

STATE OF SOUTH CAROLINA
State Budget and Control Board
DIVISION OF MOTOR VEHICLE MANAGEMENT



CARROLL A. CAMPBELL, JR., CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL

JOHN DRUMMOND
CHAIRMAN, SENATE FINANCE COMMITTEE

WILLIAM D. BOAN
CHAIRMAN, WAYS AND MEANS COMMITTEE

LUTHER F. CARTER
EXECUTIVE DIRECTOR

1022 SENATE STREET
COLUMBIA, SOUTH CAROLINA 29201-3160
(803) 737-1515
FAX (803) 737-1160
ALLAN J. SPENCE
DIVISION DIRECTOR

July 1, 1992

MEMORANDUM

TO: Agencies Operating State Vehicles
FROM: Allan J. Spence, Director *AJS*
SUBJECT: Revised State Fleet Safety Program

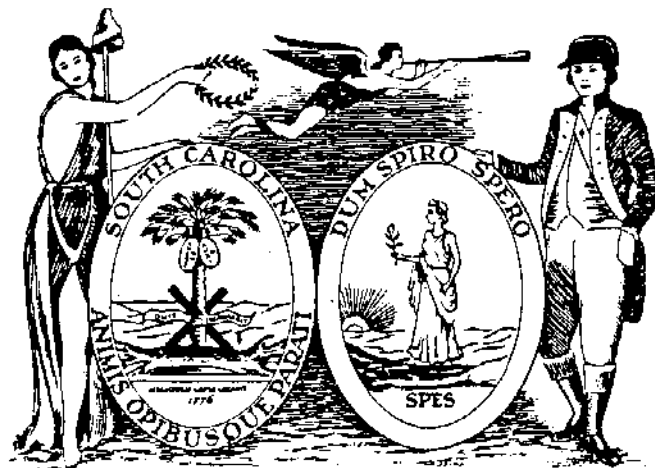
In Section 1-11-340 of the 1982 Amendment to the Motor Vehicle Management Act, the General Assembly directed the State Budget and Control Board to "...develop and implement a state-wide Fleet Safety Program...which shall serve to minimize the amount paid for rising insurance premiums and reduce the number of accidents involving state-owned vehicles." In March 1987, the Board published the First Edition of the *Fleet Safety Program*. Since that time, the program has been implemented by many State agencies, and a number of changes and refinements have been recommended by various organizations.

This Third Edition, approved by the Board on February 11, 1992, incorporates many of these recommended changes which are indicated by underlining. Two major new provisions require law enforcement agencies to provide written guidelines and training programs regarding the operation of emergency vehicles (Chapter 1, Section VI, Subsection E), and allow agencies more flexibility in imposing periods of suspension for repetitive "at fault" state vehicle accidents (Appendix B).

This policy, which has been reviewed by the Attorney General's Office and the State Division of Human Resource Management, is promulgated with the full authority of the Budget and Control Board. It applies to all persons and agencies operating licensed State vehicles, except the Department of Education in the operation of its school buses and service vehicles. The provisions of the Program represent the minimum mandatory requirements for agency fleet safety programs. Compliance with these provisions will be an item of interest during this Division's annual Motor Vehicle Management Review of State agencies' compliance with the overall State Fleet Management Program.

AJS/ra

SOUTH CAROLINA FLEET SAFETY PROGRAM



***STATE BUDGET AND CONTROL BOARD
DIVISION OF MOTOR VEHICLE MANAGEMENT***

INTRODUCTION

I. **State Vehicle Safety Policy.** Motor vehicle accidents annually exact a terrible toll of human tragedy and suffering and of national resources within the United States. The same is true, on a smaller scale, within South Carolina State government. Every year, State employees or members of the general public are killed or injured, and a significant portion of the State's financial resources expended as a direct result of accidents involving State-owned vehicles. Accordingly, it is South Carolina policy that the State-owned motor vehicle fleet be operated and maintained in such a manner as to minimize deaths, injuries, and costs associated with State vehicle accidents.

II. Policy Implementation

A. As mandated by the Motor Vehicle Management Act, Section 1-11-220 through 1-11-340 of the *Code of Laws of South Carolina*, 1976, as amended, the Budget and Control Board has developed a Vehicle Fleet Safety Program to assure that State-owned vehicles are operated and maintained in accordance with the basic State Vehicle Safety Policy. For the purpose of this program, the term "vehicle" shall mean any vehicle, self-propelled or drawn by mechanical power, designed to be principally operated on the highway in the transportation of property or passengers, except devices used exclusively upon stationary rails or tracks, and requires registration and licensing in accordance with Article 3, Section 56-3-110 through 56-3-160 of the Code. The program includes:

1. *Basic criteria concerning driver qualifications and selection, screening, education and discipline of drivers.*
2. *Required and prohibited driving practices.*
3. *Safety maintenance requirements.*
4. *Accident reporting and review procedures.*
5. *Provisions for safe-driving incentive awards programs.*

