



DRIVER SAFETY

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Purpose

Many employees of the South Carolina Department of Administration are required by their job to operate a state owned or leased vehicle. The objective of our driver safety program is to improve driver performance and prevent accidents that could involve personal injury or property damage to state vehicles. This policy establishes procedures for the Department of Administration to implement the State Fleet Safety Program

(http://www.gs.sc.gov/webfiles/SFMO/Publications/Revised_State_Fleet_Safety_Program.pdf) as required by the SC Motor Vehicle Management Act (Title 56 of the SC Code of Laws - <http://www.scstatehouse.gov/code/title56.php>).

Policy

Any employee designated as a routine driver must attend driver education within 90 days of hire or assignment as a state vehicle operator.

Any employee that receives a driving violation or is involved in a vehicle accident while operating a state vehicle or whose SC driver license is suspended must immediately report such to their supervisor.

A routine driver within the Department of Administration is any person designated by their supervisor in writing as required to operate a state owned or leased vehicle in the performance of their assigned duties for his/her position. Every job description requiring the operation of a state vehicle to perform duties must state that person is a routine driver to include special operator requirements such as a commercial driver license or driving a 15-passenger or ADA (American with Disabilities Act) van. Any person may be designated as a routine driver, i.e., a full-time, part-time, temporary or contracted employee, consultant or volunteer. Frequency and/or miles driven (300 or more miles per year) are considerations in determining the person as a routine driver. A supervisor may also require any Department of Administration employee that drives his/her personal vehicle to accomplish official Department of Administration-related duties to attend driver training.



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Training

Like most drivers, you probably consider yourself to be a good driver. While this may be true, reports show most drivers are capable of driving much safer than they presently do. You may have control of your vehicle but not have control of what is happening around you, and anyone can have a vehicle accident. There are certain patterns in accident statistics indicating some drivers may be more likely to have accidents than others. Statistical evidence shows a person who has had an accident, regardless of fault, has a higher probability of future accidents than a person who has not had an accident (2.5 times more likely for a driver with two accidents within two years; 3.5 times more likely for a driver with three accidents within two years).

Good drivers recognize they will be confronted by many hazards every time they get behind the wheel. They know defensive driving is necessary to avoid collisions. Driver training helps you become an even better driver.

1. Any Department of Administration employee designated as a routine driver of a state vehicle must initially attend an eight (8)-hour driver training class and four (4)-hour refresher training every three years thereafter.
2. Driver training for Department of Administration employees normally will be provided by:
 - A. The State Fleet Management (SFM) Office, the Insurance Reserve Fund (IRF) and Department of Administration Safety which uses the AAA Driver Improvement Program curriculum.
 - B. Documentation of driver training using the National Safety Council's Defensive Driver Course (DDC) is also accepted.
3. Department of Administration Safety will coordinate driver training requirements with each division's Training Liaison, register Department of Administration employees for the appropriate required driver training class and maintain completion records in the safety training database.
4. If the employee's job requires a commercial driver license (CDL), the employee is responsible to obtain and maintain the CDL. Renewal is every 5 years. Federal regulations require CDL operators to submit to random annual drug testing which is coordinated by Human Resources.
5. Remedial training, the 8-Hour driver training class, may be required for:
 - A. Voluntary point reduction to remove up to four violation points from the employee's SC motor vehicle driving record. This will be at the employee's expense, will be explained by and submitted through the instructor and sponsor to the Department of Public Safety (accepts only AAA or DDC documentation).
 - B. Mandated by the Department of Administration or SFM Vehicle Accident Review Board.
6. Failure to accomplish required driver training by the scheduled class or expiration date will result in suspension of the employee's state vehicle driving privilege until the driver education requirement is met. Extensions of 90 days may be granted for extenuating circumstances.



THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION **SAFETY PROGRAM**

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Accident Reporting

Whenever a state owned or leased vehicle is involved in an accident, the operator (or passenger) is to notify the supervisor and Department of Administration Safety immediately by telephone. Department of Administration Safety may be able to immediately respond for accident investigation and documentation. Call 9-1-1 and ask for police assistance and, if there are injuries, call for an ambulance.

