

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES  
DEPARTMENT DIRECTIVE**

**DIRECTIVE #:** D202

Page 1 of 5

**SUBJECT:** Equipment Use and Care

Revised July 1, 2004

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**DIRECTIVE**

State-owned motor vehicles are authorized for use in the performance of all travel tasks necessary to accomplish Official State Business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.

In certain instances, non-state employees such as students, volunteers, contractual services personnel, inmates, and/or industry representatives may be permitted to operate state-owned vehicles. To qualify, however, such operation must clearly demonstrate an official relationship and benefit to the State, be acceptable within the liability insurance coverage provided on the vehicle, and be properly authorized by the Director or his/her designated representative. All persons who are authorized to operate a state-owned vehicle must meet standards set forth in the Office of Motor Vehicle Management's fleet safety program.

**DEPARTMENT VEHICLE USE**

I. Examples of Authorized Use for State-Owned Vehicles

- A. Travel between place of vehicle dispatch and place of performance of official business.
- B. When on official out-of-town travel status, travel between place of temporary lodging and place of official business.
- C. When on official out-of-town travel status and not within reasonable walking distance between either of the above places and:
  - 1. Places to obtain suitable meals.

**DIRECTIVE #:** D202

**Page 2 of 5**

**SUBJECT:** Equipment Use and Care

**Revised July 1, 2004**

2. Places to obtain medical assistance, including drugstores.
  3. Places of worship.
  4. Barber shops.
  5. Cleaning establishments.
  6. Similar places required to sustain health and welfare or continued efficient performance of the user, exclusive of places or entertainment.
- D. Transport of officers, official employees or official guests of the State.
- E. Transport of professional/commercial representatives when in the direct interest of the State.
- F. Transport of materials, supplies, parcels, luggage kits or other items belonging to or serving the interests of the State.
- G. Transport of any person or item in any emergency situation, provided such movement does not further endanger life or property.
- H. Use of the vehicle when it is clearly serving the interest of the State.
- I. The immediate family may accompany a State employee on an official out-of-town trip provided:
1. No additional cost/expense is incurred by the State of South Carolina for such travel.
  2. Prior approval is obtained from the Deputy Director for such travel.

## II. Examples of Unauthorized Use for State-Owned Vehicles

- A. Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capabilities of the vehicle.
- B. Transport of friends, associates, or other persons who are not serving the interests of the State.
- C. Transport of hitch-hikers.

**DIRECTIVE #:** D202

**Page 3 of 5**

**SUBJECT:** Equipment Use and Care

**Revised July 1, 2004**

- 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, 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 Director. 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.

### III. Accident Reporting

- A. Whenever an accident involving a State-owned or Department-operated motor vehicle occurs, the following reports must be made:
  - 1. 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.
  - 2. Immediately notify supervisor or proper agency authority of all accidents. The State General Insurance Company must also be promptly notified. An accident report must be completed and filed with the Department of Transportation, P.O. Box 191, Columbia, S.C. 29202.

3. The driver of any vehicle involved in an accident so described shall give his name, address, and the registration number of the vehicle he is driving; and he shall, upon request provide the name, address, and policy number of his insurance company; and he shall also render to any person injured reasonable assistance, including making arrangements for the care of such persons.
4. Any such driver involved in an accident resulting in damages to fixtures legally placed upon or adjacent to a highway shall take reasonable steps to locate and notify the owner or person in charge of such property.
5. Any such 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 struck 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 circumstances.
6. Any such driver involved in such 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.
7. Copies of all vehicle accident reports placed in the files of employees involved in accidents, whether they are at fault or not must be submitted to the Director.

#### IV. Vehicle Maintenance

- A. The primary objective of proper vehicle maintenance is to provide for the maximum cost-effective use of the State-provided vehicle while assuring the readiness of the vehicle to perform the designated functions safely throughout the life expectancy of the vehicle. It is intended by this policy that this objective can best be achieved through the following procedures:
  1. Applying manufacturer's warranty provisions. Insuring that warranty work is accomplished by authorized service dealers while vehicle is under warranty and not charged to the State.
  2. Maintaining vehicles in a safe and serviceable condition to preclude the over-maintenance of the vehicle.
  3. Maintaining vehicles through a scheduled maintenance program devised either by the manufacturer, the State, or the Department in accordance with how the vehicle is utilized.
  4. Utilizing state-operated maintenance and service facilities when possible.
  5. Insuring vehicles are used for their intended purpose.

**DIRECTIVE #:** D202

**Page 5 of 5**

**SUBJECT:** Equipment Use and Care

**Revised July 1, 2004**

6. Insuring vehicles selected for special purposes are designed for those tasks.
7. Replacing vehicles at appropriate periods when extensive repairs are required.
8. Each individual or custodial supervisor is responsible for the proper maintenance of the vehicle he/she is assigned or which is under his/her custodial care. It shall be the responsibility of the Deputy Director to see that each employee under his/her supervision has a vehicle and equipment inspection by a supervisory employee each month. Any signs of abuse, negligence, or other infractions in vehicle and equipment care shall be documented and appropriate disciplinary action taken.

V. Decals on Department Vehicles

- A. All Department-owned vehicles are to be marked with the Department or State decal except designated personnel approved by the Director of the Department of Natural Resources in accordance with the State Budget and Control Board guidelines.

DEPARTMENT EQUIPMENT USE

- I. All equipment assigned to employees must be properly maintained and each supervisor is instructed to include the manner in which equipment is maintained in the routine performance appraisal and evaluation of employees. This matter is to receive careful attention and should be discussed fully with each employee when he/she is evaluated.
- II. All equipment to be replaced shall be deposited at Styx Warehouse and Compound where proper inventory transfers will be completed. The equipment shall be the responsibility of assignee until official transfer of property has been completed.
- III. No alterations, changes, deletions, or cannibalization is allowed.
- IV. All individuals who terminate from the Department will be required to return all inventoried equipment, as well as wearing apparel, badges, personal ID's and any other equipment items, or materials that are property of this Department.