

Vehicle Management Handbook



South Carolina
Department of Natural Resources





FOREWORD

This handbook provides general information concerning the operation, maintenance, and accident reporting of all state/departmental vehicles. The information contained in this handbook is not all-inclusive or exhaustive. The language used in this handbook is not intended to create an employment contract between the employee and the South Carolina Department of Natural Resources (SCDNR). The department reserves the right to revise the contents of this handbook in whole or in part with or without notice.

Comprehensive information relative to departmental vehicles is pursuant to the State Motor Vehicle Management Act, Section 1-11-220 through 1-11-340, regulations promulgated by the Budget & Control Board, State Fleet Management (SFM), policies promulgated by the SCDNR Board and directives issued by the SCDNR.

Questions or comments concerning information contained in this handbook should be referred to the Deputy Director of Administrative Services (803-734-3884) or Fleet Manager (803-734-3933).

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DNR EMPLOYEE DRIVER RESPONSIBILITY

Every individual who drives a state-provided vehicle must abide by all applicable laws and regulations of the state of South Carolina and policies and directives of the department.

Any employee using a state-provided vehicle serves as a visible and recognizable ambassador of the agency and therefore should at all times display a professional appearance, exhibit sound judgement, and act responsibly.

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SECTION I

STATE VEHICLE POLICIES

The quotes below are taken from the State Fleet Management Manual (SFM), Administered by the Division of State Fleet Management, of the State Budget and Control Board, which governs all state vehicle fleets. A review of some pertinent paragraphs may be helpful and should address most questions.

- 1. Vehicle Assignment** - The most efficient use of motor vehicles results when they are pooled and available for use by all needing official transportation. With the exception of Constitutional Officers and full-time law enforcement officers, it is state policy that vehicles **not** be assigned to individuals by virtue of their positions. Criteria and prior approval requirements for individual assignment of state vehicles are fully described in the State Vehicle Fleet Manual.
- 2. Vehicle Identification** - State-owned motor vehicles are identified through the use of permanent state government license plates and state decals. If prior approval is obtained from SFM, agency decals may be substituted for the state seal decal. No vehicles shall be exempt from these requirements for identification except those approved by the Budget and Control Board. This requirement does not apply to certain law enforcement and human service vehicles where anonymity is required for the well-being of law enforcement officers or human service clients. The use of decals other than the state seal or approved agency decals is strictly limited. Limitations are fully described in the Motor Vehicle Management Manual.
- 3. Official Use Only Policy** - State-owned 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 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.

Examples of authorized and unauthorized use of vehicles are shown in Appendix A. Violation of the official use only policy is punishable under appropriate state employee disciplinary regulations.

4. Who May Drive a State Vehicle

A. Driver Qualifications

(1) The basic qualification for operation of a state vehicle is a valid, current South Carolina driver's license appropriate to the type vehicle being operated. Refer to the end of this Section for the various classes of S.C. driver's licenses.

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

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

(4) Employees who are spouses of active duty military personnel stationed in South Carolina may operate a state-owned vehicle using a current, valid driver's license from their state of residence.

(5) Employees who permanently reside in adjacent states, but work in South Carolina, may operate a state-owned vehicle using the license from their state of residence.

B. Other Drivers - It is basic state policy that only state employees, contractors, consultants or volunteers employed by the state 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. Dependent children under the age of 21 are not allowed to drive a State vehicle.

5. **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-owned vehicle. It shall be each occupant's responsibility to ensure compliance with the state's safety belt law. It is unlawful to remove any seat belt or render it inoperable.
 - B. **Security.** State vehicles will be locked and ignition keys removed 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.
6. **Prohibited Driving Practices** - At no time will a driver operate a state vehicle after such driver has partaken of alcohol, illegal drugs, or other controlled substances. The use of radar detectors in state vehicles is prohibited.
7. **Passengers** - Operators of state vehicles may transport such passengers as necessary to conduct official state business. Under no circumstances may hitchhikers be transported in a state vehicle. The immediate family may accompany a state employee on an official out-of-town trip provided:
- A. No additional cost/expense is incurred by the state for such travel.
 - B. Prior approval is obtained from the applicable agency head or his/her designee.
8. **Pets** - Pets will not be transported in state vehicles, with the exception of guide dogs for persons with visual or hearing impairments, or animals related to ones work task; example being agency's canine unit or animals required for presentation by agency's education staff.