A written accident report

(http://www.gs.sc.gov/webfiles/g_s_0/policy/Vehicle_Accident_Reporting_Form-Jan2012.pdf) should be submitted to Department of Administration Safety within 24 hours (next business day) along with damage estimates. A copy of the Vehicle Operator's Handbook (http://www.gs.sc.gov/webfiles/SFMO/Publications/Vehicle_Handbook_2008_20110126.pdf), which should be kept in your vehicle, also has an accident form in Appendix D.

Additionally, the responding police officer will provide each of the parties involved in the accident with an accident report which also is to be submitted to Department of Administration Safety.

Supervisors are to report and submit copies of all state vehicle accident reports to the state's insurance company.

Additionally, division Fleet Safety Coordinators are to submit the Quarterly Agency State Vehicle Accident Summary Report

(http://www.gs.sc.gov/webfiles/g_s_0/policy/Qtly_Veh_Accident_Summary_Rpt_7-11-12.pdf) with number of vehicles and mileage to Department of Administration Safety.

Accident Review

Department of Administration Safety will review individual vehicle accident reports as they occur and determine whether to conduct an incident review with the employee and/or if specific remedial driver education is appropriate.

All vehicle accidents involving Department of Administration-owned vehicles will be reviewed by the Vehicle Accident Review Board (VARB). All vehicle accidents involving state leased vehicles will be reviewed by the SFM VARB. The VARB is chaired by the Safety Office but consists of the same members as the SFM VARB (membership is described in the State Fleet Safety Program and includes Department of Administration Safety). This group meets quarterly or as required based on the number of accidents.



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In preparing for a VARB:

- A. Accident reports since the last VARB are submitted by Department of Administration Safety to the SFM Fleet Safety Officer.
- B. Employee SC driver records are reviewed to detect prior accidents or violations.

The VARB examines details of each incident then determines if the state vehicle operator was at fault such as a citation for a moving violation, whether there were losses because of negligent or unlawful operation of the state vehicle, or whether the employee driving failed to exercise every reasonable precaution to prevent the accident. The VARB may recommend that the at-fault employee attend remedial driver education, be held liable for up to \$200 of the resulting damage, and/or should be suspended from operating state vehicles. These and other appropriate driver corrective actions are listed in Appendix B of the State Fleet Safety Program and are provided as guidance for the division director to decide appropriate disciplinary action.

Appeals of decisions made by the VARB can be made first to the VARB, then to the division director, and then to the Department of Administration Chief of Staff.

Safe Driver Awards

Fleet Safety Coordinators for each Division/Section of the Department of Administration are to submit routine drivers of state vehicles who qualify for safe driving awards to State Fleet Management through the Department of Administration Safety Office. (See Attachment 4)

Special Interest – Vehicle Backing Safety

Roughly one out of every four accidents involves poor backing technique. Practically all backing accidents can be prevented. The key is to plan ahead to avoid backing in the first place. You should only back up your vehicle as a last resort. If backing cannot be avoided, it is better to back in upon arrival than to back out later while departing. Conduct a visual walk-around of the vehicle to identify potential hazards immediately before backing to know what is beside and behind your vehicle, and include overhead clearances. Make certain no pedestrian is behind you before backing. Back slowly and check both sides as well as to the rear prior to and continuously during backing; use all of your mirrors and turn your head. Lightly use the horn to warn others while backing.

Although ultimate responsibility for safe backing falls on the driver, it is helpful to use a reliable guide or spotter whenever possible to assist when backing. An extra set of eyes could make all the difference, particularly in situations where there are blind spots or when someone or something could come into your path. The driver and spotter should use hand signals in addition to verbal ones and make sure you understand each other's signals before backing.

Policy: When backing a State-owned service or utility vehicle, all drivers are required to:

- A. Walk around the service or utility vehicle to check the area prior to backing, when no passenger is present.