- B. The administration of this program shall be the responsibility of the Division of Motor Vehicle Management under the direction of the Director.
- III. **Purpose.** This program provides policy, administrative procedures, technical information, and standards for administering the State Vehicle Fleet Safety Program. It is directed to all State managers and personnel involved in the administration and operation of State-owned vehicles. Establishment of the Program statewide will result in monetary savings to the State as well as providing a safe working environment for employees.
- IV. **Scope.** The policy and procedures, established under Section 1-11-340 and Budget and Control Board regulations, are directed by the Budget and Control Board and are mandatory for all agencies operating State-owned vehicles not specifically exempted by the Act.
- V. **Appeals.** In the event an agency or individual disagrees with the application of specific policies set forth in this manual, they may submit appeals in accordance with the procedures specified in section 19-613 of the Board Regulations and in Chapter 19 (Appeals) of the *State Motor Vehicle Management Manual*.

TABLE OF CONTENTS

	<u>Page</u>
CHAPTER 1	
Driver Qualifications, Selection, Screening and Education	1
CHAPTER 2	
Required Driving Practices and Safety Maintenance	7
CHAPTER 3	
Accident Reporting and Review Procedures	8
GLOSSARY	11
APPENDICES:	
<i>A --- Driver Record Screening Request</i>	A-1
<i>B --- Driver Corrective Actions</i>	B-1
<i>C --- Accident Procedure/Report Form</i>	C-1
<i>D --- Quarterly Agency Vehicle Accident Summary Report</i>	D-1
<i>E --- Accident Review Boards</i>	E-1
<i>F --- Safety Discussion</i>	F-1

CHAPTER 1

DRIVER QUALIFICATIONS, SELECTION, SCREENING AND EDUCATION.

I. **General.** Many factors influence vehicle accidents. These factors include driver skill, weather, road conditions and vehicle mechanical condition among others. Driver skill is the most important of all. With a proper level of driving skill, one can compensate for bad weather and road conditions, and to some degree, for unsafe vehicle mechanical condition. 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 assuring that those drivers attain a level of driving skills sufficient to reduce accidents to a minimum. The policies described below apply to the qualifications, selection, screening, education, discipline and awarding of drivers of State-owned vehicles:

II. Driver Qualifications.

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

- A Any combination of vehicles with a GVWR of 26,001 or more lbs., except motorcycles.
- B Any single vehicle with a GVWR of 26,001 or more lbs., or any such vehicle towing a vehicle not in excess of 10,000 lbs., except motorcycles.
- C Any single vehicle less than 26,001 lbs. GVWR placarded for hazardous materials or designed to transport 16 or more persons, except motorcycles.
- D All vehicles not exceeding 24,000 lbs. GVWR, except motorcycles.
- E Single unit vehicles, including class D, exceeding 24,000 lbs. GVWR, except motorcycles.
- F All vehicle combinations including class D, E exceeding 24,000 lbs. GVWR, except motorcycles.
- M Motorcycles.

- B. 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.
- C. Contract or consultant personnel who reside outside South Carolina, but must operate a State-owned 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.
- D. Employees who are spouses of active duty military personnel stationed in South Carolina, and employees permanently residing in adjacent states, but employed in the State of South Carolina, may operate a State-owned vehicle using a current, valid driver's license from their state of residence.

III. Driver Selection and Screening. Following are State policies with regard to the selection and screening of drivers of State-owned vehicles:

- A. Prior to being offered State positions in which any portion of the employee's responsibility requires driving a State-owned motor vehicle, applicants shall provide a copy of their motor vehicle record (MVR), obtained at the applicant's expense from the South Carolina Department of Highways and Public Transportation, to the servicing personnel office.
 - 1. Applicants for positions in which any portion of the employee's responsibility requires driving a State-owned motor vehicle whose MVR shows involvement in more than two accidents in the last three years or more than six current violation points must attend the full eight-session driver training course within six months of date of employment.
 - 2. Applicants whose MVR shows involvement in more than three accidents in the last three years or more than eight current violation points shall be unqualified for routine driver positions.
- B. Agencies will establish dispatch procedures to ensure that operators of State-owned vehicles possess a current valid driver's license appropriate to the class of vehicle to be operated in accordance with paragraph II above.

