

**POLICY DIRECTIVES
DEPARTMENT OF ADMINISTRATION
OFFICE OF GENERAL SERVICES
STATE FLEET MANAGEMENT SECTION**

Subarticle 1. Fleet Management

Subarticle 2. State Vehicle Maintenance Program

Subarticle 3. State Fleet Safety Program

Statutory Authority: 1976 Code sects. 1-11-220 through 1-11-340

**Subarticle 1
Fleet Management**

Policy Directive

- 1-1. Purpose and Scope
- 1-2. Organizational Authority
- 1-3. Definitions and Exempt Agencies
- 1-4. Assignment and Use
- 1-5. Acquisition of State Vehicles
- 1-6. Vehicle Inventory System
- 1-7. Registration and Licensing of State Vehicles
- 1-8. Disposal of State-Vehicles
- 1-9. Reimbursement Policy for Use of Privately-owned Vehicles
- 1-10. Complaints as to Use of State Vehicles
- 1-11. Credit Cards
- 1-12. Insurance
- 1-13. Appeals Procedure
- 1-14. Commuting
- 1-15. Identification

**Subarticle 2
State Vehicle Maintenance Program**

Policy Directive

- 2-1. Purpose and Scope
- 2-2. Vehicle Maintenance
- 2-3. Maintenance Facility Criteria
- 2-4. Facility Certification

**Subarticle 3
State Fleet Safety Program**

Policy Directive

- 3-1. Purpose and Scope
- 3-2. Driver Qualifications and Screening
- 3-3. Driver Education
- 3-4. Driving Practices and Safety Maintenance
- 3-5. Accident Reporting and Review Procedures

**POLICY DIRECTIVES
DEPARTMENT OF ADMINISTRATION**

STATE FLEET MANAGEMENT

1-1. Purpose and Scope

- A. These policy directives issued by the SC Department of Administration (Dept. of Admin) establish the requirements to be followed to acquire, assign, identify, replace, dispose of, maintain, and operate state vehicles. State vehicles are those vehicles operated, maintained, purchased or otherwise acquired by State agencies, in whole or in part, with state funds pursuant to an appropriation or grant from the State of South Carolina. State vehicles also include those purchased with other funds and titled to the State and those donated to or confiscated by the State.
- B. Nothing contained in these policy directives shall be construed to waive any rights, remedies or defenses the State might have under the laws of South Carolina.

1-2. Organizational Authority

- A. The Dept. of Admin is authorized and directed to develop and administer a comprehensive fleet management program for the state's vehicle fleet. The Dept. of Admin has delegated this administrative authority to the State Fleet Manager to act in its behalf, pursuant to these policy directives.
- B. The State Fleet Management Council shall advise the Dept. of Admin and the State Fleet Manager on matters relating to the overall operation of the state's vehicle fleet, and shall act as a hearing panel to advise the Dept. of Admin on all disputes, complaints and other grievances arising under these policy directives.
- C. State Fleet Management (SFM), headed by the State Fleet Manager, shall manage the state's motor vehicle fleet, pursuant to these policy directives, as directed by the Dept. of Admin.
- D. SFM shall monitor compliance by agencies and institutions with the Motor Vehicle Management Act and these policy directives. SFM shall periodically, as specified by law, prepare and submit a Management Review Report to the Dept. of Admin and General Assembly concerning the performance of each state agency and institution in complying with the State Fleet Management Act and these policy directives. Agencies shall supply sufficient and accurate information as requested by SFM to evaluate compliance and prepare the Management Review. SFM may deny purchasing of new vehicles to any agency failing to comply with these policy directives or any other fleet management directive issued by the State Fleet Manager until such time as the agency complies with said directive(s).

1-3. Definitions and Exempt Agencies

- A. The following definitions should be used in conjunction with the appropriate sections of Dept. of Admin State Fleet Management Policy Directives 1-1 through 3-5.
 - (1) Dept. of Admin - SC Department of Administration.
 - (2) Council – State Fleet Management Council.
 - (3) SFM – The State Fleet Management section of The South Carolina Department of Administration.
 - (4) State Fleet Manager - The Director of State Fleet Management.