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- B. Ask a passenger, if present, to stand outside and guide the employee while he/she is backing the vehicle.

Special Interest – Use of Electronic and Communications Devices While Driving

The use of (hand held or hands free) electronic or communications devices have proven a dangerous distraction while driving. Any activity, especially phone calls and texting, that causes a driver to take his or her eyes off the road, hands off the wheel, and/or mind off the primary task of driving, is dangerous. Driving requires your full attention.

Policy: Any Department of Administration employee who is driving a state vehicle may not use a hand held electronic device (such as a cell phone, personal digital assistant (PDA), MP3 player or other electronic communication device). If a call must be made or received while driving, the driver must pull over to a safe place and put the vehicle in “park.” Additionally, drivers should pull over to a safe place and put the vehicle in “park” to make adjustments to a global positioning system (GPS) device or other navigational devices. Drivers are prohibited from texting, dialing outgoing calls or writing e-mail messages while driving a state vehicle.

Employees who do not follow Department of Administration policies and procedures are in violation of such and are subject to disciplinary action.

Attachments - 3

1. Routine Driver Agreement
2. Commercial Driver Agreement
3. Safe Driver Awards



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Routine Driver Agreement

Each office is responsible to identify each Routine Driver, any employee who routinely operates any state motor vehicles, by having the employee and his/her supervisor completing and signing this agreement.

As a driver of a Department of Administration (owned or leased) vehicle, I agree to adhere to the terms and conditions set forth below. I also agree to abide by all policies as stated in the Vehicle Operator’s Handbook located on the State Fleet Management website http://www.gs.sc.gov/webfiles/SFMO/Publications/Vehicle_Handbook_2008_20110126.pdf . I understand that failure to comply with these terms and conditions may result in the loss of my state motor vehicle driving privileges as well as potential for the Board administering counseling, remedial training and/or disciplinary action up to and including assessment up to \$200 for at-fault property damage and/or termination.

- 1. As required by my job description and as scheduled, I will attend appropriate driver education (8-hour class) within 90 days of hire or assignment and refresher (4-hour class) every three years thereafter.
2. I will not operate a state motor vehicle without possession of a valid driver’s license appropriate to the type of vehicle being operated. If my job requires a commercial driver license, I will obtain and maintain the license and agree to random annual drug testing.
3. I understand my driving record will be checked (which requires my SCDL Number, Date of Birth and Social Security Number) upon being assigned as a Routine Driver and at least annually thereafter.
4. I will report to HR anytime my driver’s license has more than 8 points or is suspended.
5. I will not use a handheld electronic communications device while operating a state vehicle.
6. I will abide by the State Vehicle Maintenance Program. This includes an Operator’s Preventive Maintenance Checklist, which is included in Appendix B of the handbook.
7. I will identify and report all state motor vehicle damages and/or accidents within 24 hours to my supervisor and Department of Administration Safety.
8. I will obey all traffic rules and regulations while operating a state motor vehicle. All fees incurred due to parking and traffic violations are my sole responsibility and should be settled immediately.
9. I will ensure that all occupants of state motor vehicles wear properly adjusted and fastened seat belts at all times.
10. I will not smoke, or allow any authorized passengers to smoke in any state motor vehicle at any time.
11. I will not operate any state motor vehicle while using or under the influence of alcohol or illegal drugs, or prescription drugs which warn against driving or operating heavy equipment.
12. Upon termination of the state motor vehicle assignment, I will return all keys, SC Universal Credit Card and all equipment that was provided or installed in the vehicle.
13. I will use the state motor vehicle for official business purposes only.
14. I will conduct myself in a professional and safe manner at all times while operating a state vehicle.