- C. Agencies will establish procedures to annually screen the MVRs of all employees, contractors, consultants, and temporary or volunteer workers who have occasion to drive State vehicles. Requests for MVR screening will be submitted in the format shown at Appendix A to the Division of Motor Vehicle Management, Attention: Fleet Safety Officer. Agencies will be charged a nominal fee, payable to the Division. Persons possessing out-of-state driver's licenses will be responsible for providing their driving records. The necessary information and fees required by other states can be obtained from the Fleet Safety Officer. The corrective actions shown at Appendix B will be taken concerning those employees discovered to have a history of traffic violations or vehicle accidents. Agencies entering agreements for service provided by private firms, where employees of such firms will operate State-owned vehicles, shall include compliance with this program as a condition of such agreement. This provision shall not affect agreements with private contractors entered prior to the effective date of the revised Fleet Safety Program.
- D. Employees whose drivers licenses are suspended by the South Carolina Department of Highways and Public Transportation are required to notify their supervisor of the 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-owned motor vehicle until their suspension is lifted by the Department of Highways and Public Transportation.

IV. **Driver Education.** The lack of an appropriate level of driving skill is a major cause of vehicle accidents. Accordingly, agencies should assign a high priority to ensuring that employees attain necessary driving skills. Driver education efforts are classified as preventive programs and remedial programs. Ideally, preventive education programs will make remedial programs unnecessary. Following are State policies with regard to preventive and remedial driver education programs:

A. Preventive Programs. Agencies are encouraged to have as many of their employees as practicable attend the full eight-session driver training course on a three-year cycle. Once the full eight-hour course has been completed, employees may attend the four-hour refresher course. The following categories of drivers must attend driver training as specified:

1. New employees whose State positions require them to be Routine Drivers will attend the full eight-session driver training course within ninety days of date of employment and must attend the four-session refresher course every third year thereafter. New employees who have attended an approved driver training course within three years of date of employment may not be required to attend another course until the third anniversary of their attendance.
2. Employees who are permanently assigned a State-owned vehicle must attend the full eight-session driver training course within ninety days of the date of such vehicle assignment and must attend the four-session refresher course every third year thereafter, as long as the employee is permanently assigned a vehicle.

B. Remedial programs. Section 1-11-340 of the Motor Vehicle Management Act requires that " *The Board shall promulgate rules and regulations requiring the establishment of ... 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 whom an agency accident review board finds at fault in a preventable (See Glossary) State vehicle accident must complete the full 8-session driver training course within ninety days of such finding. Failure to do so will result in termination of the employee's State vehicle driving privileges until the driver education requirement is met.

2. Employees found to have accumulated 9-10 traffic violation points or 2 State vehicle accidents (Appendix B) on their motor vehicle record must complete the eight-session driver training course within ninety days of the discovery of their driving history. Failure to do so will result in termination of the employee's state vehicle driving privileges until the driver education requirement is met.
- C. Law Enforcement Officers. Law enforcement officers found to fit the categories described in paragraphs IV A and B above may undergo a refresher pursuit driving course or the eight-session driver training course depending upon the circumstances of the particular case.
- V. **Safe Driving Incentive Awards Program.** The Division will propose, coordinate and administer incentive awards programs designed to encourage safe driving on the part of individual State employees, and the administration of an effective vehicle safety program on the part of State agencies. The details of these programs will be published in a separate document.
- VI. **Law Officers.** This program applies to all state agencies and employees operating state-owned vehicles. However, law enforcement officers (see Glossary) 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 vehicle operators shall abide by Section 56-5-760, of the *S. C. Code of Laws* when engaged in emergency or pursuit situations.
 - B. All State vehicle accidents experienced by law enforcement officers will be reviewed by the appropriate agency Accident Review Board.
 - C. The Accident Review Board shall determine if the accident was experienced in the "line of duty" (see Glossary) or not. Additionally, the Accident Review Board shall determine if the State vehicle driver was "at fault" or "not at fault" (see Glossary).

- D. Accidents found to be in the "line of duty" with the State driver not "at fault" shall not be considered in the administration of this Program. All "line of duty" accidents in which the State vehicle operator is found "at fault" and all "non line of duty" accidents shall be considered and appropriate corrective action taken as described at Appendix B.
- E. In accordance with Section 56-5-760 of the S. C. Code of Laws, all law enforcement agencies authorized to use emergency vehicles shall use regulations promulgated by the Criminal Justice Academy to provide written guidelines and training programs for their officers and employees regarding the operation of emergency vehicles.

CHAPTER 2

REQUIRED DRIVING PRACTICES AND SAFETY MAINTENANCE

- I. 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 passengers shall wear a safety belt at all times when operating or being transported as a passenger in a State-owned vehicle equipped with safety belts. It shall be each occupant's responsibility to insure compliance with the State's safety belt law. Employees discovered not wearing safety belts will be disciplined in accordance with existing agency policies.
 - B. **Security.** State vehicles will be locked whenever they are unoccupied.
 - C. **Engines.** The engine of a State vehicle will be turned off at all times before the driver exits the vehicle.
 - D. **Radar Detectors.** The use of radar detectors in State vehicles is strictly prohibited.

