

# SC Fleet Safety Program

State Fleet Management

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Department of Administration  
Division of State Agencies Support Services  
State Fleet Management  
1430 Senate Street  
Columbia, South Carolina 29201



## **INTRODUCTION**

### **I. State Vehicle Safety Policy**

Each year state employees are involved in vehicle accidents that have a considerable impact to state government in terms of financial costs and injuries. Accordingly, it is the policy of the State of South Carolina that its motor vehicle fleet be operated and maintained in a manner intended to minimize injuries, property damage, and other costs associated with vehicle accidents.

### **II. Policy Implementation**

A. As mandated by the Motor Vehicle Management Act, Act No. 644, Part II § 24(A) through § 24(N), of 1978, as codified in Sections 1-11-220 through 1-11-340, S.C. Code Ann. 2015 (the “Act”), the Department of Administration has developed a statewide Fleet Safety Program (the “Program”) to ensure that the state’s motor vehicle fleet is properly operated and maintained to minimize the amount paid for rising insurance premiums and reduce the number and frequency of accidents involving state-owned vehicles.

The term “state vehicle” in this document shall mean any vehicle operated to conduct state business, whether owned, leased, or rented by the state.

This Fleet Safety Program includes:

1. Basic criteria for driver qualification, selection, and screening;
2. Initial, recurring, and remedial driver safety education;
3. Required and prohibited driving practices, and the safe maintenance of vehicles;
4. Guidance on the use of Electronic Devices;
5. Accident reporting and review procedures.

B. The administration of this Program shall be the responsibility of the Office of State Fleet Management under the direction of the Fleet Safety Manager.

### **III. Purpose**

This Program provides policies, administrative procedures, technical information, and standards for administering the Program. It is directed to all state agencies and personnel involved in the administration and operation of state vehicles. The Program is intended to minimize insurance costs to the state and reduce the number of accidents involving state vehicles.

#### **IV. Scope**

As authorized by state law, compliance with this Program is mandatory for all agencies operating state vehicles.

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## **CHAPTER 1 – DRIVER QUALIFICATION, SELECTION AND SCREENING**

### **I. Overview**

Many factors influence vehicle accidents. These include driver skill, weather, road conditions and vehicle mechanical condition among others. With a proper level of driving skill, one can compensate for bad weather and road conditions, and to some degree, for unsafe vehicle mechanical conditions. Therefore, it is state policy that the utmost care be exercised in the selection of vehicle drivers, and that a high priority be given to ensuring that these drivers attain a level of driving skill to reduce the risk of accidents to a minimum. The provisions of this section apply to the qualification, selection, and screening of drivers of state vehicles.

### **II. Driver Qualifications**

- A. Except as otherwise provided herein, the basic driver qualification for operating a state vehicle is a valid, current South Carolina driver's license appropriate for the type of vehicle being operated. For more information regarding Commercial Driver Licensing and the classification of vehicles, please refer to Section 56-1-2100 of the S.C. Code of Laws.
- B. New state employees who have recently relocated to South Carolina may operate state vehicles using a valid driver's license from their former state of residence for up to 90 days, at which time they must obtain a valid South Carolina driver's license.
- C. Employees who are residents of bordering states and commute to work in South Carolina may operate state vehicles if they possess a valid driver's license from their state of residence.
- D. Contract or consultant personnel, and volunteers 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 engaged by the state.
- E. Employees who are spouses of active duty military personnel stationed in South Carolina, and employees permanently residing in adjacent states but employed in South Carolina, may operate state vehicles using a current, valid driver's license from their state of residence.

### III. Driver Selection and Screening

The following are the state policies concerning the selection and screening of drivers of state vehicles:

- A. Prior to being offered positions in which the prospective employee will be required to operate a vehicle to conduct state business, or where there is an expectation that the individual will operate a vehicle in the performance of their job duties, applicants will provide a copy of their Motor Vehicle Record (MVR), obtained at the applicant's expense from the South Carolina Department of Motor Vehicles, to the servicing agency's human resources department.
- B. Applicants whose MVR indicates involvement in more than three accidents in which they contributed in the last three years or more than eight current violation points shall be disqualified from operating a state vehicle.
- C. Agencies will establish procedures to ensure that operators of state vehicles possess a current valid driver's license appropriate to the class of vehicle to be operated in accordance with Section II of this chapter.
- D. Agencies will establish procedures to, at a minimum, annually screen the MVRs of all employees, consultants, contractors, and temporary or volunteer workers who routinely drive state vehicles in their position or who have the occasion to drive state vehicles.
  - 1. Requests for MVR screening may be submitted to State Fleet Management in the format shown in Appendix A of this document. As applicable, agencies will be charged a nominal fee by State Fleet Management for providing this service.
  - 2. Agencies may elect to use the SC Department of Motor Vehicles "Employer Notification System", or an SFM approved process, in lieu of annual MVR screening.
- E. Persons possessing an out-of-state driver's license will be responsible for providing their MVR when requested by their agency.
- F. Corrective actions, including but not limited to those outlined in Appendix B of this document, may be taken concerning those employees discovered to have a history of traffic violations or vehicle accidents.

