1. **ENGINEERING AND FACILITIES VEHICLES:**

   The following is a list of driver responsibilities. Also see Occupational Health and Safety Manual Fleet Safety Program.

   A. A Driver's License and completion of Defensive Driving Course (DDC) is required to drive an Engineering and Facilities or leased vehicle and shall be valid at time of vehicle check out.
   B. Smoking in E&F and State vehicles, golf carts, and service carts is **strictly prohibited**.
   C. Check vehicles out and obtain keys at the E&F Facilities Maintenance operations office in PG 1.
   D. Visually inspect the truck and list on the E&F vehicle inspection form all items that are broken or missing, any dents and trash left in the truck.
   E. Fill out the mileage log, time out, destination and time returned to E&F Facilities Maintenance operations office.
   F. Do not let anyone have the keys or mileage log when you are finished with the truck. You are responsible for the truck until you return the keys and mileage log to the E&F Facilities Maintenance operations office.
   G. Use trucks for official Engineering and Facilities business only.
   H. Wear seat belts.
   I. Park only in designated parking places for E&F vehicles. Parking tickets are the responsibility of the employee driving the vehicle.
   J. Traffic violations and any resulting fines are the responsibility of the employee driving the vehicle. Violations of traffic laws while driving a state-owned vehicle may subject an employee to disciplinary action.
   K. Employees shall not ride in the pickup truck bed. The driver and all passengers shall have seat belts fastened before the vehicle is placed in motion. See the Engineering and Facilities Safety Manual section on motorized or powered equipment.
   L. Return trucks promptly for reassignment to others. Return keys and vehicle inspection form to E&F Facilities Maintenance operations office. Make sure you leave the truck clean.

2. **DRIVING ENGINEERING AND FACILITIES TRUCKS IN GARAGES:**

   A. Drive Engineering and Facilities trucks into parking garages only when absolutely necessary.
   B. If a truck must be driven into a garage, the driver of the truck should take a parking ticket from the ticket machine when entering the garage.
   C. Upon leaving the garage, the parking ticket is to be turned in to the parking cashier.
   D. If the truck will remain parked in the garage, the driver shall turn the ticket in to the parking cashier and notify E&F Facilities Maintenance operations office of where the truck is parked. Do not leave the ticket in the truck.

3. **USE OF HAND-HELD ELECTRONIC DEVICES IN VEHICLES:**

   The Division of General Services of the South Carolina Budget and Control Board has issued the following Policy regarding the use of hand-held electronic devices in State Fleet Management (SFM) leased fleet vehicles. Effective 1 June, 2010, E&F employees shall follow the policy stated below while operating SFM leased fleet vehicles.
STATE FLEET MANAGEMENT
DIVISION OF GENERAL SERVICES
SOUTH CAROLINA BUDGET AND CONTROL BOARD
HANDHELD ELECTRONIC DEVICES DIRECTIVE

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE:

The State Fleet Management (SFM) office, located in the Division of General Services at the State Budget and Control Board, provides a written directive and guidance prohibiting the use of handheld electronic devices while driving (operating) a SFM leased fleet vehicle.

SCOPE:

This policy is applicable to all state employees who drive SFM leased fleet vehicles.

POLICY:

Drivers may not use any hand held electronic devices (cell phone, PDA, MP3 player, or other electronic communication devices) while operating a SFM leased fleet vehicle. If a call must be made or received while driving, the driver must pull over to a safe place and put in the vehicle in “park.” Additionally, drivers should pull over to a safe place and put the vehicle in “park” to make adjustments to GPS or other navigational devices. Drivers are prohibited from texting, dialing outgoing calls, or writing email messages while driving a SFM leased fleet vehicle.