Following are the classes of South Carolina driver's licenses:

- Class A.** Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
- Class B.** Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
- Class C.** Any single vehicle, or combination of vehicles, that do not meet the definition of Group A or Group B, but either is designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.
- Class D.** Operator's License; Allows you to drive a single unit or combination of vehicles not over 24,000 pounds gross vehicle weight. (Minimum age 15)
- Class E.** Allows the same as Class D and G, plus single unit or vehicles weighting over 24,000 pounds gross vehicle weight that do not meet the definition of group A, B and C. (Minimum age 16)
- Class F.** Non-commercial combination vehicles that exceed 26,000 pounds gross vehicle weight.
- Class G.** Allows you to operate a moped if you have a valid South Carolina driver's license.
- Class M.** Allows you to drive motorcycles and mopeds. (Minimum age 15)

SECTION II

AGENCY VEHICLE POLICIES

The quotes listed below are some Board excerpts from Policies and Directives of the South Carolina Department of Natural Resources (SCDNR). A review of this information may be helpful, but for a complete review please refer to the most current publication of the above.

The primary use of a department vehicle is to perform the task assigned to the individual in order to carry out his/her job responsibility and other assigned activities and duties necessary for efficient department operation.

All department employees who are assigned and/or using department vehicles or equipment are responsible for exercising due care in the use and maintenance thereof; however, no employee shall be held personally responsible for the costs of repair or replacement of any vehicle or equipment which is unintentionally damaged.

I. Decals on Department Vehicles - All department-owned vehicles are to be marked with the department or state decal except designated personnel approved by the Director in accordance with the Budget and Control Board.

II. Department Equipment Use - 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.

III. Equipment to be Replaced - 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.

IV. Equipment Alternations - No alternations, changes, deletions, or cannibalization is allowed.

V. Employee Terminations - All individuals who terminate from the department will be required to return all equipment that is the property of SCDNR prior to termination.

VI. Motor Pool Vehicles - The aforementioned procedures regarding equipment care and use apply to permanently assigned vehicles of department employees. The general concepts of use and care for vehicles would also apply to motor pool vehicles, however, any penalty for equipment negligence and careless use would be at the discretion of the respective Deputy Division Director pursuant to in-depth investigation on a case-by-case basis.

SECTION III

VEHICLE OPERATION

- 1. Operating Your Department Vehicle** - The most important thing to remember is to operate your vehicle in accordance with the law and safety!

It is your responsibility to understand the various speed limits and motor vehicle laws in the area in which you are traveling and to observe them fully. **DRIVE DEFENSIVELY!**

- 2. Traffic Violations** - All speeding and traffic violations and any resulting fines are an employee's personal liability. They should be reported to an employee's supervisor immediately and resolved as promptly as possible.
- 3. Seat and Shoulder Belts** - Since the 1974 model year, all cars are equipped with the seat and shoulder belt in the front and seat belt in the rear. The state requires that the driver and passenger of state vehicles use these belts at all times.
- 4. Passengers** - You may have occasion to carry other employees or clients in the vehicle from time to time. However, do not pick up a hitchhiker or give rides to strangers. Do not accept compensation from anyone for riding in the vehicle with you.
- 5. Pushing and Towing** - Pushing and towing another vehicle with a state vehicle is not allowed. You might offer to send a towing service to help.
- 6. Security** - Whenever your car is left unattended, close the windows and lock the doors. If possible, lock luggage and your personal items in the trunk. The state does not insure personal belongings.

7. **Vehicle Trip Logs** - With certain exceptions (full-time Law Enforcement DNR Wildlife Officers) operators of department vehicles are required to keep a trip log and log all operation of the vehicle. All trips in a state vehicle will be recorded on the appropriate trip log. The completed trip logs are to be sent to Supply and Equipment by the 10th of the following month.
8. **Commuting and 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 Board instructions
 - C. 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.

