

MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)
FLEET SAFETY PROGRAM (Includes Golf Cart and Cell Phone Policies)

Revised: 9/2007

Qualifications:

The basic qualification for the operation of a state vehicle is a current, valid South Carolina drivers' license appropriate to the type of vehicle being operated. 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 ninety (90) days at which time they must obtain a South Carolina driver's license. 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. Employees who are spouses of active duty military personnel stationed in South Carolina may operate a state-owned vehicle using a current valid driver's license from their state of residence.

Driver Selection and Screening

Applicants for positions in which the primary responsibility is driving must provide a copy of their motor vehicle record, obtained at their own expense from the South Carolina Department of Highways and Public Transportation, along with their employment application to the Human Resources Office.

- 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.
- New employees whose State Positions require them to be routine drivers will attend the full eight-session refresher course every third year thereafter.

- Applicants whose MVR shows involvement in more than two accidents in the last three years or more than six current violation points must attend a full (8) eight session training course within six months of date of employment.

Driver Corrective Actions

The privilege of driving a State-owned vehicle is contingent on continuously maintaining a good driving record (MVR). Employees discovered to have a history of traffic violations or vehicle accidents will be subject to, at minimum, the corrective actions outlined in *Appendix B*.

Driver Education

The lack of an appropriate level of driving skills is a major cause of vehicle accidents. The department should assign a high priority to ensuring that employees attain necessary driving skills, and making sure that their employees, as needed, attend a full eight-session driver training course on a three-year cycle. New employees whose state position requires them to be routing drivers must attend the four-session refresher course every third year thereafter. If employees are permanently assigned to a state-owned vehicle, the same requirements apply.

Driving Practices and Safety Maintenance

Drivers will abide by applicable State and Federal laws while operating state vehicles. State employees must wear safety belts, lock vehicles when unoccupied and turn vehicles off before exiting. Radar detectors are prohibited in state vehicles. Vehicles will be maintained in such a manner as to eliminate mechanical failures which could cause accidents.

Accident Reporting and Review Procedures

The importance of accurate and timely reporting of accidents involving state vehicles cannot be overemphasized. Such reporting not only may serve to protect the State from unwarranted

liability claims, but also enables agency management to detect cause early enough to correct the problem before it can reoccur.

Whenever a state-owned or operated vehicle is involved in a reportable accident which results in death, personal injury, or property damage, regardless of who has hurt, injured, or what property was damaged or who was responsible, the following actions should be taken:

1. **Turn vehicle ignition off and evacuate vehicle**
2. **Call for medical assistance or ambulance if necessary**
3. **Render first aid to any injured persons.**
4. **Call MUSC Public Safety or if off-campus call 792-4196 or 911**
5. **Report accident to MUSC Fleet Safety Officer 577-0473 or 792-0590, pager #12008**
6. **DO NOT ADMIT RESPONSIBILITY OR LIABILITY FOR ANY ACCIDENT.**
7. **Obtain data concerning other vehicle and driver, complete accident report (*Appendix C*).**
8. **Give other driver your name and MUSC address.**
9. **Promptly turn in all accident forms/reports to your supervisor.**

**APPENDIX B
DRIVER CORRECTIVE ACTIONS**

MVR VIOLATION POINTS	OR	STATE VEHICLE ACCIDENTS (LAST 3 YEARS)	OR	ALL VEHICLE ACCIDENTS (LAST 3 YEARS)	OR	CORRECTIVE ACTIONS
6-8		1-Regardless of fault				Safety Discussion concerning responsibilities while driving State vehicle
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 an in accordance with the <i>Agency Progressive Discipline Policy</i> , and an additional week suspension from driving State Vehicles <i>or</i> 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*				1 year to permanent suspension from driving State vehicles.

Notes:

- *Under the Insurance Provision of the annual State Appropriations Act, a State employee may be held liable for up to \$250,000 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 employer’s State vehicle driving privileges to be reviewed by agency management or by an agency Accident Review Board. The agency may take action consistent with State and agency personnel regulations.*

**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 Vehicle _____

Vehicle License Number _____

Driver's Name _____

Driver's Address _____

Driver's License Number _____

Insurance Company/Policy Number _____

4. Was accident investigated by policy? 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:

Cellular Phones

Safe driving requires caution, common sense, alertness and concentration under any conditions. Anything that can get in the way with concentration, such as a cellular phone is a distraction. Answering calls and placing calls often leads to significant increases in time to respond to highway traffic conditions and in some cases failure to respond at all.

Cellular Phone Use

- a. Bus drivers shall not use while operating any vehicle.
- b. Is permitted when placing an outgoing call while parked safely.
- c. Is permitted while parked to receive a pre-arranged incoming call.
- d. Is permitted in times of emergency.

MUSC Golf Carts and Low Speed Vehicles Safety Guidelines

Introduction: The following guidelines will be used to govern the use of Golf Carts and Low Speed Vehicles. All Golf Carts and Low Speed Vehicles used by MUSC personnel on and around the MUSC campus are subject to the below requirements.

Objectives: The objectives of this policy are to prevent injuries to the public as well as members of the MUSC community, and to minimize property damage.