- G. Agencies entering agreements for services provided by third party entities, including contractors, where employees or representatives of such entities will operate state vehicles, shall include compliance with this Program as a condition of such agreement. This provision shall not affect agreements with such entities entered prior to the effective date of this revised Fleet Safety Program.
  
- H. A state driver whose driver's license is suspended by the Department of Motor Vehicles is required to notify their supervisor of such suspension. The notification shall be done on the first working day following notice of the suspension. Employees whose licenses are suspended will not operate a state vehicle until their suspension is lifted by the Department of Motor Vehicles and they are reinstated to drive by their agency.

#### **IV. Compliance**

Agencies are required to maintain records of all employee MVRs in accordance with the retention schedule set forth by the Department of Archives and History as well as for review by State Fleet Management upon request for at least one year or until superseded.

## **CHAPTER 2 – DRIVER EDUCATION, RECERTIFICATION AND REMEDIAL TRAINING**

### **I. Overview**

Many factors can influence vehicle accidents. These include driver skill, weather and road conditions, and vehicle mechanical condition among others. Driver skill is the most important factor. With an appropriate level of driver skill and regular safety briefings, one can compensate for bad weather and road conditions, and to some degree, for unsafe vehicle mechanical condition. Therefore, it is state policy that high priority be given to ensuring that drivers of state vehicles attain an adequate level of driving skill to reduce accidents to a minimum. The policies described in this chapter apply to the education, recertification and remedial training of state drivers.

### **II. Driver Education**

The lack of an appropriate level of driver skill and training are major factors causing vehicle accidents. Accordingly, state agencies should assign a high priority to ensuring that employees attain appropriate driver training. Driver education efforts are classified as preventive programs or remedial programs. Ideally, preventive education programs will make remedial programs unnecessary. The following are the state policies regarding preventive and remedial driver education programs.

#### **A. Preventive Programs**

State Fleet Management shall approve the content of all Driver Training Courses (DTC) provided to drivers of state vehicles. Individuals operating state vehicles are required to complete an initial eight-hour DTC at the time of employment or approval to operate state vehicles, and then take a four-hour recertification course every three years thereafter. The following categories of drivers must complete a Driver Training Course as specified:

1. New employees, who operate state vehicles or if there is the expectation that they will operate a state vehicle to perform their job duties, must complete an approved eight-hour DTC within ninety days of the date of employment, and then complete a four-hour recertification DTC every third year thereafter. New employees who have attended an approved DTC within three years of date of employment are not required to attend another course until the third anniversary of their previous attendance, at which time they must complete a four-hour recertification DTC.
2. Existing employees who have never had the initial training will complete an approved eight-hour DTC once determined they will have the occasion to operate a state vehicle and must complete the four-hour recertification DTC every third year thereafter.

3. Existing employees whose training has lapsed will restart the training by completing an approved eight-hour DTC and must complete the four-hour recertification DTC every third year thereafter.

## **B. Remedial Training**

Pursuant to the South Carolina Code of Laws Section 1-11-340 of the S.C. Code Ann., State Fleet Management has required “mandatory driver training in those instances where remedial training for employees would serve the best interest of the State.”

Thorough administration of effective driver selection, screening and preventive education programs should reduce the necessity for remedial education programs. However, in the event such programs are necessary, the following policies apply.

1. Employees found at fault by an agency Accident Review Board must complete the eight-hour DTC within ninety-days of such finding. Failure to do so will result in suspension of the employee’s state vehicle driving privileges until the driver education requirement is met.
2. Employees found to have accumulated nine or more current traffic violation points, two vehicle accidents involving a state vehicle, or three “All Vehicle” accidents on their MVR must complete an eight-hour DTC within ninety days of the discovery of their driving history. Failure to do so will result in suspension of the employee’s state vehicle driving privileges until the driver education requirement is met.
3. Law enforcement officers found to meet the requirements for remedial driver recertification by their agency ARB may complete an approved refresher law enforcement pursuit driving course or the eight-hour DTC, depending upon the circumstances of the case.