- (5) State Agency - All officers, departments, boards, commissions, institutions, universities, colleges, technical colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased, or otherwise held with the use of state funds pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- (6) Vehicle - Any vehicle, self-propelled or drawn by mechanical power, designed to be principally operated on the highway in the transportation of property or passengers, and which requires registration and licensing in accordance with the laws of the State of South Carolina.
- (7) Motor Pool - Any vehicle or group of vehicles not permanently assigned to a single individual and available for official use by several individuals licensed and eligible to operate such vehicle(s).
- (8) State Vehicle Maintenance Facility - A maintenance facility that provides maintenance to state vehicles and operates with State funds, according to the authority granted by the State to all State agencies.
- (9) Facility Certification - A certificate issued by SFM in recognition of meeting State Vehicle Maintenance Facility Management and Certification Program standards.
- (10) Law Enforcement Officer - An individual who is employed on a full-time basis by a governmental unit that is responsible for the prevention or the investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work).

B. These policy directives shall not apply to the Public Service Authority or the State Ports Authority. School buses and service vehicles operated by the State Department of Education are also exempt, except for compliance with requirements providing for a central inventory system.

1-4. Assignment and Use

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

- A. Assignment Criteria. The assignment of a state vehicle to an individual for exclusive use shall be based on the following criteria:
 - (1) Travel requirements of an appropriate number of annual official miles as determined by The Dept. of Admin. Travel between home and a place of employment is not considered official travel unless authorized by regulation;
 - (2) Vehicles required for the individual use of the Governor, and statewide elected state officials and agency heads shall be provided based solely on their office;
 - (3) Vehicles may be assigned individually to full-time line law enforcement officers, as defined by agency heads. Full-time line law enforcement officers eligible for vehicle assignment shall be designated by each agency in accordance with Dept. of Admin guidelines and assignments reevaluated annually during Management Review.
 - (4) Vehicles essential to the performance of official duties by individuals whose remote location

- or total official business use requirements are such that they preclude shared or part-time use by members of the same or other work units;
- (5) Highly specialized vehicles and heavy equipment where operator training or technical skill requirements preclude use of the vehicle by individuals not possessing such training or skills;
 - (6) Circumstances, as determined by the agency head, which warrant individual assignment in the best interests of the State;
 - (7) When vehicles are permanently assigned to individuals the agency shall complete SFM Form 980-1 to be reviewed when either the vehicle or the employee changes. One copy of Form 980-1 will be forwarded to SFM.
- B. Agencies operating motor pools under this authority shall develop appropriate management procedures. This procedure shall be forwarded to the State Fleet Manager for approval.
- C. State motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business that is within the rated design capacity of the vehicle. Use is not authorized for unofficial travel, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.
- D. Authorized Use
- (1) Non-state employees such as students, volunteers, contractual services personnel, inmates or industry representatives may be permitted to operate state vehicles only if such operation is on official business of the State, is within the insurance coverage provided on the vehicle, and is authorized by the agency head or his designated representative.
 - (2) Authorized uses of state vehicles include, but are not limited to:
 - (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 between either of the above places and:
 - (1) Places to obtain suitable meals;
 - (2) Places to obtain medical assistance, including drugstores;
 - (3) Places of worship;
 - (4) Barber Shops;
 - (5) Cleaning establishments; and
 - (6) Similar places required to sustain health and welfare or continued efficient performance of the user, exclusive of places of entertainment;
 - (d) Transport of officers, official employees or official guests of the State;
 - (e) Transport of professional or 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 endanger life or property;
 - (h) Other persons may accompany a state employee in a vehicle on authorized use provided:

- (1) No additional cost or expense is incurred by the State for such travel; and
 - (2) Prior approval is obtained from the applicable agency director or his designee for such travel.
 - (i) Domicile to duty transportation when authorized by agency head.
- E. Unauthorized Use. Unauthorized uses of state—vehicles include, but are not limited to:
- (1) Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capacity of the vehicle;
 - (2) Transport of other persons not serving the interests of the State;
 - (3) Transport of hitchhikers;
 - (4) Transport of items or cargo having no relation to the conduct of official business;
 - (5) 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 assigned duty;
 - (6) Transport of any kind 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;
 - (7) Extending the length of time or travel beyond that required to complete the official purposes of the trip;
 - (8) Use of the vehicle to provide transportation between home and place of official business unless authorized by the agency head. The fact that an employee is “on call” does not in itself justify this authorization. The urgency of employee availability and frequency of actual recall must be factually justified to the SFM in order to qualify as authorized use;
 - (9) Travel to or from social events unless acting as an official representative of the State;
 - (10) Use of a vehicle while on vacation.
- F. Use of Trip Logs and Exceptions Reports.
- (1) Trip Logs: Trip logs, approved by the Dept. of Admin, shall be used by all individuals using motor pool vehicles, whether or not permanently assigned. The log shall specify beginning and ending mileage and the job function performed. This does not pertain to the Governor, statewide elected state officials, or to full-time line law enforcement officers, if such law enforcement officers are properly exempted by the Dept. of Admin. Also excluded are school buses and service vehicles assigned to the Department of Education and all vehicles above 10,000 Gross Vehicle Weight.
 - (2) Exceptions Reports: Full-time agency directors and commissioners to whom vehicles are assigned may maintain an Exceptions Report in lieu of trip logs. These reports may be maintained on either a monthly or quarterly basis and will specify only total mileage, total official mileage, and total commuting mileage.
 - (3) Retention Period: Copies of trip logs and Exceptions Reports shall be maintained by the agency on whose property account the vehicle appears for a minimum three-year period and shall be made available during the annual Management Review by SFM and to other appropriate authorities with auditing functions. These reports should be maintained in an active file for the current fiscal year but may be placed in an inactive file for the last two fiscal years.

1-5. Acquisition of State Vehicles

- A. A vehicle specifications committee shall be appointed by the Dept. of Admin to advise the State Fleet Manager and the State Materials Management Officer on purchases of state vehicles. The committee shall provide technical advice and expertise to ensure that proper vehicles and equipment are available for official state use. The committee shall be composed of the State Fleet Manager as chairman and the State Materials Management Officer or his/her designee as secretary. The number and qualification of additional members of the committee shall be determined by the Dept. of Admin.
- B. All agencies seeking to purchase, lease, or otherwise acquire vehicles, regardless of the source of funding, shall do so in accordance with the Consolidated Procurement Code. Under the direction of the Dept. of Admin, SFM shall annually establish classes of vehicles, with appropriate equipment, to be placed on contract by Materials Management for use in conducting official state business. State Fleet Management shall develop vehicle type and size procurement criteria which shall be based solely on the functional task(s) to be performed by the vehicle. No deviations from the approved annual listing shall be permitted without prior written approval of the State Fleet Manager. In the event a special purpose vehicle is required and not shown on the approved listing, the requesting agency shall inform the State Fleet Manager who shall, in conjunction with that agency, determine the proper vehicle and equipment to be purchased. The approved annual listing shall be provided to each state agency.
- C. Purchase orders must be submitted to SFM prior to the expiration of the annual state contract for the class of vehicle requested. If purchase orders are submitted during the period when no general vehicle purchase contracts are in effect, complete justification for off-cycle purchasing must be forwarded with a purchase requisition containing the desired specifications. Purchase of a motor vehicle to prevent loss of funds will not be considered valid justification.
- D. The following requirements shall apply when purchasing new vehicles.
 - (1) Purchase orders for motor vehicles shall be forwarded to SFM. Agencies shall supply any additional information necessary for SFM to order vehicles on the agencies' behalf. Agencies shall indicate if the requested vehicle is a replacement for an existing vehicle. Justification must be provided for additional vehicles above current allowance. Existing vehicles to be replaced with a newly purchased vehicle shall be sent for disposal within ninety (90) days of delivery, or placement in service of the existing vehicle's replacement, unless written permission to retain the existing vehicle is obtained from SFM. Full-size non-police sedans and station wagons shall not be purchased without sufficient justification and the State Fleet Manager's written approval.
 - (2) SFM shall notify the requesting agency of the status of each request and forward approved purchase orders to the appropriate motor vehicle vendor. Only SFM shall submit purchase orders directly to motor vehicle vendors.
 - (3) All new vehicles delivered to the State shall be inspected by SFM to ensure purchase orders have been properly filled. Vehicles purchased by the Department of Transportation and school buses and service vehicles purchased by the Department of Education shall be delivered to these agencies' designated facilities for inspection. Other vehicles delivered to State agencies may be inspected locally, upon prior approval by SFM.
 - (4) When a vehicle is delivered to the receiving agency, modifications shall not be made to the vehicle or optional equipment added that will alter the vehicle, without prior written approval of SFM. Addition of lights, sirens, radios, and similar equipment used on law enforcement or emergency