- II. **Safety Maintenance.** State vehicles will be maintained in such a manner as to eliminate mechanical failure as a cause of vehicle accidents. The State Vehicle Maintenance Program (published separately) is designed to ensure such a level of maintenance. In addition to those procedures described in the Maintenance Program, the following policies apply:
 - A. State vehicles will be safety inspected in accordance with the laws of South Carolina.
 - 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 3

ACCIDENT REPORTING AND REVIEW PROCEDURES

- I. **General.** The importance of accurate and timely reporting of accidents involving State vehicles cannot be over-emphasized. Such reporting not only may serve to protect the State from unwarranted liability claims, but also enables agency management to detect accident trends early enough to take corrective action before these accidents become a significant problem.
- II. **Accident Action and Reporting Procedures.**
 - A. Whenever a State-owned or operated vehicle is involved in a reportable accident (see Glossary for definition), the actions shown at Appendix C should be taken.
 - B. Agencies operating State vehicles will submit a quarterly Summary of Motor Vehicle Accidents (format at Appendix D) to the Division (Attention: *Safety Officer*) not later than the 10th working day following the end of each fiscal quarter.
- III. **Accident Review Procedures.**
 - A. **Agency Responsibilities.**
 1. Agency heads are responsible for insuring that these standards are applied by all subordinate activities and personnel operating vehicles in the performance of State business.
 2. Agency heads or their designated representatives should periodically review driver performance records and determine whether effective accident prevention measures have been taken or are required.
 3. As required by Section 1-11-340 of the Motor Vehicle Management Act, agencies shall establish accident review boards in accordance with criteria published at Appendix E of this manual to review and make recommendations concerning accidents involving agency-owned vehicles. Results of decisions of these boards are to be made available to the Division periodically and during the annual Management Review.

4. Employees cited and fined for speeding or failure to wear seat belts in State-owned vehicles are to be reprimanded through a written notification by the agency director with a copy of such notification to be placed in the employee's personnel file.
 5. Appropriate agencies shall provide membership to the State Accident Action Committee as specified in paragraph III C 1 below.
- B. Division Responsibilities. The Division is responsible for promulgating regulations for and monitoring execution of an effective State fleet safety program. Accordingly, the Division will perform the following safety functions, as a minimum:
1. The Division's State Fleet Safety Officer will provide technical assistance to agencies as requested.
 2. The Division will gather necessary data, perform statistical analyses to detect accident trends, and propose corrective action to agencies and to the State's Accident Action Committee.
 3. The State Fleet Safety Officer will serve as the permanent chair of the State Accident Action Committee, as described in Paragraph III C 1 below.
- C. State Accident Action Committee. Effective implementation of a Statewide Fleet Safety Program requires the active involvement of appropriate levels of agency management. Therefore, the State Accident Action Committee is hereby constituted. The purpose of the Committee is to detect accident trends early enough that these trends may be corrected before substantial loss is incurred, and to perform continuous long-range monitorship of the Fleet Safety Program. The following procedures will govern operations of the Committee:
1. Membership. Membership of the Committee shall be as follows:
 - a. Permanent Members:
 - (1) State Fleet Safety Officer - Chair
 - (2) Insurance Company Representative (advisory)
 - (3) State Insurance Reserve Fund Representative (advisory)

b. Annually Rotating Members:

(1) Agency members. Agencies to be represented will annually be selected by the Director from those agencies which have the potential to have the greatest positive impact on the overall State fleet accident record. Individual representatives will be appointed by the agencies concerned.

(2) Special agency member. Annually selected by the Director as the large (more than 50 vehicles) agency with the best accident frequency rate. Individual representative will be appointed by the selected agency.

2. Meetings. The Committee shall meet at least once per calendar year, or at the call of the Chairman. At each meeting, the Division will be prepared to present an analysis of recent accident trends, and propose possible corrective actions for consideration by the Committee.

GLOSSARY

ACCIDENT: The causing or incurring of damage or injury, whether or not the vehicle concerned is the moving unit. Not an incident (See 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, PREVENTABLE: Any accident involving a State-owned vehicle which results in property damage or personal injury, regardless of who was injured, what property was damaged, or when it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident. Usually the presence of a moving violation indicated against the State driver on the uniform traffic ticket is an indication that the accident was preventable.

ACCIDENT, REPORTABLE: Any accident in which a State-owned vehicle is involved where such accident results in death, personal injury, or combined property damage in excess of that amount specified by South Carolina law (currently ~~\$400~~ ~~\$1,000.00~~ JUNE, 1996 SEC. 56-5-127 a)

ACCIDENT, SERIOUS: Any accident in which a State-owned vehicle is involved where:

1. Such accident results in death, incapacitating personal injury (See Glossary for definition), or combined property damage exceeding \$2,499.99.
2. The proximate cause of such accident was impairment of the State vehicle operator by alcohol or illegal drugs (See Appendix E, Paragraph 7E.), or
3. The proximate cause of such accident was an act by the State vehicle operator which is a 4 or more point violation as indicated in Appendix D. This determination must be made by the agency Accident Review Board, 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 4 point violation is not conclusive to the Board's determination.