SECTION IV

STATE FUEL CREDIT CARD

1. **STATE GASOLINE FUEL/MASTERCARD:** A South Carolina Fuel/MasterCard Credit Card is issued to each vehicle. An auxiliary Fuel/MasterCard will be issued to those employees assigned other fuel consuming equipment. The following describes general provisions for the use of this card:
- A. **Honoring Oil Companies:**
Any vendor displaying the MasterCard logo and selling fuel.
 - B. **Authorized Purchases:**
 1. Gasoline: Regular, low lead, lead free from self service pump only.
 2. Diesel fuel for those vehicles with diesel engines from self service pumps.
 3. Motor oil (add only).
 4. Tire repair (not purchase).
 5. Washing and cleaning not to exceed \$15.00 per day.
 6. Emergency repairs: Defined as those repairs that cannot be

anticipated and requiring immediate attention during holidays, weekends, or after normal duty hours.

C. Unauthorized Purchases:

1. Storage, parking, or repairs other than those emergencies or exceptions listed above.
2. Accessories and accouterments (floor mats, air freshener, ice or any other item) not required for the operation of the vehicle.
3. No purchase(s) for use by the employee.
4. Any repair not authorized above.

D. Credit Card Repairs:

1. The credit card is to be used for repairs only when authorized by appropriate authorities. Credit card repairs can only be used under circumstances involving non-routine, emergency conditions.

SECTION V

MAINTENANCE

Vehicle Maintenance Program - A vehicle maintenance program is designed to ensure that the Department's vehicle fleet is maintained in a safe and serviceable condition at the minimum possible cost.

SCDNR Motor Vehicle Maintenance Program.

- A. Operator Prevention Maintenance - This includes those basic items which any operator can check to ensure proper and safe functioning of their vehicle. For your convenience, an operator's preventive maintenance check list is included on Appendix B.
- B. Scheduled Service - All agency vehicles should be serviced every 3,000 miles or 3 months, whichever comes first. Items included in this service are shown on Appendix C.
- C. Repair - Includes major or minor repairs necessitated by vehicle breakdown or involvement in an accident. Repairs will be in accordance with agency policies as established through the Model Procurement Act and Purchasing Policies.

SECTION VI

HELPFUL TIPS

I. WHAT TO DO IN DRIVING EMERGENCIES

1. If the throttle sticks, try tapping the accelerator pedal a few times to see if it will spring back to its normal position. Or try to pull the pedal up with the toe of your shoe or have someone else reach down for it. If these techniques fail, shift into neutral and apply the brakes. Guide the vehicle off the roadway if you can. Then turn off the ignition.
2. If you have a fire under the hood, pull off the road, cut the engine, and get everyone out of the vehicle. Call 911 and report fire.

3. If the engine stalls, try to guide your vehicle onto the shoulder. If it stalls on the highway, do not turn off the ignition or you may cause the steering mechanism to lock. Shift into neutral, and guide your vehicle off the pavement and onto the shoulder. Turn on the flasher, light flares, and get everyone out of the vehicle (in case you're hit from behind).
4. If you lose the steering, turn on your emergency flasher and sound your horn to warn other drivers and pedestrians while you come to a stop quickly.
5. If the brakes fail, pump your brakes rapidly to restore pressure. If that does not work, put the gear selector in a lower range. At the same time, apply the parking brake slowly. If all else fails, turn off the ignition and move the gear selector to Low. Guide your vehicle out of traffic lanes.
6. If the engine overheats, pull off the road and let the engine cool (minimum of 15 minutes). Check for coolant in the coolant tank. The coolant tank should have coolant showing, if not, carefully remove the radiator cap with a rag and check the coolant level. If it is too low, add water while the engine is running. Do not pour cold water into an overheated engine. Check for leaks.
7. If you have a flat on a busy road, guide the vehicle onto the shoulder. Never stop in traffic lanes.