## **C. Compliance**

Agencies are required to maintain records of all employee DTC completions in accordance with the retention schedule set forth by the Department of Archives and History as well as for at least three years for periodic review by State Fleet Management.

### **III. Law Enforcement Officer Training**

This Program applies to all state agencies and employees operating state vehicles. However, law enforcement officers are engaged in an inherently dangerous profession and often must intentionally take actions which may result in vehicle accidents. Therefore, the following special provisions apply to law enforcement officers.

- A. All law enforcement officers operating state vehicles shall abide by the South Carolina Code of Laws Section 56-5-760 (Operation of Authorized Emergency Vehicles) when engaged in emergency or pursuit situations.
- B. All state vehicle accidents involving vehicles driven by law enforcement officers will be reviewed by the appropriate agency Accident Review Board (ARB).
- C. The agency ARB shall determine if the accident occurred in the “line of duty”. Additionally, the agency ARB shall determine if the law enforcement officer driver was “at fault” or “not at fault”.
- D. All “line of duty” accidents in which the law enforcement officer driver is found “at fault” shall be considered in the administration of this Program, and appropriate corrective action, including but not limited to those as outlined in Appendix B of this document, may be taken.
- E. In accordance with the South Carolina Code of Laws Section 56-5-760, all law enforcement agencies authorized to operate emergency vehicles shall utilize regulations promulgated by the South Carolina Criminal Justice Academy to provide written guidelines and training programs for their employees regarding the proper operation of emergency vehicles.

## **CHAPTER 3 – REQUIRED DRIVING PRACTICES AND SAFETY MAINTENANCE**

### **I. Driving Practices**

State vehicle drivers will abide by all applicable state and federal laws and regulations while operating state vehicles, including following posted speed limits and traffic signs and signals. The following policies related to safety and security will be obeyed:

#### **A. Wearing of Safety Belts**

All state vehicle drivers and their passengers shall wear safety belts when operating or being transported in a state vehicle equipped with safety belts. It shall be each vehicle occupant's responsibility to ensure compliance with the state's safety belt law. Employees discovered to not be properly wearing safety belts are subject to discipline in accordance with agency policy.

#### **B. Security**

State vehicles will be locked whenever they are unoccupied.

#### **C. Engines/Idling**

The engine of a state vehicle will always be turned off before the driver exits the vehicle, unless job responsibilities require that the vehicle's engine be allowed to idle.

#### **D. Radar and Laser Detectors**

The use of radar and laser detectors in state vehicles to detect speed monitoring by law enforcement is strictly prohibited.

#### **E. Smoking and Tobacco Use**

Smoking and tobacco usage are prohibited while driving or occupying a state vehicle. This includes:

1. Cigarette, cigar or pipe smoking;
2. E-cigarette, vaping or vapor smoking;
3. Smokeless tobacco usage, including chewing tobacco and snuff.

**F. Eating or Drinking**

Eating or drinking while driving state vehicles increases the level of distraction and is discouraged.

**G. Driving While Under the Influence**

As the State of South Carolina has zero tolerance for driving under the influence in state vehicles, no level of alcohol, narcotics, or drugs is permissible in an employee's system while operating state vehicles. Violators of this policy may be terminated for cause in accordance with agency policy.

**II. Safety Maintenance**

State vehicles will be maintained in a manner as to attempt to eliminate mechanical failure as a cause of vehicle accidents. The "Recommended Preventative Maintenance Schedule and Tasks" developed by State Fleet Management is designed to ensure an appropriate basic level of maintenance for each class of vehicle. In addition to those measures prescribed for in the Fleet Maintenance Program, the following policies apply:

- A. State vehicles should be inspected by the state driver prior to daily operation and in accordance with agency guidelines and the laws of the state.
- B. In the case of Special Purpose Vehicles equipped with load-bearing devices (booms, lifts, etc.), these devices will be load checked in accordance with appropriate technical manuals.