- vehicles shall not require prior approval, nor shall installation of utility bodies and features on cab and chassis-type vehicles.
- (5) Agencies leasing non State vehicles for periods in excess of 30 days shall also comply with the Consolidated Procurement Code.
- E. The following requirements shall apply when purchasing used state vehicles.
- (1) Requests to purchase used state vehicles shall be forwarded to SFM. Agencies shall supply information concerning the make, model, body style, and mileage of the vehicle. SFM shall consider each request and notify the requesting agency and the agency from which the vehicle will be purchased if the request is approved. The transfer of funds shall be conducted by the Surplus Property Officer.
- (2) As with the purchase of new vehicles, the following requirements shall apply.
- (a) Agencies shall indicate if the requested vehicle is a replacement for an existing vehicle.
- (b) Justification must be provided for additional vehicles above current allowance.
- (c) Existing vehicles to be replaced with a purchased vehicle shall be sent for disposal within ninety (90) days of delivery of or placement in service of the existing vehicle's replacement, unless written permission to retain the existing vehicle is obtained from SFM.
- (3) SFM shall request, and the agencies shall supply, information necessary for SFM to:
- (a) Transfer or obtain license plate and title.
- (b) Adjust the state's motor vehicle inventory.
- F. SFM shall develop utilization criteria to ensure that state vehicles are used in the most cost-effective manner possible. Agencies shall submit vehicle utilization data to SFM in a format and at a frequency prescribed by SFM. If an agency fails to submit required data, SFM shall deny that agency authority to purchase vehicles until the agency submits such data. SFM shall analyze agency utilization data to determine if agencies possess vehicles which do not meet established utilization criteria. If such vehicles are discovered, SFM shall advise the agency to take management action (reassignment, pooling, sale, etc.) on the vehicle. If the agency fails to take appropriate action, SFM shall deny that agency authority to purchase vehicles until the agency complies.

1-6. Vehicle Inventory System

- A. SFM shall maintain a current inventory of the State's motor vehicles. Agencies shall assist SFM in keeping the inventory current. The inventory shall indicate make and type, acquisition cost and the manufacturers' identifying serial number for each vehicle.
- B. Vehicles shall be added to the inventory upon receipt of title and documentation as specified by SFM. Vehicles shall be deleted from the inventory upon receipt of bill of sale for each vehicle.

1-7. Registration and Licensing of State Vehicles

- A. Every state vehicle shall be registered and licensed in accordance with State law regardless of the means by which the vehicle is acquired. All state vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of SFM, except titles to vehicles specifically exempt from this requirement as specified by law. Vehicles used by state agencies or employees that are lent or leased from commercial sources, and federally-owned or registered vehicles are not considered state vehicles;

however, all rules and policy directives relative to official use except identification, registration and licensing apply while such vehicles are under the control of the State.

