# Medical University of South Carolina
## Department of Public Safety

<table>
<thead>
<tr>
<th>POLICY AND PROCEDURE #62</th>
<th>SUBJECT: Use and Maintenance of Department Vehicles</th>
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<tbody>
<tr>
<td>EFFECTIVE DATE: 1 January 1999</td>
<td>PAGE 1 OF 5</td>
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<tr>
<td>REVIEW DATE: 30 November 2016</td>
<td>APPROVED:</td>
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<td>CHANGE DATE: 04 August 2009</td>
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**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**

   All Department of Public Safety vehicles will be operated in accordance with all traffic laws of the State of South Carolina, or those of any other state in which they are being operated.

B. **Procedures**

   The driver of any MUSC Department of Public Safety vehicle will drive his/her vehicle in such a manner as not to place himself, his passenger or the General Public in danger. The following procedures must be complied with:

   1. **Speed**

      Drivers will comply with the posted speed limits. Exceptions to this policy are:

      a. when responding to calls where a life is in danger, and the officer is needed at the scene without delay;

      b. when responding to a serious incident where the suspect is still at the scene, or is fleeing the scene, and the need to apprehend the suspect exceeds the risk of operating your vehicle in excess of the posted speed limits; and

      c. regardless of the situation, no employee of the Department will ever operate any State vehicle in a manner or speed that would endanger the
general public.

2. **Traffic Signals/Stop Signs**

Drivers will comply with traffic control signals/signs. Exceptions to this policy are:

a. when responding to calls where a life is in danger, and the officer is needed at the scene without delay;

b. when responding to a serious incident where the suspect is still at the scene, or is fleeing the scene, and the need to apprehend the suspect exceeds the risk of disregarding traffic signals; and

c. before proceeding through a red light or stop sign, officers will stop, look in all directions and proceed only if doing so will not create a traffic hazard.

3. **Blue Lights & Sirens**

a. Blue lights and sirens will be used any time a vehicle is operated in an emergency situation. Blue lights and sirens will be used any time a vehicle is used in violation of posted speed limits or when disregarding traffic control devices.

b. Except as indicated in paragraphs 1 & 2, blue lights and sirens will not be used when responding to off campus alarms such as Arco Lane, and Medical Clinics. All traffic law must be fully complied with.

4. **Vehicle Pursuits**

This Department has a **"NO PURSUIT POLICY!!"** Furthermore, it is the policy of this Department that no officer will operate his/her vehicle in excess of the posted speed limits to stop another vehicle. *(CALEA 41.2.2)*

5. **Use of Department Vehicle**

a. No officer shall operate any department 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 State vehicle while taking prescription drugs - if the drug impairs the officer's ability to drive.

b. Department vehicles will not be used to conduct personal business.

c. Smoking, eating or drinking in Department Vehicles is prohibited.

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6. **Duty to Domicile Assignment/Use**

   a. No Department Vehicle will be permanently assigned to any member of the Department for the purpose of transportation to and from his/her residence and the Department.

   b. Duty to Domicile may be granted by the Chief or his designee on a case by case basis. This assignment will be temporary and must enhance the performance of the officer’s duty or represent a significant savings to the Department.

   c. Duty to Domicile must be granted prior to such usage.

7. **Accidents Involving Department Vehicles**

   a. Officers involved in an accident while operating a Department vehicle will take the following actions:

      1) Immediately stop and aid injured personnel.

      2) Call Headquarters to report the accident.

      3) Secure the accident scene and direct traffic.

   b. The Shift Supervisor will respond to the scene. The Supervisor will determine whether South Carolina Highway Patrol will respond or we will take the report.

      1) If the Highway Patrol can not respond, notify the local police.

      2) Vehicle Officer.

         a) The Vehicle Officer may respond to the scene to assist as needed.

      3) The Supervisor will make the following notifications if damage is in excess of $500 or if injuries or death occurs:

         1 Vehicle Officer

         2 Patrol Commander

         3 Motor Pool
8. **Maintenance of Vehicles**

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

   b. 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 Control 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 vehicles being repaired should be directed to the Vehicle Officer.

   d. When emergency repairs are required on holidays, weekends or after normal duty hours, the VCO will be called. The Vehicle Officer will coordinate with the Director University Transportation or his assistant. Their numbers are on file in the Dispatcher's office.

   e. At the beginning of each shift, the supervisor will make a check of their vehicle. Special attention will be placed on fluid levels, tires and belts. The status will be annotated on the reverse side of the worksheet. Any comments placed under CORRECTIVE ACTION WILL BE LISTED ON A PSD 87.

   f. 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.

9. The Vehicle Officer will establish and monitor a vehicle rotation system to insure maximum utilization and efficiency of all assigned vehicles.

10. Spouses and family members will not be allowed to travel for department business in state owned vehicles. If an employee elects to drive their personal vehicle in order to travel with a spouse / family members, they will not be reimbursed for the mileage.

Attachments:

Attachment #1 - PSD Form 87 - Vehicle Service/Repairs

**POLICY AND PROCEDURE # 62**
## DEPARTMENT OF PUBLIC SAFETY
VEHICLE MAINTENANCE
SERVICE / REPAIRS

### PART ONE

<table>
<thead>
<tr>
<th>VEHICLE #:</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>LOCATION:</td>
<td>TIME:</td>
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<tr>
<td>MILEAGE:</td>
<td>OFFICER:</td>
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### PART TWO

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COMMENTS: