FLEET SAFETY PROGRAM POLICY

UNIVERSITY RISK MANAGEMENT
Occupational Safety and Health Programs
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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 drivers' 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 (MVR), 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 are considered unqualified for routine driver positions.

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

(b) 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.

Please see the Driver Screening Request in Appendix A.

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 routine 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 been injured, what property was damaged, or who was responsible, the following actions should be taken:

(a) Turn vehicle ignition off and evacuate vehicle.
(b) Call for medical assistance or ambulance if necessary.
(c) Render first aid to any injured persons.
(d) Call MUSC Public Safety or if off-campus call 843-792-4196 or 911.
(e) Report accident to MUSC Fleet Safety Officer 843-577-0473 or 843-792-0590, pager #12008.
(f) DO NOT ADMIT RESPONSIBILITY OR LIABILITY FOR ANY ACCIDENT.
(g) Obtain data concerning other vehicle and driver and complete accident report.
(h) Give the other driver your name and MUSC address.
(i) Promptly turn in all accident forms/reports to your supervisor.

CELLULAR PHONES
The State Fleet Management (SFM) Office prohibits the use of handheld electronic devices (cell phone, PDA, MP3 player, or other electronic communication devices) while driving or operating a state a SFM-leased vehicle. 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.

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 Procedures

(a) Bus and Commercial Vehicle Operators shall not use while operating any vehicle.

(b) Is permitted when placing an outgoing call while parked safely off the roadway.

(c) Is permitted while parked off the roadway to receive a pre-arranged incoming call.

MUSC GOLF CARTS AND LOW SPEED VEHICLES SAFETY POLICY

Introduction
The following policy 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. These vehicles are for business use only; personal use is strictly prohibited.

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 and satisfactory driving record. Drivers must be over the age of eighteen (18).

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 vehicle 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 Acknowledgement form (Appendix C), 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 843-792-4463, fax 843-792-6607). 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.

Use
Golf Carts and Low Speed Vehicles may only be operated for valid business use. The carts used by Parking Management are (1) for the transport of patients and visitors between a limited number of parking locations and a limited number of patient care locations, (2) for the transport of parking employees carrying out duties associated with maintenance and repair of parking facilities and (3) for the transport of parking employees responsible for carrying out duties associated with parking enforcement and field activities. The carts used by Public Safety are used in the process of patrolling specified assigned areas. The carts used by Engineering and Facilities are used to transport grounds equipment and landscaping materials, small machinery, etc. The carts used by MUHA may only be used for defined business purposes. There are also occasions when the Low Speed Vehicles may be used at MUSC events both on and off campus.

Visitor Transport
Golf carts and low speed vehicles used for transportation of visitors must be equipped with seatbelts. Passengers may only be seated in designated seats.

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 843-792-0590 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.

Rentals
Departments renting a golf cart or low speed vehicle must adhere to all conditions outlined in this policy. The University will not insure rentals and any damages are the responsibility of the department renting the vehicle.

LOW SPEED VEHICLE OPERATION
Low speed vehicles are defined as vehicles that are developed specifically to drive at speeds between 20 to 25 mph, but cannot top 25 mph.

1. Low Speed Vehicles (LSV) driven on highways must comply with the National Highway Safety and Traffic Administration Standard 500 (Part 49 CFR Section 571.500) listed below:
   (a) Carts must have four wheels. No three wheeled vehicles are allowed unless approved by Risk Management.
   (b) All original equipment safety features must be in good working order.
(c) All carts and trailers must have clearly displayed on the exterior of the cart and trailer the slow moving vehicles reflective triangle.

(d) Must have:
- Working head lights, tail lights, and stop lights.
- Front and rear turn signals and lights.
- Driver side exterior mirrors.
- Either passenger side exterior mirror or a review mirror.
- Parking brakes.
- Windshield that meets federal standards.
- Vehicle identification number (VINs).