BOARD: The State Budget and Control Board.

DIRECTOR: The Director of Motor Vehicle Management.

DIVISION: The Division of Motor Vehicle Management.

DRIVER TRAINING COURSE: The National Safety Council sponsored Defensive Driving Course or other driver training courses approved by the Division.

EMPLOYEE: A person who performs a service, function or duty for a state agency. This shall include, but not be limited to, positions classified as follows: Permanent (full-time or part-time), temporary, consultant, contractor and volunteer.

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 or owned by an agency.

FLEET SAFETY OFFICER: The Board employee responsible for administering the Statewide Fleet Safety Program.

INCAPACITATING PERSONAL INJURY: Any injury, other than a fatal injury, which prevents the injured person from walking, driving or normally continuing the activities he/she was capable of performing before the injury occurred.

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 "accident". Incidents are **not** used in calculating accident frequency rates.

LAW ENFORCEMENT OFFICER: A duly commissioned certified law enforcement officer, with statewide arrest powers who is normally armed. Final determination will be made by the Board.

LINE OF DUTY: A concept applicable only to law enforcement officers. An officer is considered to be 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: Any vehicle, self-propelled or drawn by mechanical power, designed and licensed to be principally operated on the highway in the transportation of property or passengers.

MOTOR VEHICLE RECORD: A driver's history of traffic violations, accidents, suspensions, and convictions as maintained by the State Department of Highways and Public Transportation.

ROUTINE DRIVER: A State employee, consultant, contractor, temporary or volunteer worker who drives a State-owned motor vehicle in order to perform the primary responsibilities, duties and purposes of his/her position.

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 pursuits, fire, ambulance, emergency vehicles, utility maintenance trucks, refuse trucks and similar vehicles with specialized engine or mounted equipment designed for specific task accomplishment.

STATE AGENCY: "State Agency" shall mean all officers, departments, boards, commissions, institutions, universities, colleges, technical colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of State funds, or operated pursuant to authority granted by the State.

APPENDIX A

DRIVER RECORD SCREENING REQUEST

1. Agencies wishing to screen fewer than 100 driver records should submit a roster in the following format:

*State Budget and Control Board
Division of Motor Vehicle Management
Attn: State Fleet Safety Officer
1022 Senate Street
Columbia, SC 29201*

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

<u>Driver's License No.</u>	<u>Name</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requester's Signature

Agency

Position

Telephone Number

2. Agencies wishing to screen 100 or more driver records should submit driver data on computer magnetic tape. Specifications for tape input may be obtained from the *State Fleet Safety Officer* at the address shown above.

APPENDIX B
DRIVER CORRECTIVE ACTIONS

MVR VIOLATION OR POINTS	STATE VEHICLE ACCIDENTS (LAST 3 YRS)	OR	ALL VEHICLE ACCIDENTS (LAST 3 YRS)	THEN	CORRECTIVE ACTIONS
6-8	1-Regardless of fault*				Safety Discussion concerning responsibilities while driving State vehicles.
9-10	1-At fault** 2-Regardless of fault		3-Regardless of fault		Written Direction concerning responsibilities while driving State vehicles <i>and</i> mandatory attendance of driver training course.
11-12	3-Regardless of fault		4-Regardless of fault		Review of State vehicle driving privileges by agency management.***
	2-Serious at fault **** 3-Non-serious at fault				5 days suspension without pay, if provided for and in accordance with the <i>Agency Progressive Discipline Policy</i> , and an additional week suspension from driving State Vehicles or 3 months to 1 year suspension from driving State vehicles.
Driver Under Suspension					Driver suspended from operating State vehicles until suspension is lifted by <i>DHPT</i> and the <i>agency Accident Review Board</i> .
	3-Serious at fault** 4-Non-serious at fault				1 year to permanent suspension from driving State vehicles.

Notes:
 *See Glossary for Definition.
 **Under the Insurance Provision of the annual State Appropriations Act, a State employee may be held liable for up to \$200.00 for negligence while driving a State vehicle.
 (See Appendix E, Paragraph 7D)
 ***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 that 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 regulations.
 ****See Glossary for definition.