PRINT Driver’s Name (as on driver license)

Driver’s Signature

Driver’s License Number/State (include zeros)

Date of Birth

Social Security Number

Supervisor’s Name – Print or Type

Supervisor’s Signature

Today’s Date

RETURN TO: Department of Administration Safety, 921 Main St., Room 113; ATTN: Bernie Lee

(Safety will forward to HR, 1200 Senate St., Wade Hampton Bldg., Suite 450)

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Commercial Driver Agreement

As a driver of a Department of Administration (owned or leased) commercial vehicle, I understand:

- 1. I will comply with the routine driver training requirements.
2. My job requires me to obtain and maintain a commercial driver license (CDL). See SC DMV CDL Manual (2007) - http://www.scdmvonline.com/DMVNew/forms/cdl%20manual.pdf
3. A "P" (government vehicles only) restriction is all that is required for the commercial driver license to drive a Department of Administration commercial vehicle. Note: The "P" restriction exempts state employees from the medical requirement and a state identification card is required for CDL renewal which is required every 5 years.

- 4. My job requires me to have a CDL with the following classification (mark which is applicable). See SC DMV CDL Classes - http://www.scdmvonline.com/dmvnew/default.aspx?n=commercial_driver_licenses

- CLASS A - A combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more if the vehicle weight rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 pounds
Examples: Tractor trailer; dump truck or bucket truck pulling (backhoe) trailer
CLASS B - A single vehicle with a GVWR of 26,001 or more pounds and any such vehicle towing a vehicle not in excess of 10,000 pounds. Example: Bucket truck
CLASS C - A single vehicle with a GVWR of 26,000 pounds or less and any such vehicle towing a vehicle not in excess of 10,000 pounds; comprising of:
A. Vehicles designed to transport 16 or more persons (includes the driver)
B. Vehicles used in the transportation of hazardous material which requires the vehicle to be placarded under 49 CFR, part 172, subpart F of the FMCSR's

Note: See Regular (Non-Commercial) driver license information - http://www.scdmvonline.com/DMVNew/default.aspx?n=general_driver_license_information

- 5. My job requires me to have a CDL with the following endorsements (mark which is applicable):

- H - HAZMAT T - Double/Triple Trailer
N - Tank Vehicle X - Tank/Hazardous Material
P - Passenger Vehicles



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6. As a CDL driver for the Department of Administration, I am subject to drug testing in case of a vehicle accident even when the police investigator determines I am not at fault. I am also subject to drug testing at random. Refusal for submitting to such drug testing is subject to immediate dismissal. See SC DMV CDL Drug Testing (2009) - http://www.scdmvonline.com/dmvnew/default.aspx?n=CDL Drug and Alcohol Testing

PRINT Driver's Name (as on driver license)

Driver's Signature

Driver's License Number/State (include zeros)

Commercial Driver's License Number/State

Date

Supervisor's Name - Print or Type

Supervisor's Signature

The Routine Driver Agreement must also be submitted with this agreement.

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Safe Driver Awards

Fleet Safety Coordinators for each Division/Section of the Department of Administration are to submit routine drivers of state vehicles who qualify for safe driving awards to State Fleet Management through the Department of Administration Safety Office. Individual miles driven without a preventable state vehicle accident must be documented in order for a Routine Driver to be nominated.

Note 1: Department of Administration Safety must have the State Vehicle Operator's Routine Driver Agreement on file. This requires the supervisor to have designated the employee as a Routine Driver by having both the supervisor and the employee complete and submit the Routine Driver Agreement form (see Attachment 1) to Department of Administration Safety.

Note 2: A routine driver may be involved in a state vehicle accident but still be eligible for safe driver recognition. A routine driver who was operating a state vehicle involved in a vehicle accident is ineligible for safe driver recognition unless:

- a. The FR-10 Police Report states the State Vehicle Operator did *not contribute* or was *not at fault* and/or was *not cited* for any driving violation. Example: State driver is rear-ended while stopped for a red light.
- b. The Vehicle Accident Review Board determined the State Vehicle Operator did *not contribute* or was *not at fault*

Certificate - To qualify for a Safe Driver Certificate the employee must:

1. Have operated a state-owned vehicle for one year with a minimum of 11,000 official miles without a chargeable accident or moving violation.
2. Completed an approved driver's training course within the past three years.

