law enforcement officer investigating the accident in completing a written report.
 - f. Comply with the local and state reporting requirements.
 - g. Obtain a copy of the Highway Patrol report and give to the Director of Public Safety immediately upon returning to the campus. Retain copies of these and all others reports and/or letters pertaining to the accident.
 - h. Should you encounter difficulties with the vehicle while on the trip, if possible, call the nearest dealer of the type of vehicle being driven. Ask if the dealer will charge to Piedmont Technical College for services rendered before authorizing him to remedy the problem. (*not to exceed \$100.00). If the problem seems small and there is access to a reputable service station, let them make only necessary repairs. If, after receiving an estimate of repairs there is doubt as to what should be done, call Piedmont Tech. – the Director of Facilities at (864) 941-8331 (cell: (864) 993-8324) or the Administrative Assistant at (864) 941-8332. Piedmont Tech's vehicles are constantly on trips and therefore cannot always be checked for mechanical problems before they are used again. Should

an employee at any time have difficulty with the college vehicles or find that something that needs attention, please notify the Work Order Coordinator at Ext. 8335. In case of an accident while on a trip, obtain all available information such as names of people involved, date, time, location of accident and witnesses. Call Piedmont Tech collect at (864) 941-8324 or 1-800-868-5528.

- i. After returning to Piedmont Tech, contact the Director of Facilities or the Director of Public Safety to prepare necessary papers and report.
8. Vehicle Operating Responsibilities
- a. Vehicles will be returned to the Piedmont Tech campus immediately after official travel is completed and parked in the assigned spaces and secured. Vehicles will not be retained overnight at home unless specific approval to do so is obtained in advance from the President.
 - c. Any malfunctions considered to be dangerous, the driver should inform the Public Safety Director immediately.
 - d. Repair of school vehicles will be reviewed by the Maintenance Supervisor to insure that school vehicles are maintained clean and provide the appropriate school image; drivers will report any auto in need of cleaning to the maintenance supervisor. All out of state travel must be approved by the Senior Vice President / President in writing by completing an Out of State Travel Request (Form #500). After approval, a copy will be forwarded to the Public Safety Office.
- I. Procedures for Rental Vehicles
1. When travel dictates that a rental vehicle be utilized, the employee is to complete the Enterprise Rent-a-Car Request to Rent a Vehicle Form, attach a copy of the driver's license of the person driving the vehicle and obtain all necessary signatures. Once this form is completed it should be submitted to the Procurement Office for approval and the Procurement Office will then fax the form to Enterprise. The Procurement Officer must approve all forms. If the Procurement Officer is unavailable to approve the form, you may receive approval from the Senior Vice-President or the College President. If the employee is traveling out of state, an approved Out of State Travel Form must be submitted with the Vehicle Rental Authorization Form before authorization will be granted. The Senior Vice-President's approval must accompany all requests for any rentals in the seven counties. The College President must approve any transport of family members in any Enterprise Rent-a-Car rental vehicle.
 2. Employee Responsibility
The employee will need to contact Enterprise Rent-a-Car at least twenty-four (24) hours prior to the employee's departure time. This will allow Enterprise Rent-a-Car to do all necessary paperwork and deliver the car to the Greenwood Campus prior to your requested departure time.
 3. All vehicles will be delivered to the Public Safety Department on the Greenwood Campus. Once the vehicle is delivered, the Public Safety Officer on duty will sign the Vehicle Rental Agreement for Enterprise and take possession of the keys. The employee will need to contact the Public Safety Department who will issue the keys to the employee. The employee, if traveling a substantial distance, may also request a gas card. Each vehicle is delivered with a full tank of gas and according to the state contract #05-S6784-A11296 expires 1/4/10, the car should be returned to Enterprise with a full tank of gas. If not, they will charge us for the gas to replenish

the tank. Before you utilize the car, please do a walk around and make sure there is no visible damage to the car and that the car has been delivered in good condition. If any irregularities are noticed, please contact the Public Safety Department immediately and a Rental Vehicle Exam Form will be completed.

4. All emergency information including insurance information is located in the glove compartment of each vehicle. If a problem arises, please consult this documentation and follow all instructions designated by Enterprise.
5. Upon arrival back at the College, you will need to leave the keys and the gas card, with the Public Safety Department. Enterprise will retrieve their vehicle. If a vehicle is requested and not used, the using department will still be charged for the vehicle. PTC will be billed from Enterprise based on what was requested and delivered. If they deliver the vehicle, the charge will be generated. Please keep this in mind when canceling a trip.
6. Employees are not allowed to take rental vehicles to their residence. All vehicles are to be received from and returned to the Greenwood Campus in the area designated for rental vehicles. Approval should be obtained in advance from the College President if family members are to accompany any employee in a rental vehicle. Rental vehicle are not to be used for travel in the seven county area unless authorized by the Vice-President of the employee requesting the vehicle.