2. South Carolina Department of Motor Vehicles (SCDMV) also states that Low Speed Vehicles:
   a. May only be operated on or cross a secondary highway with a posted speed limit below 35 mph.
   b. Operators must be 16 of age or older and possess a valid driver's license.
   c. Operators must register the vehicle with the SCDMV and have the registration card with him/her while operating the vehicle.
   d. Must have an issued license plate by SCDMV.
   e. Must be registered and licensed as passenger vehicles are and are subject to the same insurance requirements.
   f. First time registration and titling must be done at SCDMV headquarters in Columbia, SC or by mail (form can be found online at www.scdmvonline.com).
   g. The title of manufacturer’s certificate of origin is required to specify that the vehicle is a low speed vehicle.
   h. SCDMV will not title or register homemade low speed vehicles, retrofitted golf carts, or any other similar vehicle. ATVs do not qualify as low speed vehicles.

3. In addition to the above federal and state regulations, MUSC requires the following for all Low Speed Vehicles:
   a. Operators may not wear headsets or use cell phones while operating carts.
   b. Low Speed Vehicles and Golf Carts are not allowed to cross or drive on Highway 17.
   c. Low Speed Vehicles may only be driven on secondary streets within 2 miles of MUSC.
   d. Calhoun Street may be crossed but not driven down.
e. 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.).

f. Pedestrians have the right of way on campus.

g. 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 landscaped areas, etc.)

h. Low Speed Vehicles must not block entrances to buildings, stairways, ramps or thoroughfares.

i. 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 are defined as a vehicle that has a top speed of less than 20mph. Golf carts do not meet the requirements for the Federal Motor Vehicle Standard 500 (Part 49 CFR Section 571.500). However, golf carts must meet the following regulations outlined by South Carolina Department of Motor Vehicles:

- A permit from the South Carolina DMV must be obtained. The permit must be carried when the golf cart is operated.
- Must only be operated during daylight hours.
- Operator must have a valid driver’s license.
- Must be driven on secondary highway or street within 2 miles of the residence or place of business.
- Must only be operated by the operator, his/her agents or employees.
- If sold, the person selling the golf cart immediately notify the DMV in writing, giving the name and address of the new owner together with the date of sale.

MUSC also requires all golf carts to comply with the following safety features:

(a) All original equipment safety features must be in good working order.
(b) Drivers and passengers must wear seat belts when the golf cart is equipped with them.
(c) Must have:
   - Working head lights, taillights, and stop lights.
   - Front and rear turn signals and lights.
   - Driver side exterior mirrors.
   - Parking brakes.
   - Windshield.

1. Golf carts may be operated during daylight hours only, from sunrise to sunset.
2. Golf carts are restricted to streets, sidewalks and paths on the University campus and may only be driven on secondary streets within 2 miles of MUSC. Golf carts are not allowed to cross or drive on Highway 17 or Calhoun St.

3. Golf carts shall observe all traffic laws (e.g. the use of either mechanical or hand signals, stopping at stop signs, yielding to pedestrians, etc.).

4. Operators must not exceed the 15 MPH speed limit. Operators must reduce speed to match other users on all streets, sidewalks and paths.

5. In crowded pedestrian areas, pedestrians have the right of way and operators must either park or proceed at a slow walking pace.

6. 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…).

7. Use of handheld electronic devices (cell phones, mp3 players, etc.) while driving a golf cart is strictly prohibited. Operators may not wear headsets.

8. The number of passengers and load capacity shall not exceed the manufacturer’s rated limit. Passengers may only be seated in designated seats and not in the truck bed.

9. When parking, golf carts must not block any entrances to buildings, stairways, ramps or thoroughfares. The parking brake must be used and keys must be taken out of the ignition.

10. Golf carts may only be modified from their original design by the manufacturer’s authorized repair facility.

11. Golf carts will not be used to transport hazardous materials. Transportation of gasoline will be limited to < 5 gallons.

