Transportation Procedures
The Department of Facilities Planning and Management, through
Motor Pool:

- Maintains University-owned vehicles that are permanently assigned to departments, for
daily use by employees for the business of the University.
- Inspects and repairs University vehicles in accordance with University vehicle safety
standards;
- Removes from service until repaired any University vehicles not in compliance with
University safety standards;
- Make repairs and assures that repairs made by vendors are in accordance with University
vehicle safety standards;
- Coordinates repairs to, or disposition of, University vehicles involved in accidents.
- Vehicle maintenance and safety inspections are the responsibility of the Equipment
Maintenance Department.
- Preventive maintenance and repairs will be scheduled and controlled by the Equipment
Maintenance Department.

Administrative Services, through Transportation Services:

- Maintains a minimal number of Motor-pool vehicles which can be rented by departments
of the University for work-related travel.
- Schedules the rentals of Enterprise vehicles for University-related travel.
- Provides driver training (Driver Improvement Program) for employees who routinely
drive vehicles that are permanently assigned to their department.
- Maintains all South Carolina State Fleet Management required records for vehicles and
drivers.
- Maintains and reviews DMV driver records for all drivers for the University. This
includes maintaining a current database of drivers and the annual screening of driver
records as required by South Carolina State Fleet Management.
- Processes newly acquired vehicles, ensuring that those vehicles are properly documented,
licensed, and are in compliance with the University vehicle safety standards.

Transportation Services’ Structure of the Motor Vehicle Fleet System

The University’s motor vehicle fleet use is managed and maintained by Transportation Services
a division of Safety and Transportation of Coastal Carolina University. The fleet includes
vehicles that are owned by the University and are either permanently assigned to University
departments, or are a part of the Motor Pool. Coastal Carolina University also has a contract with
Enterprise / Hertz Rent-A-Car for the rental of vehicles needed for travel on behalf of the
University.

Scheduling a vehicle is the responsibility of the Transportation Coordinator. Vehicle safety is the
responsibility of every driver. All drivers of motor vehicles are expected to follow the rules and
procedures established by the University and all local, state and federal laws.
Transportation Services has the sole authority for assigning and scheduling reservations for all vehicles.

**General Use of Vehicles**

University vehicles are the property of the State of South Carolina, and are to be used in accordance with the laws and regulations thereof. Coastal Carolina University Transportation Services follows guidelines set by the State of South Carolina. All drivers are expected to be aware of the policies included in this guide and safe driving practices. Coastal Carolina University vehicles, as well as Enterprise / Hertz Rental vehicles, are to be used only for official University business. Only the drivers listed on the Enterprise Contract or the Motor Pool Vehicle Reservation Form prior to pickup of the vehicle are permitted to drive.

**Requirements**

In 1989, South Carolina Legislature passed a mandatory seat belt law. This law requires all persons to wear a seat belt at all times.

State regulations require that anyone driving a state vehicle have their driving record screened prior to issuance of a vehicle. This regulation also applies to operators of Enterprise / Hertz rental vehicles when reserved through the Transportation Services. First time drivers must obtain an official Driving Record from the state in which their license is registered. This record is to be submitted to the Transportation Services along with a Driver Record Request Form (Appendix B). Drivers will receive a Driver Record Request Form and a Procedures Manual upon turning in their driving record to Transportation Services. All permanent faculty or staff in-state drivers with a driving record on file are screened biannually by the South Carolina Department of Motor Vehicles. All temporary faculty and staff, student drivers and out of state drivers must obtain a new driving record each year by September 15. Each person must obtain their own three year driving record either by going to their state highway department in person, submitting the correct documentation in writing to the highway department, or by obtaining it through their state's online department of motor vehicles. The licensee must pay the fee for obtaining their driving record. All new drivers will receive a copy of the Transportation Guide to Operations when submitting their driving record to Transportation Services. They will be required to sign a statement confirming receipt of this information. Therefore, it is recommended that the driver hand deliver their record to Transportation Services located at 470A Allied Drive Conway SC 29526.

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

**General Reservation Guidelines**

A minimal number of University-owned vehicles are maintained in the motor pool. The State of South Carolina contracted with Enterprise / Hertz Rent-A-Car to provide leased vehicles for use by state facilities. University-owned vehicles are assigned on a first come, first serve basis with additional reservations being filled with Enterprise / Hertz Rent-A-Car vehicles.
Scheduling Procedures

It is important to request vehicles as soon as the need arises. This is accomplished by completing a "Vehicle Reservation Request" form available at http://www.coastal.edu/administration/transportation This form must show the fund and activity number to be charged, be signed by the Cost Center Director, and sent to Transportation Services.

**Facsimiles are not acceptable.**

Upon receipt of the "Vehicle Reservation Request," a vehicle will be scheduled. University-owned or leased vehicles are reserved only when a properly completed form has been received. Therefore, it is suggested that the request be hand-delivered to Transportation Services, located at 470A Allied Drive Conway SC 29526, if there is insufficient time for delivery by campus mail.