## **CHAPTER 4 – HANDHELD ELECTRONIC DEVICES**

- I. The use of personal electronic devices creates a significant distraction while operating a vehicle and has proven to be the contributing factor in a high percentage of motor vehicle collisions. This chapter sets the guidelines for the use of these devices while operating a vehicle and allows for the use of “hands-free” electronic devices only. However, employees are strongly encouraged to refrain from using even hands-free devices as they can cause distractions.
  - A. Drivers of state vehicles shall not operate cell phones, multi-media enabled smart phones, MP3 players, GPS devices, laptop computers, tablet computers, or other handheld electronic devices (an “Electronic Device”) unless the Electronic Device is being operated via a hands-free mode or while the vehicle is in park and is being used solely for the conduct of official state business.
  - B. Any use of an Electronic Device that is not hands-free, including but not limited to talking, reading, sending or receiving text messages, or reading, sending or receiving email messages, is prohibited while the vehicle is in drive or in motion.
  - C. Drivers are prohibited from watching the screen of an Electronic Device while operating a state vehicle unless the vehicle is in park.
  - D. Personnel who, as a part of their official duties, must use an Electronic Device other than as set forth in this chapter and while operating a state vehicle, are required to have authorization from their agency head or their designee, submitted to State Fleet Management for review prior to an agency granting approval.
  - E. An exception to this policy is an emergency call placed to 911 for situations such as a fire, traffic accident, road hazard, or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.
  - F. Agencies have the option to adopt supplemental Electronic Device use policies as they need or desire, if such supplement is not less restrictive than this chapter.
  - G. Nothing in this chapter excuses the obligation to comply with applicable traffic laws.

## **CHAPTER 5 – ACCIDENT REPORTING AND REVIEW PROCEDURES**

### **I. General**

The importance of accurate and timely reporting of accidents involving state vehicles cannot be underestimated. Such reporting not only may serve to protect the state from unwarranted liability claims, but also enables agency management to detect accident trends and take appropriate action.

### **II. Accident Action and Reporting Procedures**

#### **A. Agency Responsibilities**

1. Agency directors are responsible for ensuring that these standards (see Appendix C) are applied by all subordinate personnel operating state vehicles in the performance of state business.
2. Agency directors or their designated representatives should annually review driver performance records and determine whether effective accident prevention measures have been taken or are required. SFM may require notification that this review has been completed.
3. As required by Section 1-11-340 of the Act, agencies shall establish Accident Review Boards (ARBs) in accordance with criteria outlined in Appendix E of this document to review and make recommendations concerning accidents involving state vehicles. Results of decisions of the ARBs are to be made available to State Fleet Management quarterly.
4. Employees cited and fined for speeding or failure to wear seat belts in state vehicles are subject to agency discipline policies, including being reprimanded via a written notification by the agency director with a copy of such notification to be placed in the employee's personnel file.

#### **B. State Fleet Management Responsibilities**

1. State Fleet Management will provide technical assistance to agencies as requested, and will gather necessary data, perform statistical analyses to detect accident trends, and propose corrective actions to agencies.
2. State agencies shall provide fleet safety and accident-related data as required by SFM to perform these responsibilities.

**C. Compliance**

1. Agencies are required to maintain accident reporting and ARB records in accordance with the retention schedule set forth by the Department of Archives and History as well as for at least three years for review by State Fleet Management.

## APPENDIX A – DRIVER RECORD SCREENING REQUEST

The data collected on these forms (SASS-008B and SASS-008C) contains Personally Identifiable Information (PII) that is classified as “Confidential” and should be managed as such.



Driver Record Screening Request  
SASS-008B  
(Rev. 11/2009)

1. Agencies wishing to screen **fewer than 10** driver records should submit a roster in the following format:

State Fleet Management Office  
1430 Senate Street, 3<sup>rd</sup> Floor  
Columbia, SC 29201-3710

This agency wishes to have the Motor Vehicle Record of the following employees screened (attach original pages as necessary):

Driver's License No.	Name	Date of Birth

Requestor's Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Agencies wishing to screen **more than 10 driver records** should submit driver data by using Form SASS-008C, “Bulk Screening Request Form”, found on the Fleet Safety website.

**APPENDIX B – DRIVER CORRECTIVE ACTIONS**

<b>MVR VIOLATION POINTS</b>	<b><u>OR</u></b>	<b>STATE VEHICLE ACCIDENTS (LAST 3 YRS)</b>	<b><u>OR</u></b>	<b>“ALL VEHICLE” ACCIDENTS (LAST 3 YEARS)</b>	<b><u>THEN</u></b>	<b>SUGGESTED MINIMUM CORRECTIVE ACTIONS</b>
6-8		1-Regardless of fault*				Safety discussion concerning responsibilities while driving state vehicles.
9-10		1-At fault** OR 2-Regardless of fault		3-Regardless of fault		Mandatory attendance of driver training course, and in accordance with agency policy, written direction concerning responsibilities while driving state vehicles.
11-12		3-Regardless of fault		4-Regardless of fault		In accordance with agency policy, review of state vehicle driving privileges by agency management.***
		2-Serious at fault**** OR 3-Non-serious at fault				Three months to one-year suspension from driving State Vehicles or, in the event the driver is suspended without pay in accordance with agency policy, an additional week suspension from driving State Vehicles.
Driver Under Suspension						Driver suspended from operating state vehicles until suspension is lifted by SCDMV and the agency Accident Review Board.
		3-Serious at fault** OR 4-Non-serious at fault				One-year to permanent suspension from driving state vehicles.