II. Tool Kit For Repair (recommend assignees to purchase these items)

1. Adjustable wrenches
2. Insulated pliers
3. Insulated screwdriver
4. Sandpaper (for cleaning battery terminals)
5. Pocketknife
6. Electrical/duct tape
7. Light-gauge wire
8. Battery jumper cables
9. Tire gauge
10. Lubricant
11. Spare fan belt, fuses
12. Siphon pump
13. Jack lug wrench
14. Tire sealant - inflater

15. Quart of engine oil
16. Windshield solvent
17. Rags or paper towels

III. Safety Kit For Emergencies

1. Department issued first-aid kit
2. Fire extinguisher
3. Day/night reflectors
4. Flashlight
5. Distress flag
6. Jug of water
7. Blankets (in bright colors)
8. Highway map
9. Traction mats, tire chains
10. Shovel

IV. How To Jump-Start A Vehicle Equipped with a Mobile Radio

Before starting, put out all cigarettes and matches. Shield your eyes and face from the battery at all times.

Vehicles should be close, but not touching.

Turn off ignition in both vehicles and put transmissions in Park.

1. Disconnect radio fuse at battery.
2. Disconnect radio fuse at fuse block.
3. Connect red jumper cable clamp to the positive (+) red terminal on the dead battery of stalled vehicle.
4. Connect other red clamp to positive (+) terminal on booster battery.
5. Connect black cable clamp to negative (-) black terminal on booster battery.
6. Connect last black clamp to solid, stationary metal point on engine block of stalled vehicle.
7. Start engine of booster vehicle, then start engine of stalled vehicle.
8. Remove jumper cables in reverse order of the way you connected them.
9. After step 8, reconnect all fuses.

SECTION VII

INSURANCE

1. Insurance - As soon as an agency vehicle is received, it is automatically insured under a vehicle fleet policy (which is renewed annually), written by the state's reinsurer. This policy protects the state and its employees against claims from others resulting from an accident in which your state vehicle may be involved. The liability limits are equal to the maximum for which the state is liable. The state self-insures its vehicles with respect to unrecoverable losses from collision, fire, vandalism, and theft. Your constant attention to safe-driving practices will help the department hold this cost minimum.

SECTION VIII

ACCIDENT REPORTING

This procedure is intended to provide employees guidelines for reporting vehicular accidents and ensure agency compliance with applicable laws and regulations.

Vehicle accidents and collisions of agency law enforcement vehicles should refer to Directive D301. All other employees should refer to agency Directive D201.

The following procedures reflect actions that an agency employee should undertake regardless of what division employs him or her.

Reportable Accident: Any accident in which a state-owned vehicle is involved where such accident results in death, personal injury, or combined property damage equal to or in excess of \$100.00.

Accident Reporting

- A. Whenever an accident involving a state-owned or department-operated motor vehicle occurs, the following guidelines must be met:
 1. Whenever a driver of a state-owned vehicle involved in an accident resulting in property damage, injury, or death

he or she shall by the quickest means of communication available give notice of such accident to the local law enforcement authority or to the South Carolina Highway Patrol.

2. Immediately notify supervisor or proper agency authority of all accidents. An accident report must be completed and filed with the Department of Public Safety. The agency's Accident Report must be completed and forwarded to the proper authorities of the agency and one's respective division. If the accident involves another vehicle or individual, the accident must be reported to the state's insurance adjuster:
American Southern Insurance, by calling 1-800-713-2205.
3. The driver of any vehicle involved in an accident so described shall give their name, address, and registration number of the vehicle they are driving; and shall, upon request provide name, address, and policy number of their insurance company; and 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 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.
8. Claims to Be Filed By Us - Our insurance company does not insure our collision and/or comprehensive losses. Depending

on the circumstances of the accident, we may have to file a claim to recover the cost of repairing the state vehicle. This is separate from your personal claim for injury and/or medical expense. Consult the Chief of Finance so that the proper claims against other drivers or their insurance company can be filed.