IV. Identification of State Vehicles

All state-owned motor vehicles shall be identified by state seal decals. No vehicles shall be exempt from the requirements for identification except those approved by the President.

V. Removal of Seals

All seals shall be removed from state vehicles prior to disposal. Extreme care should be taken during the removal process to prevent any damage to the surrounding surface.

VI. Reimbursement Policy

- A. Piedmont Technical College's vehicles are intended for use by employees of Tech who are required to travel by motor vehicle in the performance of official business.
- B. Private vehicles may be used for official use. The employee will be reimbursed at a rate of .445 cents per mile.

VII. Vehicle Use

- A. State-owned motor vehicles are authorized for use in performance of all travel or tasks necessary to accomplish official tech business that is within the seven county areas. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the seven county areas.
- B. All employees driving a college vehicle must possess a valid South Carolina driver's licenses. Students are NOT allowed to drive college vehicles unless enrolled in, and as a requirement of, the Driver's Ed Continuing Education program
- C. New state employees who have recently relocated to South Carolina may operate a state vehicle using a valid driver's license from their former state for up to 90 days, at which time they must obtain a South Carolina driver's license.
- D. Contract or consultant personnel who reside outside of South Carolina, but must operate a state vehicle while engaged on 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.

- E. Employees who are spouses of active duty military personnel stationed in South Carolina may operate a state vehicle using a current, valid driver's license from their state of residence.
- F. Employees who permanently reside in adjacent states, but work in South Carolina, may operate state vehicles using the license from their state of residence.
- G. Other drivers. It is basic state policy that only state employees drive state vehicles. In certain cases, such as illness or extreme fatigue on the part of the driver, spouses and dependents over the age of 21 may drive the vehicle for short periods in order to complete a trip. Under ordinary circumstances, spouses and dependents will not be allowed to drive a state vehicle. Under no circumstances will dependent children under the age of 21 drive a state vehicle.
- H. Students participating in the Driver's Education Course can only operate the Driver Education vehicle provided they possess a valid driver's permit and the course instructor is present with the student during the driving sessions.

VIII. Unauthorized Use of State-Owned Vehicles

- A. Travel or tasks of a personal nature having no connection with the accomplishment of official business or beyond the seven county area.
- B. Transport of friends, associates, or other persons who are not serving the interests of the state.
- C. Transport of hitchhikers.
- D. Transport of items or cargo having no relation to the conduct of official business.
- E. Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, alcoholic beverages, hazardous chemicals, asbestos, hazardous waste, highly flammable material except by specific authorization or by a duly commissioned law enforcement officer acting within his or her assigned duty.
- F. Transport of any item of 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.
- G. Extending the length of time or travel beyond that required to complete the official purposes of the trip.
- H. Use of the vehicle to provide transportation between home and place of official business unless specifically authorized, in writing, 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 in order to qualify as authorized use.
- I. Travel to and/or from social events unless acting as an official representative of the State.
- J. Use of a vehicle while on vacation.
- K. Travel to places of entertainment (lounges, etc.) when not connected with official state business.

IX. Traffic Violations.

- A. All speeding and traffic violations and any resulting fines are the employee's liability.
- B. Employees whose driver licenses are suspended by the South Carolina Department of Highways and Public Transportation are required to notify their supervisor of the

suspension. The notification shall be done on the first working day following notice of the suspension. Employees whose licenses are suspended will not operate a state-owned motor vehicle until the suspension is lifted by the Department of Highways and Public Transportation.

- C. Employees found to have accumulated 9-10 traffic violation points or 2 state vehicle accidents on their motor vehicle record must complete the eight-hour driver training course within ninety days of the discovery of their driving history. Failure to do so will result in termination of the employee's state vehicle driving privileges until the driver education requirement is met. This course is offered by Piedmont Technical College's Continuing Education Department.
- D. All violations must be reported immediately to the Public Safety Director.
- E. Employees cited and fined for speeding in state-owned vehicles are to be reprimanded through a written notification by the President with a copy of such notification to be placed in the employee's personnel file.