**Notes:**

\*See “Glossary” for definition.

\*\*SC Code of Laws § 1-11-141(B) sets forth when employees may be held liable to their agency for the cost of accident repairs. (See Appendix E)

\*\*\*The presence of 11-12 violation points, 3 state vehicle accidents, or 4 “all vehicle” accidents on an employee’s MVR, regardless of fault, is cause for the employee’s state vehicle driving privileges to be reviewed by agency management or by an agency Accident Review Board. The agency may take any action consistent with state and agency personnel policies and regulations.

\*\*\*\*See “Glossary” for definition.

## **APPENDIX C – ACCIDENT PROCEDURE AND REPORT FORM TEMPLATE**

The following steps are provided as guidance to drivers involved in accidents. Any operator involved in a collision with an unattended vehicle or that results in damage to property shall immediately stop, and to the best of his or her ability, locate and notify the operator of the unattended vehicle or owner of the property.

1. Turn vehicle ignition off to prevent potential fire and evacuate vehicle.
2. If you are properly certified to do so, render first aid to any injured persons. Call for medical assistance or ambulance if necessary.
3. If you determine an injured person is in additional danger (i.e. fire or possibility of another collision) you may move the injured person to a safe area.
4. Call 911 to request law enforcement assistance. All state vehicle accidents must be investigated by law enforcement authorities. Call your proper agency authority.
5. Obtain data concerning other vehicle and driver, and complete accident report. The “SFM Accident Report Form – SASS-003B” for reporting accidents in SFM owned vehicles can be found on the SFM website by clicking on the “Forms” tab.
6. Give the other driver your name and the name and address of your agency. Do not admit responsibility or liability for any accident.
7. As soon as practicable, report accident to:

American Southern Insurance Company  
1611 Devonshire Drive, Suite 102  
Columbia, SC 29204  
Telephone: 1-800-713-2205

### **Telephone Numbers**

**Emergency Services ..... 911**

#### **South Carolina Highway Patrol**

Highway Patrol..... (803) 896-9621  
From Cell Phone ..... \*HP or \*47  
State Transport Police ..... (803) 896-5500

#### **State Fleet Management**


State Fleet Main Office ..... (803) 737-0668  
Fleet Safety..... (803) 737-0212  
Accident Coordinator ..... (803) 737-1982  
Commercial Vendor Repair Program (CVRP)..... (800) 277-3686

**American Southern Insurance (Adjuster) ..... (800) 713-2205**

## **APPENDIX C – ACCIDENT PROCEDURE AND REPORT FORM TEMPLATE**

Below is the first page of the four-page “SFM Accident Reporting Form” document that can be found on the State Fleet Management website.

Pursuant to Section 30-2-40(B) of the SC Code of Laws, information collected by and/or provided to the Department of Administration may be personal information as defined by “The Family Privacy Protection Act of 2002” (S.C. Code Section 30-2-10 et seq.) and subject to public scrutiny and release.

		<b>SFM Accident Reporting Form</b>	
<small>THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION</small>		<b>SASS-003B (Rev. 03/2017)</b>	
<small>Page 1 of 4</small>			
Date		Time	
<b><u>Location of Accident</u></b>			
County	City	Route no.	
Where is the vehicle located now?			
<b><u>You and your State Vehicle:</u></b>			
Agency Name			
Agency Address			
Year & Make		License Plate No.	
Name		Driver's License no.	
Address		Office Phone	
<b><u>Other Vehicle</u></b>			
Year and Make		License Plate No. & State	
Name		DL	
Address			
Insurance Company			
Policy no.			
Did the police investigate this accident?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, which police department?			
Was anyone charged with a violation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, who, and what was the charge?			
Was anyone injured?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, who?			
What was the nature of the injury?			