APPENDIX C

SOUTH CAROLINA STATE VEHICLE ACCIDENT PROCEDURES

1. Turn vehicle ignition off to prevent fire and evacuate vehicle.
2. Render first aid to any injured persons.
3. Call for medical assistance or ambulance if necessary.
4. Call local municipal or county police, or S. C. Highway Patrol. Call your proper agency authority. All state vehicle accidents* must be investigated by law enforcement authorities.
5. Vandalism of a state vehicle also must be investigated by law enforcement officials.
6. Obtain data concerning other vehicle and driver, and complete accident report on the reverse of this page.
7. Give the other driver your name and the name and address of your agency. Do not admit responsibility or liability for any accident.
8. As soon as practicable, report accident to *James C. Green, Insurance Adjusters, P.O.. Box 616, Columbia, S. C. 29202. Call collect (803)771-8820.*

Telephone Numbers

Emergency Medical Service (Emergency 911 in most areas)

Charleston Area	577-7080
Lexington County	359-2521
Richland County	254-3061

Police (Emergency 911 in most areas)

Highway Patrol-Columbia Area	737-1030
Highway Patrol-Charleston Area	747-6353
Richland County Sheriff	779-6100
Lexington County Sheriff	359-8230
City Police - Columbia	733-8415
City Police - Charleston	577-7074

Division of Motor Vehicle Management (Columbia)

Director	737-1515
Accident Coordinator	737-1505
Motor Pool Dispatcher	737-1517
Maintenance Shop	737-1511
Vehicle Abuse Complaints	737-1515

State Vehicle Insurance Adjuster (Columbia) 771-8820

**An "accident" is defined as the causing or incurring of damage or injury, whether or not the vehicle concerned is the moving unit.*

APPENDIX C

SOUTH CAROLINA STATE VEHICLE OPERATOR'S
REPORT OF ACCIDENT

1. Date/Time of Accident: _____

2. Location of Accident:
County _____ City _____ Route Number _____

3. Vehicle/Driver involved:
Your State Vehicle:
Agency Name / Address _____
Year / Make of Vehicle _____
Vehicle License Number _____
Your Name _____
Your Driver's License Number _____

Other Vehicle:
Year / Make of Vehicle _____
Vehicle License Number _____
Driver's Name _____
Driver's Address _____
Driver's License Number _____
Insurance Company / Policy Number _____

4. Was accident investigated by police? Yes No
Which Police Dept.?
Was anyone charged with a violation? You Other Driver No
If applicable, what was the charge?
Was anyone injured? Yes No
If so, who?
What was the nature of injury?

5. In your own words, give circumstances of accident:

APPENDIX D

QUARTERLY AGENCY STATE VEHICLE ACCIDENT SUMMARY REPORT

Quarter _____

Agency _____

Date _____

Number of Owned/Leased State Vehicles in Agency Fleet _____

Number of Miles Accrued in State Vehicles During Quarter _____

ACCIDENT SUMMARY
(Use Codes Shown At Provided Enclosures)

Accident * No.	County Number	Route Number	Date	Day	Time	Persons Inj. Killed
-------------------	------------------	-----------------	------	-----	------	------------------------

Vehicle Year	Tag Number	Damage Severity	D. L. Number	Date of Birth	At Fault**	MVI***
-----------------	---------------	--------------------	-----------------	------------------	------------	--------

*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)

APPENDIX D

INFORMATION SHEET

(To Interpret Codes Used On Accident Summary Report)

COUNTY

01 - Abbeville	13 - Chesterfield	25 - Hampton	37 - Oconee
02 - Aiken	14 - Clarendon	26 - Horry	38 - Orangeburg
03 - Allendale	15 - Colleton	27 - Jasper	39 - Pickens
04 - Anderson	16 - Darlington	28 - Kershaw	40 - Richland
05 - Bamberg	17 - Dillon	29 - Lancaster	41 - Saluda
06 - Barnwell	18 - Dorchester	30 - Laurens	42 - Spartanburg
07 - Beaufort	19 - Edgefield	31 - Lee	43 - Sumter
08 - Berkeley	20 - Fairfield	32 - Lexington	44 - Union
09 - Calhoun	21 - Florence	33 - McCormick	45 - Wmsburg
10 - Charleston	22 - Georgetown	34 - Marion	46 - York
11 - Cherokee	23 - Greenville	35 - Marlboro	
12 - Chester	24 - Greenwood	36 - Newberry	

DAY

1 - Sunday	3 - Tuesday	5 - Thursday	7 - Saturday
2 - Monday	4 - Wednesday	6 - Friday	

TIME

0100 - 1:00 am	0900 - 9:00 am	1700 - 5:00 pm	<u>Examples:</u>
0200 - 2:00 am	1000 - 10:00 am	1800 - 6:00 pm	<u>Accident</u>
0300 - 3:00 am	1100 - 11:00 am	1900 - 7:00 pm	<u>Code: Occurred</u>
0400 - 4:00 am	1299 - 12:00 am	2000 - 8:00 pm	0650 6:50 am
0500 - 5:00 am	1300 - 1:00 pm	2100 - 9:00 pm	
0600 - 6:00 am	1400 - 2:00 pm	2200 - 10:00 pm	2135 9:35 pm
0700 - 7:00 am	1500 - 3:00 pm	2300 - 11:00 pm	
0800 - 8:00 am	1600 - 4:00 pm	2400 - 12:00 pm	0020 12:20 am

DAMAGE SEVERITY

- 1 - Slight - Less than \$400 damage
- 2 - Moderate - \$401 - \$1,000 damage
- 3 - Severe - More than \$1,000 damage
- 4 - Not available

DL NUMBER

The driver's license number of the operator.