X. Required Driving Practices

Drivers will abide by applicable state and federal laws while operating state vehicles. Posted speed limits will be adhered to, and traffic signs or signals will be obeyed. Additionally, the following policies related to safety and/or security will be obeyed.

- A. Wearing of Safety Belts. All employees of the State of South Carolina and other occupants shall wear a safety belt at all times when operating or being transported as a passenger in a state vehicle. It shall be each occupant's responsibility to insure compliance with the state's safety belt policy. It is unlawful to remove any seat belt or render it inoperative.
- B. Security. Ignition keys will be removed and state vehicles locked whenever the vehicles are unoccupied.
- C. Engines. The engine of a state vehicle will be turned off at all times before the driver exits the vehicle.
- D. Prohibited Driving Practices. At no time will a driver operate a state vehicle after such driver has partaken of alcohol, drugs, or other controlled substances. The use of radar detectors in state vehicles is prohibited.

XI. Fuel Conservation Measures

Individuals are required to use fuel conservation measures while driving a Piedmont Tech vehicle. In order to reduce costs it is essential to use vehicles efficiently. To achieve conservation the following will be observed:

- A. State vehicles will not be used for personal use.
- B. All state vehicles will be marked with state decals unless properly excluded by the board.
- C. Radar detectors are prohibited in state vehicles.
- D. Vehicles will be maintained in the best possible mechanical condition. This also includes proper tire inflation and use of radial tires.
- E. Drivers will avoid rapid acceleration, fast stops and excessive engine RPM.
- F. Full Service facilities will not be used unless self-service is not available.
- G. The speed limit of 55 MPH will not be exceeded.

XII. Disposal of Piedmont Technical College's Vehicles

- A. After a vehicle serves 180,000 miles or 12 years in the Piedmont Technical College fleet, this unit will be monitored for wear and tear and will be phased out when cost prohibits repairs.
- B. The number of vehicles, which are required by Piedmont Technical College, should be reviewed each year, establishing minimum and maximum necessary units.
- C. In special circumstances, the college will consider short-term vehicular lease arrangements.

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Approved for Publication Date

**REQUEST
FOR
VEHICLE DRIVER RECORD
PIEDMONT TECHNICAL COLLEGE**

DRIVING RECORD OF NAME _____ (Last) _____ (First) _____ (Middle or Maiden)
ADDRESS _____ (Street or Route) _____ (City) _____ (State) _____
DRIVER LICENSE NO. _____ Date of Birth _____ (Month) _____ (Day) _____ (Year)
INQUIRY being Submitted by _____
ADDRESS _____ (Street or P.O. Box) _____ (City) _____ (State) _____
ACCOUNT NO. _____ CODE NO. _____ DATE _____

OUT OF STATE TRIP REQUEST

REQUESTOR(S) _____

POSITION/TITLE _____

DESTINATION _____

TO ATTEND _____

DATE/TIME AWAY _____

REASON FOR PARTICIPATION _____

ANTICIPATED COST	(Include Reservation/Registration Fee-Hotel-Meals- Transp. Costs)
SOURCE OF FUNDING	LOCAL () FEDERAL () OTHER (_____)
BANNER INDEX NUMBER(S)	_____

TRANSPORTATION REQUIREMENTS _____

ADDITIONAL COMMENTS _____

SIGNATURE	Requestor(s)	DATE
ROUTE TO FOR APPROVAL	Department Head	DATE
	Division Dean	DATE
	Senior Vice President	DATE
	President	DATE

Form 500

Note: Return original approved form to Senior Vice President's Office. A copy of the approved request must be submitted with requisitions or check requests to the Purchasing Office and a copy must also be attached to Travel Reimbursements requests.



Request to Rent a Vehicle

*Today's Date _____

*Name of Driver _____

*Telephone _____ Fax _____

*E-mail address _____

Agency Piedmont Technical College (864) 941-8314

Type of Vehicle Requested (See Car Classes on website)

*First Choice _____

*Second Choice _____

*Pickup Date (Monday – Friday) _____

*Pickup Time (8:00 am – 5:00 pm) _____

*Return Date _____

*Return Time _____

Special Instructions _____

Driver's license copy must be included with request
And faxed to Enterprise at 229-4867

<u>For Piedmont Technical College Use</u>	
Note: Obtain approvals before contacting	
Enterprise	
*Employee Requesting Vehicle _____	
*Destination _____	
*Purpose of Travel _____	
*Index(es) to be Charged _____	
*Employee Signature _____	Date _____
*Dean or Department head Signature _____	Date _____
Procurement Office Approval Signature _____	Date _____