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

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by the Department.

B. PROCEDURE

1. Department personnel shall use the safety belts installed by the vehicle manufacturer. All belts will be properly adjusted and secured, when operating or riding in any Department vehicle. Seat belts will be worn at all times, by all occupants of the vehicle.
   a. All children will be restrained in accordance with South Carolina State law.
   b. It is the responsibility of the custodial adult to provide the appropriate child restraint device.
   c. If the custodial adult or the Department cannot provide an appropriate child restraint device the child will not be transported.

2. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating.

3. No person shall operate a Department vehicle in which any safety belt in the driver's seating position is inoperable. No person shall be transported in a seating
position in which the safety restraint is inoperable.

4. Personnel who discover an inoperable restraint will report the defect in writing to the Vehicle Officer, who will have the defect repaired immediately.

5. Any person(s) under arrest and being transported in Department vehicles are required to be secured in the vehicle by a safety belt in all seating positions, for which safety belts are provided by the vehicle manufacturer.

6. All personnel are reminded that it is required by (SC 56-5-6520) that shoulder/lap belts be used when operating a motor vehicle on any public highway or road within the State of South Carolina.