Lapel Pin (available in increments for each five consecutive years of safe driving) - To qualify for a Safe Driver Lapel Pin the employee must:

1. Have operated a state-owned vehicle without a chargeable accident or moving violation for a period of five (5) consecutive years, driving a minimum of 300 miles each of the five years.
2. Have completed an approved driver's training course within the past three years.
3. Not have any accumulated points on his/her motor vehicle record at the time of consideration for the award.

Nominations for Certificate / Lapel Pin - Submit the following information to Department of Administration Safety:

1. Employee's name
2. Organization (Division, Section, Team)
3. Whether the nomination is for a Certificate or Lapel Pin
4. Miles driven safely
5. Years driven safely, i.e., 2011 (1 Yr), 2006-2011 (5 Yr), 2001-2011 (10 Yr), etc.



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6. SC Department of Motor Vehicle driver license check or the routine driver's SC driver license number, their *full* Social Security Number and their date of birth to allow Department of Administration Safety to conduct a check using the SC DMV on-line Driver Record (<https://www.scdmvonline.com/DMVpublic/trans/DRecPoints.aspx>).

National Safety Council Safe Driver of the Year Award: Since Department of Administration Safety is a member, Department of Administration employees are also eligible to receive safe driver recognition from the National Safety Council for routine drivers who have reached the safe driving milestone of at least 15 years or 250,000 miles without a preventable accident.

Criteria for Nomination:

1. All data is subject to verification
2. Nominees must be full-time drivers whose primary responsibility is to operate buses, trucks, passenger cars, or other motor vehicles on a regular basis in the performance of their normal duties.
3. Drivers who have been involved in a collision during the award period will be declared ineligible, unless it is ruled as a non-preventable collision.
4. Nominees must meet the minimum requirement of 15 years or 250,000 miles driven without a preventable collision to be considered.
5. Nominees must have been employed by the Department of Administration for at least 1 year (12 consecutive months).
6. Nominations must be made by someone familiar with the nominee's work history, such as a supervisor, coworker, or professional peer to Department of Administration Safety by April 15th. Employees cannot nominate themselves.
7. Winners will be announced in June (annually).

Information needed for the NSC application:

- Driver name
- Total number of years driven without a preventable collision throughout career
- Number of safe driving years employed with current company
- Total number of preventable collisions during career
- Total number of miles driven without a preventable collision throughout career
- Number of safe driving years employed with previous company (if any)
- Type of vehicle(s) authorized to operate
- (Optional) A brief statement that you feel is relevant for the consideration of this nominee

Recognition

- Nominees who meet the minimum requirement will receive the Safe Driver Award of Honor and will be automatically considered for the annual Joseph M. Kaplan Safe Driver of the Year Award.
- All qualifying nominees will receive a congratulatory letter and personalized certificate from the National Safety Council.



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- All drivers who qualify will be divided into 10 Regions with one driver (with the most miles and years driven without a preventable collision) designated as the each Region's Best Safe Driver of the Year winner.
- The 10 Regional Best winners will then compete for the annual Joseph M. Kaplan Safe Driver of the Year Award, which will be announced at the National Safety Council's Annual Awards Celebration to be held at a date, time and location to be announced. Regional Best winners will receive two complimentary admissions to the celebration. Travel and lodging fees will be the responsibility of the nominee or, with prior approval, by the employee's division.

Department of Administration Safe Driver Awards:

As Department of Administration Safety maintains driver training and vehicle accident records for all Department of Administration employees, Department of Administration Safety will recognize employees and teams with the following Safe Driver Awards. Department of Administration Safe Driver Award certificates will be based on fiscal year records.

- Designated routine drivers with a certificate who have driven without an at fault accident for each 5 year increment.
- Each team with a certificate where the team's designated routine drivers have driven without an at fault accident for the past fiscal year and for each 5 year increment.