12. Safety or maintenance concerns should be directed to your supervisor. Maintenance and repair costs are the responsibility of the department who owns the cart.

Reckless Driving & Accidents
Any driver of a low speed vehicle or golf cart caught driving recklessly, or otherwise not adhering to the requirements outlined this policy, is subject to ticketing by MUSC Public Safety. Corrective actions for reckless driving and accidents will follow those outlined in Appendix B of this policy.
APPENDIX A: DRIVER RECORD SCREENING REQUEST

Date: ________________ Time: ________________ County: ____________________

Location of Accident:
Street Name: ____________________________ State: ____________________________
City: ____________________________ State: ____________________________
Closest to what intersection or landmark: ____________________________

Unit 1 (Your Vehicle)
Driver’s Full Name: ____________________________
Address: ____________________________ State: ____________________________ Zip: ____________________________
City: ____________________________ State: ____________________________ Zip: ____________________________
Home Number: ____________________________ Work Number: ____________________________
Your Supervisor: ____________________________ Telephone: ____________________________
Vehicle Year: ____________________________ Make: ____________________________ Model: ____________________________
License Number: ____________________________

Unit 2 (Their Vehicle)
Driver’s Full Name: ____________________________
Address: ____________________________ State: ____________________________ Zip: ____________________________
City: ____________________________ State: ____________________________ Zip: ____________________________
Home Number: ____________________________ Work Number: ____________________________
Cell Number: ____________________________ Birth Date: ____________________________
Driver’s License Number: ____________________________ State: ____________________________
Owner’s Full Name: ____________________________
Address: ____________________________ State: ____________________________ Zip: ____________________________
City: ____________________________ State: ____________________________ Zip: ____________________________
Home Number: ____________________________ Cell Number: ____________________________
Vehicle Year: ____________________________ Make: ____________________________ Model: ____________________________
License Number: ____________________________
Insurance Company: ____________________________
Witness Name: ____________________________
Telephone: ____________________________ Address: ____________________________
Written Summary of Accident: ____________________________
## APPENDIX B: DRIVER CORRECTIVE ACTIONS

<table>
<thead>
<tr>
<th>MVR VIOLATION POINTS</th>
<th>OR</th>
<th>STATE VEHICLE ACCIDENTS (LAST 3 YEARS)</th>
<th>OR</th>
<th>ALL VEHICLE ACCIDENTS (LAST 3 YEARS)</th>
<th>OR</th>
<th>CORRECTIVE ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8</td>
<td></td>
<td>1-Regardless of fault</td>
<td></td>
<td></td>
<td></td>
<td>Safety Discussion concerning responsibilities while driving State vehicle.</td>
</tr>
<tr>
<td>9-10</td>
<td></td>
<td>1-At fault*</td>
<td>3-Regardless of fault</td>
<td></td>
<td></td>
<td>Written direction concerning responsibilities while driving State vehicles and mandatory attendance of driver training course.</td>
</tr>
<tr>
<td>11-12</td>
<td></td>
<td>3-Regardless of fault</td>
<td>4-Regardless of fault</td>
<td></td>
<td></td>
<td>Review of State vehicle driving privileges by agency management. **</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2-Serious at fault</td>
<td>3-Non serious at fault</td>
<td></td>
<td></td>
<td>5 days suspension without pay, if provided for an in accordance with the Agency Progressive Discipline Policy, and an additional week suspension from driving State Vehicles or 3 months to 1 year suspension from driving State vehicles.</td>
</tr>
</tbody>
</table>

**DRIVER UNDER SUSPENSION**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Driver suspended from operating State vehicles until suspension is lifted by DHPT and the agency Accident Review Board.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Serious at fault*</td>
<td></td>
<td>1 year to permanent suspension from driving State vehicles.</td>
</tr>
</tbody>
</table>
APPENDIX B (cont’d)
DRIVER CORRECTIVE ACTIONS

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.

** 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.
APPENDIX C: 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