SEX

- 1 - Male
- 2 - Female
- 0 - Not Stated

APPENDIX D

VIOLETIONS

MVI (Moving Violation Indicated)--From S. C. Uniform Traffic Collision Report

11	Improper Backing	79	Violation Inspection Law
21	Speeding (10 MPH & under	80	Fail to Stop - Police Veh.
22	Shifting Lanes Imp.	82	Other Moving Violation
23	Parking Improperly	83	Exc. Wt. Ht. Lt. Wh.
25	Failure to Dim Lights	84	Pedestrian Drunk
26	Lights Improper	85	Concealed Weapon
28	Veh. Unsafe Cond.	86	Disorderly Conduct
29	Driving in Wrong Lane	87	Driver Lic. Viol.
4A	No Sig. Imp. Sig.	88	Trash, etc. on Hwy.
4B	Following too closely	89	Veh. Lic. Viol.
4C	Defective Brakes	90	Veh. Lic. Improper
41	Speeding (More than 10 MPH)	91	Illegal Whiskey
42	Disregard Sign/Sig	92	Faulty Equipment
43	Disobed. to Officer	93	Walking Violation
44	No Right of Way	94	Other Violation
45	Wrong Side of Road	95	Fuel Tax Marker
46	Passing Unlawfully	96	Driv. Under Susp.
47	Turning Unlawfully	97	Min. Speed Law
48	Driving in Safety Zone	98	Racing on Hwy.
61	Reckless Driving	99	Driv. under Infl.
62	Pass Stpd. School Bus	00	No Improper Driving
63	Hit & Run Prop. Dam.	01	Violation Unknown

APPENDIX E

ACCIDENT REVIEW BOARD

1. **Purpose.** To promulgate guidelines for establishment of vehicular Accident Review Boards for review of all accidents involving agency-owned and Division of Motor Vehicle Management (Division)-owned vehicles.
2. **Background.** Accidents involving State-owned 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 a direct responsibility of operators, supervisors, agency heads and the Division. Accident Review Boards 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 Accident Review Board will be to promote safe driving and to reduce the number of accidents involving agency vehicles. Emphasis will be on training drivers and developing safe procedures. These programs 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 Accident Review Board will recommend that appropriate disciplinary action be taken by the agency head or supervisor.
4. **Types of Boards.** The State vehicle fleet consists of vehicles which are owned and managed by State agencies, and those owned by the Division and dispatched to users from the general vehicle pool or leased to using agencies. Agency Accident Review Boards are required by the South Carolina Motor Vehicle Management Act and are directed at accidents involving agency-owned vehicles. The Division Accident Review Board is directed at accidents involving Division-owned vehicles.

5. **Composition of Boards.** Composition of agency boards 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. *Following are suggestions for members of formal agency boards:*
 - A. Agency head or designee, who shall act as Chairman
 - B. Agency Vehicle Coordinator, who shall act as Recorder
 - C. Public Safety Officer/Security Chief
 - D. Staff Attorney
 - E. 1-3 supervisory representatives appointed by Chairman

6. **Board Responsibilities.**

Vehicle Accident Review Board will exercise three major responsibilities:

 - A. Review all accidents involving appropriate vehicles to determine cause and to establish responsibility or culpability where appropriate. Boards shall also review all moving violations issued to operators of the appropriate State-owned vehicle.
 - B. Driver Training. The Accident Review Board will, with the Division acting as a coordinating agency, examine present driver training procedures and, where appropriate, will recommend establishment of additional driver training requirements to ensure that all vehicle operators are fully trained and qualified in the operation of their particular vehicle. Mandatory driver training requirements set forth in Chapter 1 and Appendix B of this manual will be observed.
 - C. Disciplinary Action. Where flagrant or repeated violations occur, the Accident Review Board will refer the case to the appropriate agency head for further disciplinary action.

7. **Appeal.**

Decisions made by agency Accident Review Boards are appealable to the following bodies, in the order shown:

 - A. Agency Head or Governing Board or Commission
 - B. State Motor Vehicle Management Council
 - C. State Budget and Control Board

8. Board Procedures.

- A. Meeting frequency. Agency boards should meet at least annually, or when directed by the chairman. The Division Board will meet at least quarterly, or when directed by the chairman. Generally, agency board meetings should be called when the agency has experienced three or more vehicle accidents (five or more accidents in the case of the Division Board). The recorder will contact the chairman 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 such as blackboard, chalk, and any other necessary equipment are present at the time of the hearing. He/she shall also ensure that all documentation concerning the accident is available including:
 - 1. Copies of the investigating officer's report
 - 2. Copies of the employee's statement as to what happened
 - 3. A summary of any court action
 - 4. Statements from available witnesses
- C. Accident Review Procedures.
 - 1. The Accident Review Board will be called to order by the chairman and a record made of members present and members absent.
 - 2. The accident will be described by the recorder. The completed accident report may be used to obtain specific information concerning the accident. Additional information will be provided to the Accident Review Board with a complete detailed picture of the circumstances of the accident. The presentation will include the following essential information.
 - a. Estimated speed
 - 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 Accident Review Board will be provided with information regarding the state of the emergency.

