THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Policy

Department of Public Safety Special Purpose Vehicles will be operated in accordance with all traffic laws of the State of South Carolina.

B. Procedures (CALEA 41.1.3.a)

The driver of any MUSC Department of Public Safety Special Purpose Vehicle will operate the vehicle in such a manner as not to place the driver, or anyone else in danger. Certified officers that have been through Manufacturer’s Training course are authorized to use T3 Motion Electric Vehicle. Certified Officers with a South Carolina Department of Motor Vehicles Motorcycle License are authorized to use the Vectrix Electric Scooter and the Piaggio MP3 Scooter. Officers are responsible for the daily maintenance and condition of these vehicles (CALEA 41.1.3.c). The following procedures must be complied with:

1. Use

All Special Purpose Vehicles may be used for patrol in any beat.

a. These vehicles will be used to facilitate the traffic control, parking enforcement, and patrol functions in the assigned area / beat.

b. These vehicles will not be used for escorts/transportation of staff, patients, or visitors.
c. The addition of these vehicles is meant to supplement and enhance the functions performed by the officer assigned this post. It is not intended to replace the foot patrol function, but augment it.

d. No officer shall operate any Department Special Purpose Vehicle while under the influence of alcohol, drugs, or within eight (8) hours of consuming any alcoholic beverage. In addition, no officer will operate a Department Special Purpose Vehicle while taking prescription drugs - if the drug impairs the officer's ability to drive.

e. Department Special Purpose Vehicles will not be used to conduct personal business.

f. Smoking, eating or drinking in Department Special Purpose Vehicles is prohibited.

2. **Speed**

Drivers will comply with the posted speed limits.

3. **Traffic Signals/Stop Signs**

Drivers will comply with traffic control signals/signs.

4. **Vehicle Pursuits (CALEA 41.2.2)**

It is the policy of this Department that no officer will engage in any type of pursuit.

5. **Accidents Involving Department Special Purpose Vehicles**

Refer to Policy & Procedure # 42 Accident Investigations

6. **Maintenance of Vehicles (CALEA 41.1.3.c)**

a. The Vehicle Officer is assigned additional duties of vehicle control.

b. All request for repairs will be forwarded to the Vehicle Officer who will coordinate them with University Transportation Services. They will decide who performs the maintenance.

c. When repair or service is required, the driver will complete Part One of the Vehicle Service/Repair Request (PSD-87) and forward it to the Vehicle Officer, who will make necessary arrangements to get the vehicle repaired and complete Part Two of the form. All inquiries as to the status of vehicle
being repaired should be directed to the Vehicle Officer.

d. At the beginning of each shift, the officer assigned to that post will make a check of the vehicle being used. Special attention will be placed on tires and batteries. The status will be forwarded to the Supervisor via a PSD11 to be included with the Supervisors paperwork. Any CORRECTIVE ACTIONS WILL BE LISTED ON A PSD 87.

e. Any member of this department who operates a vehicle is required to conduct the same inspection as listed on the PSD 87 before operating the vehicle unless advised not to do so by the on duty supervisor.

f. A clipboard containing vehicle paperwork, Accident Report Forms and Parking Citation will be kept with the vehicles. (CALEA 41.1.3.d)

7. Training (CALEA 41.1.3.b)

The Piaggio MP3 Scooter and the Vectrix Electric Scooter requires a South Carolina Motorcycle License. Training for these two scooters will be in accordance with Department of Motor Vehicle Licensing standards.

Prior to the operation of the Department T3 Motion Electric Vehicle by any officer, the following training will be accomplished:

a. a defensive driver’s course which will contain as minimum the following:

1) Familiarization with the T3 Motion and its associated equipment;

2) Manufacturer’s DVD training; and

b. a preventive maintenance indoctrination, to include:

1) Recharging procedures for the electric vehicles, and

2) Required operator’s preventive maintenance procedures.

8. Safety

The wearing of a helmet is mandatory while using the special purpose vehicles.