IF YOUR VEHICLE IS STOLEN:

1. If Your Car is Stolen - Report the theft to the local police immediately. Give a detailed description of the car including its license and serial numbers. Also, call the Columbia Radio Room (1-800-922-5431) or the Fleet Manager (803-734-3933).

APPENDIX A

Examples of Authorized and Unauthorized Use - The listing below is not intended to be all inclusive with respect to examples of authorized and unauthorized use of state-owned vehicles. It will, however, indicate to the driver, agency head, or motor vehicle supervisor the intent of the official use only policy.

1. Authorized Use of 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.
 - (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 and 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/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 agency or his/her head designer.

2. Unauthorized Use of 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 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, illegal drugs, highly flammable material, except by specific authorization of 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 of 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.

APPENDIX B

PREVENTIVE MAINTENANCE CHECK LIST

DAILY CHECK

- Tires are properly inflated
- Windshield is clean and wipers and windshield washer are working
- Lights are all working
- Safety belts are being used and are not tangled

WEEKLY CHECK

- Correct fluid levels including:
 - engine oil
 - brake fluid
 - transmission fluid
 - radiator coolant
 - windshield washer fluid

- F. Check windshield washer and fill reservoir as needed with washer solvent containing a washing solution.
- G. Check radiator coolant level and add coolant as needed. During winter months, check freezing level, add antifreeze to 0 degrees Fahrenheit.
- H. Check power steering fluid and add if needed.
- I. Check all belts and hoses for wear and tighten if needed.
- J. Check windshield wiper operation and condition.
- K. Inspect for leaks of coolant, engine oil, brake fluid, gear oil, transmission fluid, gasoline, etc.
- L. Check tires (including spare tire) for proper inflation and tread wear to 2/32" remaining, and add air if needed.
- M. A general check to include all safety items, heater/AC operation, instrumentation, exhaust leaks, etc.

APPENDIX D

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES OPERATOR REPORT OF ACCIDENT/INCIDENT

DNR EMPLOYEE INFORMATION:

Employee Name _____
Division _____ DL# _____
Address/City/State/Zip _____
Date of Birth _____ Vehicle Equip # _____ Vehicle Tag # _____
Vehicle Year _____ Vehicle Make _____ Damage In Dollars \$ _____
Accident Type (Vehicle, Pedestrian, Animal, Other) _____

OTHER PARTY INFORMATION:

Other Party Name _____ Driver's License Number _____
Street Address/City/State/Zip _____
Tag State _____ Tag # _____ Vehicle Year _____ Insurance Co. _____
Policy # _____

ACCIDENT INFORMATION:

Accident Date _____ Accident Time _____ # Vehicles Involved _____
Weather _____ Road Type _____ County _____
Municipality _____ Highway # _____
Accident Investigated: **Yes No** (circle one) Agency Investigating _____
Charges: **Yes No** (circle one) Who charged? _____
Injuries: **Yes No** (circle one) Severity of Injuries _____
(None, Minor, Major, Fatality)

REPORT THIS ACCIDENT IMMEDIATELY TO:

American Southern Insurance Co.
1611 Devonshire Dr. Ste 102
Columbia, SC 29204-2444
1-800-713-2205

Insurance Adjuster Contact: Person Contacted _____ Date _____ Time _____

(See Other Side)

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STATEMENT OF ACCIDENT/ INCIDENT:

In your own words, give the circumstances of the accident:

SIGN AND RETURN TO THE ADDRESS SHOWN BELOW WITHIN TEN DAYS

OPERATOR'S SIGNATURE _____ **DATE** _____

**MAIL TO: SCDNR
ATTN: PROCUREMENT
PO BOX 167
COLUMBIA, SC 29202**

**COPIES: DEPUTY DIVISION DIRECTOR
SECTION CHIEF
IMMEDIATE SUPERVISOR**

REPORTABLE ACCIDENT: Any accident in which a department-owned vehicle is involved where such accident results in death, personal injury, or combined property damage of \$100.00 as specified by the policy of the South Carolina Department of Natural Resources (C-056 OF PSCDNRC).



DNR



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