- B. The following requirements shall apply to registration and licensing of state vehicles.
 - (1) Requests for license plates, titles, and license plate renewals shall be submitted to SFM. SFM will obtain and forward license plates to the requesting agencies. Vehicles received through SFM's central receiving station for an agency will be registered and licensed without prior request from the agency.
 - (2) At the time of purchase or acquisition, all state vehicles, with the exception of Department of Transportation and Department of Education vehicles, shall be registered with the Department of Revenue and Taxation, showing the State of South Carolina as the owner.
 - (3) All state vehicles are to be registered through SFM regardless of the means by which vehicles are acquired. Agencies purchasing used vehicles shall supply documentation and information necessary for SFM to register, license, and inventory such vehicles.
- C. Decals, signs, and stickers other than license plates and official decals may be displayed on state vehicles only under the following conditions:
 - (1) Decals, signs, and stickers required by law or permitted by this policy directive;
 - (2) Parking lot decals;
 - (3) Agency administrative or control decals;
 - (4) Others as may be approved by the SFM.

1-8. Disposal of State Vehicles

- A. SFM shall develop disposal criteria for all state vehicles. The sale of all state vehicles that qualify for disposal, or units declared to be excess to the needs of the State, shall be conducted as directed by State law, regulations and policy directives. SFM shall determine whether a vehicle is past advantageous useful life or excess to the needs of to the State before allowing its sale or disposal.
- B. The following requirements shall apply to the disposal of state vehicles.
 - (1) Agencies may request to dispose of a state vehicle once the vehicle has reached or exceeded the recommended minimum disposal criteria or is excess to the needs of the owning agency.
 - (2) The State Fleet Manager shall determine whether the vehicle meets the minimum disposal criteria or is excess to the needs of the State. SFM shall notify the owning agency and the State Surplus Property Officer if the vehicle has been approved for disposal. Vehicles not excess to the needs of the State may be transferred between agencies.
 - (3) The State Surplus Property Officer shall sell or transfer the vehicle for the agency unless otherwise provided by state law or regulation.
 - (4) Seals, decals, and other identification strips as specified by the Surplus Property Officer shall be removed from vehicles before delivery for disposal.

1-9. Reimbursement Policy for Use of Privately-owned Vehicles

- A. State vehicles are intended for use by officials, officers and employees of the State who are required to travel by motor vehicle in the performance of official business.
- B. Personal vehicles shall not be used to accomplish official travel on a reimbursable basis when a state vehicle is reasonably available and adequate to meet necessary travel requirements. Exceptions to this policy may be approved by the agency director authorizing the travel to meet agency

requirements. When such an exception is granted, agencies shall reimburse employees at the lower privately-owned reimbursement rate as specified in the current Appropriations Act.

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

1-10. Complaints as to Use of State Vehicles

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

1-11. Credit Cards

- A. State credit card purchases shall be made under the following restrictions.
 - (1) Official State of South Carolina credit cards issued by SFM and agencies are valid for the purchase of fuel, oil, lubricants and other related petroleum products in an amount not to exceed the rated capacity of the vehicle or equipment. Restricted emergency repairs, not to exceed a limit set by the agency issuing the credit card, are also permitted.
 - (2) State credit card purchases shall be made by state employees, and other eligible operators, and limited to use in or by equipment owned or leased by the State. Use of this card to procure goods or services by unauthorized persons and for privately-owned vehicles is prohibited.
 - (3) State credit cards shall not be used at commercial outlets except when no state facility is reasonably available. In this event, purchases shall be in the amount to enable the user to obtain or reach available state sources.
 - (4) SFM and agencies shall not be responsible for any charges incurred through the use of state credit cards except for legitimate and authorized purchases directly related to the operation of state equipment.
- B. Vehicle operators shall protect cards against loss or theft. Missing cards shall be reported immediately to the agency financially responsible for purchases made with the missing card. Agencies may be authorized to establish commercial gasoline line credit card accounts if the agency is engaged in extensive travel in an area serviced by commercial oil companies not participating in the state credit card program. To establish such an account, prior written approval shall be obtained from SFM.