- d. A positive statement regarding operation of emergency warning devices on the vehicle. Were the emergency lights and sirens serviceable and operating if required?
- e. A statement by the operator as to what happened.
- f. Answer any questions by members of the Accident Review Board.

D. Findings/Recommendations of the Accident Review Board.

- 1. After reviewing the circumstances of the accident, the Accident Review Board will determine whether the accident was preventable or non-preventable (**See Glossary**).
- 2. Before reaching a finding of non-preventable, the Accident Review Board 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 Accident Review Board must be satisfied that the driver was complying with all laws regarding emergency operation of vehicles and the provisions of Title 56, Chapter 5 of the *Code of Laws of South Carolina, 1976*.

E. **Assessment of Damage.** The employee-operator may be assessed for an amount not to exceed two hundred dollars for each occurrence if he/she is found to be at fault in the accident after a review of records conducted by a duly appointed Accident Review Board. The operator may be assessed up to the full cost of repairs if he was convicted of driving under the influence at the time of the accident and the Accident Review Board determines that the operator's impaired condition substantially was the cause of the accident. The Division Board has the authority to recommend that damage be assessed to the using or leasing agencies.

- 9. **Disciplinary Action.** In addition to the assessment or as a separate action upon recommendation of the Accident Review Board, agency heads shall impose, but are not limited to, the penalties described at Appendix B of this manual.
- 10. **Reports.** No reports are required of agency accident review boards. Copies of the minutes of the Division Accident Review Board may be made available to each leasing agency, the Motor Vehicle Management Council, and the State Budget and Control Board at their request.

APPENDIX F

SAFETY DISCUSSION

Anyone can have a vehicle accident. But there are certain patterns that show up in accident statistics that point out that some drivers may be more likely to have accidents than others. Statistical evidence shows that a person who has had an accident regardless of fault has a higher probability of future accidents than a person who hasn't had an accident. In fact, studies indicate that a driver who has two accidents in a two-year period is more than 2 1/2 times as likely to have an accident the third year as is a driver involved in no accidents. This probability increases to 3 1/2 times for the driver with three accidents.

Like most drivers, you probably consider yourself to be a good driver. While this may be true, reports show that most drivers are capable of driving at least twice as safely as they presently do. You may have control of your vehicle but not have control of what's happening around you. Good drivers recognize that they will be confronted by many hazards each time they get behind the wheel. They know the defenses necessary to avoid collisions and are skilled in applying them. When you drive defensively, you become an even better driver.

Defensive driving involves three safety measures:

Recognize Hazards: Be alert to what is happening around you and identify what could go wrong.

Understand The Defense: Know what action you can take to alleviate or avoid the hazard.

Act Correctly In Time: Make moves that will save human life, eliminate human injury and property damage.

Some of the defenses that will make you a better driver and help you avoid accidents are:

Intersection Accidents: When approaching and entering intersections be prepared to avoid accidents that might occur because of other drivers. Take precautionary measures that allow for the lack of skill or improper driving

habits of other drivers. Potentially dangerous acts include speeding, improper turn movements and failure to yield the right-of-way. **Remember, just because the law or traffic control devices say the other driver is supposed to do something, that doesn't mean he/she will do it.** Know when it is necessary to slow down, stop or yield to avoid an accident.

Backing Accidents: Practically all backing accidents can be prevented. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back, **even if you have to walk around your vehicle.** Back slowly and check both sides as well as the rear as you back.

Front-End Accidents: Regardless of abrupt or unexpected stops of the vehicle ahead, the driver can prevent front-end collisions by maintaining a safe following distance at all times. **Observe the "two second rule" by following the vehicle ahead at a distance that spans at least two seconds.** Be alert to obstructions or traffic congestion ahead which will cause traffic to slow or stop by scanning the road ahead.

Rear-End Accidents: Drivers often risk being struck from behind if they are forced to brake sharply. **Maintain your two second distance to reduce quick stops and always signal so the driver behind you knows your intentions.** If another vehicle is tailgating you, slow down and encourage it to pass.

Passing Accidents: When you pass another vehicle, look in all directions, check your blind spots and use your signal. **Remember, it's illegal to exceed the speed limit when passing and, if you have to, you probably shouldn't have tried to pass!**

Weather-Related Accidents: Rain, snow, fog, sleet or icy pavement have never caused an accident. These conditions merely increase the hazards of driving so when the weather is bad, slow down and be especially alert.