Enforceability: Any violation of the State Vehicles Safety Policy, with respect to standard driving rules and procedures, will result in disciplinary action.

Operator Requirements: Every driver must be an authorized MUSC employee in possession of a valid driver's license.

Training Requirements: It is the responsibility of the individual departments in possession of Golf Carts and Low Speed Vehicles to ensure their operators receive training related to proper vehicles operation. Those who will be operating Golf Carts and Low Speed Vehicles will receive

and review this policy and will sign a Golf Cart and Low Speed Vehicle Operators Agreement form, indicating they have read and understand the policy. The agreement form will be returned to University Transportation.

Acquisition and Registration of Golf Carts and Low Speed Vehicles: The Department of Highways and Public Transportation requires that registration be obtained for Golf Carts and Low Speed Vehicles. Please advise University Risk Management Insurance Programs Office if a new Golf Cart and or Low Speed Vehicle is purchased, or if an old one is no longer in use (Insurance Programs, phone 792-3052, fax 792-6607). Please forward Insurance Programs a copy of the new registration so that they may obtain proper insurance coverage. The registration card must be carried when the Golf Cart and Low Speed Vehicles are operated.

Accident Reporting: If a Golf Cart or Low Speed Vehicle is involved in an accident or incident, notify the manager of Vehicle Fleet Safety immediately at 792-0590 pager 12008.

Off Site Use: Off site use of Golf Carts or Low Speed Vehicles must be approved by University Transportation seven (7) days prior to the event.

Low Speed Vehicle Operation:

Low Speed Vehicles driven on highways must comply with the National Highway Safety and Traffic Administration Standard 500 listed below:

- Carts must have four wheels - no three wheeled vehicles.
 - All original equipment safety features must be in good working order.
 - All carts and trailers must have clearly displayed on the exterior of the cart and trailer the slow moving vehicles reflective triangle.
 - Drivers and passengers must wear seat belts.
 - Must have head lights.
 - Front and rear turn signals and lights
 - Tail lights
 - Stop lights
 - Driver side exterior mirrors
 - Parking brakes
 - Windshield that meets federal standards
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- Low Speed Vehicles may be operated during daylight hours only, from sunrise to sunset.
 - Operators may not wear headsets or use cell phones while operating carts.
 - Low Speed Vehicles and Golf Carts are not allowed to cross or drive on Highway 17.
 - Low Speed Vehicles may only be driven on secondary streets within 2 miles of MUSC. Calhoun Street may be crossed but not driven down.

- Low Speed Vehicles must observe all vehicles traffic laws (i.e. the use of either mechanical or hand signals, stopping at stop signs, yielding to pedestrians, etc.)
- Pedestrians have the right of way on campus.
- Low Speed Vehicles will not be operated in a manner that could endanger fellow passengers, members of the MUSC community, the general public, or private and public property (i.e. no driving on landscaping, etc.)
- Low Speed Vehicles must not block entrances to buildings, stairways, ramps, or thoroughfares.
- Low Speed Vehicles may only be operated for valid business use. The carts used by Parking Management are for the transport of visitors from our parking lot to the main hospital and to enforce parking regulations/standards. The carts used by Public Safety are used in the process of patrolling specific assigned areas. The carts used by Physical Plant are used to transport grounds equipment and landscaping materials, small machinery, etc. There are also occasions when the Low Speed Vehicles may be used at MUSC events both on and off campus.
- Low Speed Vehicles will not be used to transport hazardous materials. Transportation of gasoline will be limited to < 5 gallons.

Golf Cart Operations:

- Golf carts shall observe all traffic laws (e.g. stopping at stop signs, yielding to pedestrians ...).
- Golf Carts shall not be operated in a manner that may endanger passengers, other members of the campus community, or property (e.g. no driving on landscaping, bumping into bollards ...).
- The number of passengers and load capacity shall not exceed the manufacturer's rated limit.
- Operators must not exceed the 15 M.P.H. speed limit.
- Golf Carts are restricted to streets, sidewalks, and paths on the University campus. Golf Carts are not to be operated on City owned streets.
- Golf Carts must not block any entrances to buildings, stairways, ramps, or thoroughfares.
- Operators must reduce speed to match other users on all streets, sidewalks and paths. In crowded pedestrian areas, operators must either park or proceed at a slow walking pace.

MUSC Golf Cart/Low Speed Vehicle Safety Guidelines Acknowledgement Form

Employee Name: _____
Department: _____
Phone: _____
DL#: _____ State: _____
Expiration Date: _____

By signing below I acknowledge that: (please check all that apply)

- _____ I have read and understand the Golf Cart/Utility Vehicle Safety Guidelines
- _____ I understand the hazards associated with driving a Golf Cart/Utility Vehicle and agree to abide by the safety guidelines.
- _____ I have been provided with the opportunity to ask questions related to these guidelines.

Employee Signature Date

Supervisor Signature Date

The completed form is to be kept on file in the Office of University Transportation

University Transportation
1786 Anthony Street
Charleston, SC 29405
Phone # - 843-577-0473
Fax # - 843-577-5681