1-12. Insurance

- A. The Office of Insurance Services is designated by the Dept. of Admin as the agency responsible for insuring state vehicles against liability. Agencies shall insure State vehicles through the Office of Insurance Services for the cost of state vehicle repairs resulting from accidents or shall absorb the cost of such repairs within the agency budget. Non-state employee operators of state vehicles shall be covered as specified by the Office of Insurance Services.
- B. Employee-operators may be assessed in accordance with Fleet Safety Program criteria. Such an assessment may be imposed only if an Accident Review Board finds an employee-operator at fault in an accident involving a state vehicle.

1-13. Appeals Procedure

Any agency or employee adversely affected by a decision or action of SFM may appeal that decision to the State Fleet Management Council. The Council shall hear the dispute and render a decision. Decisions of the

Council are appealable to the Dept. of Admin. The decision of the Dept. of Admin shall be final.

1-14. Commuting and De Minimis Personal Use

- A. Commuting between home and place of official business shall be the only authorized personal use of a state vehicle. No state employee may commute in a state vehicle unless specifically authorized by his/her agency head.
- B. Commuting mileage shall be recorded on vehicle trip logs or exceptions reports, whichever is applicable. State employees shall report commuting use in accordance with Dept. of Admin instructions.
- C. De minimis personal use may be allowed in those situations where it would not result in the operator substantially deviating from his/her normal business related route and where such use is either necessary or in the best interest of the State.

1-15. Identification

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

Subarticle 2 State Vehicle Maintenance Program

Policy Directive

2-1. Purpose and Scope

2-2. Vehicle Maintenance

2-3. Maintenance Facility Criteria

2-4. Facility Certification

2-1. Purpose and Scope

These policy directives set forth the requirements for the establishment of a cost-effective State Vehicle Maintenance Program which shall apply to all State vehicles and State vehicle maintenance facilities.

2-2. Vehicle Maintenance

- A. State agencies shall maintain vehicles in a cost-effective and safe manner by implementing a maintenance program applicable to each vehicle in their possession.
- B. SFM shall develop criteria to be used by agencies in implementing various maintenance programs and preventive maintenance schedules. State agencies shall take full advantage of manufacturer's warranties.
- C. State agencies shall indicate all maintenance costs incurred by each individual vehicle. This information shall be reported annually, or on request to SFM. Effective July 1995 each agency owning state vehicles shall code all vehicle repairs, maintenance, and parts according to criteria published by SFM. This criteria is currently available at SFM or through the South Carolina equipment management information system. If an agency is not linked by computer to the Dept. of Admin where the South Carolina equipment management information system files are maintained, they must code parts and repairs in an electronic format that can be downloaded to the files.

2-3. Maintenance Facility Criteria

- A. SFM shall develop a manual of procedures setting forth standards to be used in operating State vehicle maintenance facilities. This procedures manual shall include, but not be limited to, standards for each of the following:
 - (1) Purchasing of supplies and parts;
 - (2) Inventory control;
 - (3) Uniform work order and records-keeping assigning actual maintenance cost to each vehicle;
 - (4) Preventive maintenance program for each class of vehicle⁷
 - (5) Cost-effective facility operations;
 - (6) Safety;
 - (7) Establishing new maintenance facilities.
- B. Agencies operating vehicle maintenance facilities shall comply with the criteria issued by SFM an Agency wishing to establish a new maintenance facility shall obtain prior approval from SFM and must show that the agency's needs cannot be met more economically by an existing facility, State or private. A cost analysis shall be required in order for SFM to make a final determination. The methodology by which to determine if the new facility is a cost-effective alternative to the State shall be developed and published in the manual referenced in 2-3 A above. Such request shall not be approved for uneconomical duplicative efforts, or the purchase of equipment that is not in the best interest of the State.

2-4. Facility Certification

- A. SFM shall conduct an on-site review of each State Vehicle Maintenance Facility no less than once every three years to ensure compliance with program criteria. SFM shall monitor compliance in those years when an on- site review is not conducted.
- B. Facilities supporting fewer than twenty licensed vehicles shall not be subject to formal certification review. Agencies operating such facilities will be provided program criteria, and the agency directors will be responsible for certifying that these facilities meet program criteria. The facility will be monitored during the Management Review or during other visits conducted by SFM. Agencies shall not arrange supported vehicle densities for the purpose of circumventing the intent of this policy directive.
- C. Those facilities found in compliance with program criteria shall be certified for continued operation. Facilities not meeting program criteria shall be issued conditional certification, informed of those areas where deficiencies exist and shall receive another on-site review within twelve months. Those facilities failing to meet program criteria for two consecutive on-site visits will be reported to the Dept. of Admin and General Assembly for corrective action as warranted.

Subarticle 3

State Fleet Safety Program

Policy Directive

- 3-1. Purpose and Scope
- 3-2. Driver Qualifications and Screening
- 3-3. Driver Education
- 3-4. Driving Practices and Safety Maintenance
- 3-5. Accident Reporting and Review Procedures

3-1. Purpose and Scope

These policy directives issued by the Dept. of Admin set forth the policies and requirements for the establishment of a SFM Safety Program. The Program shall apply to all operators of state vehicles.

3-2. Driver Qualifications and Screening

- A. All operators of State vehicles shall have a valid driver's license appropriate to the type of vehicle being operated.
- B. Program criteria shall include procedures to screen the motor vehicle record (SFM) of all applicants for state employment, existing employees and individuals who, as a result of their work, operate or are likely to operate a state vehicle. Restrictions shall be placed on the privilege of operating a state vehicle for those applicants, employees and individuals whose SFMs indicate a history of involvement in motor vehicle accidents, who have a considerable number of current violation points as specified in program criteria, or whose driver's licenses have been suspended by the Department of Public Safety.

3-3. Driver Education

- A. Program criteria shall include driver education requirements for state employees and individuals who have an occasion to operate state vehicles. Such criteria shall, at a minimum, take into consideration driving requirements associated with an employees' or individual's job duties, an employee's or individual's history of traffic violations or accidents involving the operation of state vehicles and, Accident Review Board findings and recommendations.
- B. Special provisions shall apply to law enforcement officers. All law enforcement vehicle operators shall abide by statutes and policy directives pertaining to the operation of authorized emergency and pursuit vehicles.

3-4. Driving Practices and Safety Maintenance

- A. State vehicle operators shall abide by all applicable State and Federal laws while operating such vehicles. All traffic signs, signals, and speed limits shall be obeyed.
- B. State vehicles shall be maintained in accordance with State vehicle maintenance policies and procedures in order to minimize the possibility of mechanical failure causing or contributing to vehicle accidents.

3-5. Accident Reporting and Review Procedures

- A. Operators of state vehicles involved in an accident resulting in property damage, injury, or death, shall give immediate notice of such accident to the appropriate local and/or state law enforcement authorities. The operator shall, as soon as practical, report the accident to the proper agency authority in accordance with program criteria. Any driver involved in a collision with an unattended vehicle shall immediately stop, and

to the best of his/her ability, locate and notify the operator of the unattended vehicle.

- B. Agencies shall establish Accident Review Boards, in accordance with program criteria, to review and make recommendations concerning accidents involving state vehicles. Decisions of these boards shall be made available to SFM.
- C. The Fleet Safety Program shall include progressive corrective action criteria to be used by the agencies as a result of Accident Review Boards' decisions. Employee-operators may be assessed in accordance with program criteria for each accident if found at fault by an Accident Review Board.
- D. SFM shall provide technical assistance to agencies as requested, gather and analyze data, and propose amendments to the program as necessary. State agencies shall provide fleet safety and accident-related data as required by SFM to perform these responsibilities.