SUMMARY:

This policy outlines for staff and students the requirements for eligibility to drive a motor pool or rented vehicle for University business.

POLICY:

I. Transportation Policy

A. All drivers and passengers must wear a seat belt according to state law. There is to be no more people in a vehicle than number of seatbelts. (i.e. 12 passenger van with 12 seatbelts can only hold a maximum of 12 people.)

B. No children under the age of 16 will be allowed to travel in motor pool or rental vehicles; unless permission is granted by the Vice President of the department requesting the vehicle.

C. Minimum age that students and staff can drive:

1. Motor pool cars, SUVs, trucks – Students can drive at age 18 with an acceptable DMV record. Motor pool 12 passenger vans – Students can drive at age 21 with an acceptable DMV record.

2. Enterprise Rentals – Enterprise requires that drivers be 21 to drive sedans, regular sized SUVs and minivans and 25 years of age to drive large sedans, large SUVs and 12 passenger vans.

3. Box Truck (fleet or rental) – Drivers must be 25 years old.
D. Driver Improvement Training is provided for University staff that drive assigned vehicles as part of their daily job routine and for those drivers who have been involved in accidents. They are required to attend this training every three years.

E. Eligibility to drive a motor pool vehicle or Enterprise rental vehicle, for University business, requires:

1. Evidence of a valid SC Drivers License

2. Provision of a DMV record to the Transportation Department, which shows no more than three accidents in the last three years or more than six current violation points

3. Record review and approval by the University’s Transportation Department.

Anyone whose license is suspended after previous approval to drive must notify their department head and are no longer permitted to operate a state owned vehicle.

State Employees who have recently relocated to South Carolina may operate a state owned vehicle using a valid drivers license and DMV report from their former state for up to 90 days, at which time they must obtain a South Carolina drivers license.

F. The minimum age is 25 to be eligible to drive a vehicle and tow a trailer. Trailer and Towing Training must be successfully completed prior to any towing taking place.

G. Territorial limits for student travel are as follows: Undergraduate students operating a University vehicle are limited to the State of South Carolina, or 300 miles from the University, when driving without the supervision of an advisor. Undergraduates may operate a vehicle outside these limits only if an advisor is in the vehicle with them. Graduate students have no territorial limit.

H. All approved drivers must submit an acknowledgement that they have read and will follow the University’s Transportation Procedures.