Data Classification: Internal Use

**APPENDIX D – QUARTERLY AGENCY VEHICLE ACCIDENT SUMMARY REPORT**



**Quarterly Agency State Vehicle Accident Summary Report**

SASS-008D  
(Rev. 08/2019)

Agency:		Agency Number:	
Agency Contact Name:			
Contact Email:			
Contact Phone:			

SC Department of Administration  
Div. of State Agencies Support Services  
State Fleet Management  
1430 Senate Street, 3<sup>rd</sup> Floor  
Columbia, SC 29201-3710

Quarter:						
Date:						
No. of Owned/Leased vehicles in Agency Fleet:						
Number of Miles Driven in State Vehicles during Quarter:						
Accident No*	County No.	Route No.	Date	Day	Time	Persons injured or killed
Vehicle Year	Tag Number	Damage Severity	DL Number	Date of Birth	At Fault**:	MVI***:

\*Accident no. is assigned by Agency.

\*\*Either State Driver or Other Driver, as determined by Agency Accident Review Board or investigating police.

\*\*\*Moving Violation Indicated (see Code Sheet).

Original: State Fleet Management

Copy: Agency

## **APPENDIX E – ACCIDENT REVIEW BOARD STRUCTURE**

### **1. Purpose**

To produce guidelines for establishment of Accident Review Boards (ARBs) for review of all accidents involving state vehicles.

### **2. Background**

Accidents involving state vehicles result in deaths, injuries, loss of employee production time, and loss of state financial resources in the form of insurance premiums and vehicle repair costs. Safe and proper operation of state vehicles is of significant concern to operators, supervisors, agency heads and State Fleet Management. ARBs perform a vital function in the State Fleet Safety Program by identifying causes of accidents, establishing responsibility for these accidents, and recommending actions to reduce the number of accidents.

### **3. Goal of Accident Review Boards**

The primary goal of the ARB is to promote safe driving and to reduce the number of accidents involving state vehicles. Emphasis is on training drivers and developing safe procedures. This Fleet Safety Program can only succeed if each operator of a motor vehicle accepts his or her personal responsibility for safe vehicle operation. In those cases where an individual employee is unable or unwilling to consistently operate motor vehicles safely, the ARB will refer the case to the agency head or supervisor for appropriate action, including but not limited to appropriate disciplinary action.

### **4. Types of Boards**

The state vehicle fleet consists of vehicles which are owned and managed by state agencies, and those vehicles owned or leased by State Fleet Management and leased to using agencies. Agency ARBs are required by the Motor Vehicle Management Act and are directed at accidents involving agency-owned vehicles. The State Fleet Management ARB is directed at accidents involving all State Fleet Management owned or leased vehicles.

## **5. Composition of Boards**

Composition of agency ARBs will be largely determined by the size of the agency fleet and accident rate. Smaller agencies with a limited number of vehicles may need to modify the composition of a formal board while still fulfilling the responsibilities of a formal board. The following are suggestions for members of agency ARBs:

- a. Agency director or his/her designee shall act as chair of the ARB;
- b. Agency vehicle or safety manager/coordinator shall act as recorder;
- c. Public Safety Officer/Security Chief;
- d. Staff attorney;
- e. 1-3 supervisory representatives appointed by chair.

## **6. Board Responsibilities**

The ARB will exercise three major responsibilities:

### **a. Accident Review/Moving Violations**

Review all accidents involving state vehicles to determine cause and to establish responsibility or culpability where appropriate. ARBs shall also review all moving violations issued to operators of state vehicle.

### **b. Driver Training**

The ARB will examine present driver training procedures and, where appropriate, recommend establishment of additional driver training requirements to ensure that all state vehicle operators are fully trained and qualified in the operation of a vehicle.

### **c. Disciplinary Action**

Where flagrant or repeated violations occur, the ARB will refer the case to the appropriate agency head for further disciplinary action in accordance with the agency's disciplinary policy.

## **7. Board Procedures**

### **a. Meeting Frequency**

Agency ARBs will meet annually at a minimum (meeting quarterly is strongly recommended) or when directed by the chair. The State Fleet Management ARB will meet quarterly or when directed by the chair. The recorder will contact the chair and notify the board members of the scheduled time and place of the meeting.

### **b. Responsibilities of the Recorder**

The recorder will ensure that training aids and other necessary equipment are present at the time of the meeting, and that all documentation concerning the subject accident(s) is available, including:

1. Copies of the investigating officer's report;
2. Copies of the employee's statement as to what happened;
3. Photos of the damage where available;
4. A summary of any court action;
5. Statements from available witnesses.

### **c. Accident Review Procedures**

1. The ARB will be called to order by the chair and a record made of members present and members absent.
2. The accident will be described by the recorder. The completed accident report(s) may be used to obtain specific information concerning the accident. Additional information will be provided to the ARB with a complete detailed picture of the circumstances of the accident. The presentation will include the following essential information:
  - a. Estimated speed, to the extent available;
  - b. A description of the intersection, if appropriate, including blind corners and visibility in all directions, parked vehicles, etc.;
  - c. If the vehicle involved in the accident was an emergency vehicle responding to an emergency, the ARB will be provided with information regarding the state of the emergency;

- d. A positive statement regarding operation of emergency warning devices on the vehicle, i.e., were the emergency lights and sirens serviceable and operating if required;
- e. A statement by the state vehicle operator as to what happened;
- f. Answer any questions by members of the ARB;

**d. Findings/Recommendations of the Accident Review Board**

- 1. After reviewing the circumstances of the accident, the ARB will determine whether the driver was at fault or not at fault.
- 2. Before reaching a finding of not at fault, the ARB must be satisfied that the accident could not have been prevented by the driver through normal alertness and attention to driving. In the case of an emergency vehicle, the ARB must be satisfied that the driver was complying with all laws regarding emergency operation of vehicles and the provisions of the South Carolina Code of Laws Section 56-5-760.

**e. Assessment of Damage**

In accordance with South Carolina Code of Laws Section 1-11-141(B), the employee operator may be held liable to their agency for the cost of repairs in the following cases:

- 1. For an amount not to exceed \$200 for each occurrence if the employee operator is found to be at fault in the accident after a review of records conducted by a duly appointed ARB;
- 2. For up to the full cost of repairs if the employee operator was convicted of driving under the influence of alcohol or illegal drugs at the time of the accident, and the ARB determines that the operator's impaired condition substantially was the cause of the accident.

The State Fleet Management ARB has the authority to recommend that damages be assessed to the using or leasing agencies in accordance with the terms of the applicable lease agreement.

**f. Appeals**

Agency ARBs should establish proper appeals procedures in accordance with law.

**8. Corrective Action**

In addition to the assessment or as a separate action upon recommendation of the ARB, agency heads may impose, but are not limited to, the actions described at Appendix B of the Fleet Safety Program, as applicable.

**9. Reports**

Reports from agency ARBs are required to be submitted to State Fleet Management on a quarterly basis. Copies of the minutes of the State Fleet Management ARB may be made available to each leasing agency and the Department of Administration at their request.

## **APPENDIX F – DRIVER SAFETY TIPS**

Operating a vehicle is one the most dangerous things we do each day. In order to remain as safe as possible, incorporate the following recommendations into your daily driving routine:

- Do a quick walk around your vehicle to evaluate the condition of your vehicle and what obstacles are around the vehicle prior to getting on the road.
- Secure all loose items. Do not attempt to catch items sliding around in your car.
- Always keep your eyes moving, constantly scanning forward, to the sides and in your mirrors. Maintain a visual lead of 20-30 seconds ahead of you.
- When changing lanes, physically turn your head around to check your blind spot, followed by checking your side and rearview mirrors.
- Always look out for motorcycles, bicycles, pedestrians and smaller vehicles.
- Leave 3-4 seconds space between you and the vehicle ahead of you. During inclement weather or when following a motorcycle or small vehicle increase this to at least 5 seconds.
- Always give yourself an out. Avoid remaining next to other automobiles, move ahead or drop behind them to allow yourself room for maneuvering in case something happens.
- Stop prior to stop signs and then roll forward slightly toward the stop sign to get a better look in each direction.
- Avoid using cell phones, texting, or any other device that can distract you from driving. See also, Chapter 4 - Handheld Electronic Devices
- Always use signals and be sure to signal ahead of time to communicate your intentions to other drivers.
- When weather or conditions are bad, slow down and be especially alert.
- Refrain from driving while suffering from emotional distress or tiredness. Stop for fresh air or move around in order to wake up.
- Virtually all backing collisions can be prevented. Avoid backing up whenever possible and always be very careful when you do have to do so.
- Always wear your seatbelt and make sure your passengers do the same.
- Be predictable; avoid multiple lane changes and last-minute turn signal notifications.
- Observe and abide by all traffic laws.
- Pay attention, or else it may be too late!

Help reduce the likelihood of vehicle accidents by always practicing the tips mentioned above. Remain alert and always remember:

**A DEFENSIVE DRIVER IS A SAFE DRIVER!**

## **GLOSSARY**

**ACCIDENT:** The causing or incurring of damage or injury when a motor vehicle strikes or collides with another vehicle, an object, a pedestrian, or an animal, regardless of whether the vehicle concerned is the moving unit. (See “Incident” definition below)

**ACCIDENT FREQUENCY RATE:** The accident frequency rate is determined by multiplying the number of accidents by 1,000,000 and dividing by the total number of miles driven. In the case of individual agencies, accident frequency rate may be calculated per 1,000 miles driven.

**ACCIDENT, REPORTABLE:** Any accident in which a state vehicle is involved where such accident results in death, personal injury, or combined property damage in excess of that amount specified by state law (see §56-5-1270).

**ACCIDENT, SERIOUS:** Any accident in which a state vehicle is involved where:

1. An accident results in death, incapacitating personal injury, or combined property damage exceeding \$2,499.99.
2. The proximate cause of such accident was impairment of the state vehicle operator by alcohol, narcotics, or drugs, or
3. The proximate cause of such accident was an act or omission by the state vehicle operator which is a four or more-point violation as indicated in Appendix D. This determination must be made by the agency Accident Review Board (ARB), after reviewing the accident report and any other pertinent information, including any convictions which may have arisen from the accident. The absence of a conviction of a four-point violation is not conclusive to the ARB’s determination.

**ACT:** The Motor Vehicle Management Act, Act No. 644, Part II §24(A) through § 24(N), of 1978, as codified in §1-11-220 through §1-11-340 of the South Carolina Code of Laws, as amended.

**AGENCY:** All officers, departments, boards, commissions, institutions, universities, colleges, technical colleges and all persons and administration 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.

**DEPARTMENT:** The South Carolina Department of Administration.

**DRIVER TRAINING COURSE (DTC):** Any and all defensive driver training courses approved by State Fleet Management.

**FAULT:** The concept whereby a driver is guilty of error, either by committing improper actions or by omitting proper actions, where that error results in a preventable accident. Determination of “fault” is made either by conviction of a driver for a traffic offense in a court of law, or determination by agency management or an Accident Review Board during review of a vehicle accident.

**FLEET:** That group of various types and classes of motor vehicles and vehicular equipment assigned to, leased, or owned by an agency.

**FLEET SAFETY MANAGER:** The Department employee responsible for administering the South Carolina Fleet Safety Program.

**INCAPACITATING PERSONAL INJURY:** An injury, other than a fatal injury, which prevents the injured person from walking, driving or normally continuing the activities he/she could perform before the injury occurred. By way of example:

**Inclusions:**

Severe lacerations, broken or distorted limbs, skull or chest injuries, abdominal injuries, unconscious at or when taken from the accident scene, unable to leave accident scene without assistance.

**Exclusions:**

Momentary unconsciousness.

**INCIDENT:** Incidents are cases where a state vehicle incurs damages as a result of some action (vandalism, acts of nature, etc.) not fitting the definition of an “Accident”. Incidents are not used in calculating accident frequency rates.

**LAW ENFORCEMENT OFFICER:** An individual who is employed 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).

**LINE OF DUTY:** A concept applicable only to law enforcement officers. A law enforcement officer is performing “in the line of duty” when that officer is engaged in activities pursuant to the laws, regulations, policies, procedures, or instructions issued by proper authority.

**MAINTENANCE:** Cleaning, servicing, adjusting, repairing, replacing parts or components, testing, and checking for discrepancies.

**MOTOR VEHICLE RECORD (MVR):** A report of a licensed driver's driving history, as reported from the South Carolina Department of Motor Vehicles. Information on this report may include driver's license information, point history, violations, convictions and license status on the driving record.

**OFFICE:** The Office of State Fleet Management.

**SFM:** The State Fleet Management section of the Division of State Agencies Support Services.

**SPECIAL PURPOSE VEHICLE:** Vehicles designed or adapted for specialized use other than providing transportation for personnel, supplies or equipment. Such vehicles have limited or no capacity for practical utilization in a general-purpose role. Includes police pursuit vehicles, fire, ambulance, emergency vehicles, utility maintenance trucks, refuse trucks and similar vehicles with specialized engine or mounted equipment designed for specific task accomplishment.

**STATE DRIVER:** An individual who operates a vehicle to conduct state business, or where there is an expectation that the individual will operate a vehicle in the performance of their job duties.

**STATE VEHICLE:** Any vehicle operated to conduct state business, whether owned, leased, or rented by the state.

**VEHICLE:** Any vehicle, self-propelled or drawn by mechanical power, designed to be principally operated on publicly maintained roadways in the transportation of property or passengers, and which requires registration and licensing in accordance with the laws of the state.