A vehicle may not be scheduled by telephone. Availability may be confirmed by calling extension 2172.

**PLEASE NOTE THAT THIS DOES NOT COMPLETE THE RESERVATION.**

Transportation Services must receive the "Vehicle Reservation Request" form to complete the confirmation within 24 hours of the telephone confirmation.

**NOTE: Enterprise / Hertz Rent-A-Car requires a twenty-four hour working day notice of any cancellations. The department making the request will be charged if the vehicle is not cancelled within the required time requirements.**

**Picking Up and Returning Vehicles**

Normal Hours:

(Between the hours of 8:00 AM and 5:00 PM on Monday through Friday)

Vehicle keys and paperwork will be available for pick up at Transportation Services, located at 470A Allied Drive Conway SC 29526.

The driver listed on the paperwork will be responsible for the vehicle; therefore, **it is up to the driver to complete the vehicle damage inspection prior to departing University property.**

The time parameters specified by the requesting department on the "Vehicle Reservation Request" form must be followed as other reservations are made based on this information.
Vehicles are to be returned on or before the time stated on the request form. If an extension is necessary, Transportation Services must be contacted to determine if an extension is possible between the hours of 8:00 a.m. and 4:00 p.m.

All vehicles have assigned credit cards for gas purchases. In order to purchase fuel with the Wright Express Fuel Card you must have a P.I.N. This number must be requested at least two weeks prior to travel date. If you do not have a P.I.N., you will not be able to use the fuel card provided and you will be required to pay for the fuel yourself and seek reimbursement through your departments account. To obtain a P.I.N., you must submit by email only, your full name (as it appears on your driver’s license) and your date of birth to trixie@coastal.edu.

Gas receipts for vehicles must be turned in with the return of the vehicle.

Vehicles must be returned with a full tank of gas to avoid additional charges. Also, a department will be charged an additional $50.00 fee if a motor pool vehicle is returned with excessive dirt or trash.

Vehicles are picked up and returned to the parking area at Transportation Services, located at 470A Allied Drive Conway SC 29526. Each driver’s personal vehicle should be parked in the parking space the rental vehicle was removed from. Do not park in other parking spaces.

**After Hours and Weekends**

An officer from the CCU Department of Public Safety will need to be contacted to assist in picking up and returning vehicles after hours and on weekends. Please call 349-2177.

Vehicle paperwork and keys will be located on the table in the front lobby of Transportation Services, located at 470A Allied Drive Conway SC 29526.

Vehicles are picked up and returned to the parking area of, Transportation Services, located at 470A Allied Drive Conway SC 29526. Returning vehicle paperwork, keys and fuel receipt should be secured inside the original envelope it was received in and may be dropped in the afterhours drop-box affixed outside of Transportation Services, located at 470A Allied Drive Conway SC 29526.
Instructions for Using State Fuel Cards  
(Wright Express Card only)

**Unleaded Regular Fuel Only**

Fueling Procedures

1. When choosing a fuel facility, ensure that it will accept the Wright Express Card. (Look for the Wright Express logo, usually displayed on a sign or on a decal in the window of the facility).

2. Pull vehicle up to the appropriate self-service fuel pump.

3. Check the vehicle odometer reading. You will be prompted to enter the odometer reading. (Use mileage without tenths.)

4. If the facility has "pay at the pump" dispensers, insert the card into the card reader as shown on the pump. Follow the instructions as prompted by the computer screen. You will be prompted to enter your PIN number (also known as Driver ID) and the odometer reading. If the facility chosen does not have the "pay at the pump" dispensers, simply pump the fuel then present the cashier the fuel card to pay for the purchase. The cashier may give the driver a PIN pad to enter the PIN and odometer reading. The driver should enter the PIN number. This number should not be given to the cashier. If the cashier does not offer a PIN pad, the facility may not have the level of automation required to capture odometer and PIN data. If the card is rejected, have cashier call toll free number located on back of fuel card.

In order to purchase fuel with the Wright Express Fuel Card you must have a P.I.N. This number must be requested at least two weeks prior to travel date. If you do not have a P.I.N., you will not be able to use the fuel card provided and you will be required to pay for the fuel yourself and see reimbursement through your departments account. To obtain a P.I.N. you must submit, by email only, your full name (as it appears on your driver’s license) and your date of birth to trixie@coastal.edu.

5. Gas receipts should be signed by the purchaser and turned in to Transportation Services upon return to campus.
Emergency Vehicle Repair Procedure

**ENTERPRISE:** The following policy is followed in the event of a mechanical failure while driving an Enterprise rental vehicle. During business hours call 1800-rent-a-car (1-800-736-8222). Operators at this number will connect the driver to the Enterprise Office closest to their location. The driver will be given instructions as to how to handle the repair. During non-business hours, the driver should handle any needed repairs as they would on their own vehicle. They should save any defective parts, obtain a receipt for the repairs, and they will be reimbursed by Enterprise for their expenses.

**MOTOR POOL:** Transportation Services should be contacted if repairs are needed on motor pool vehicles. If repairs are necessary while traveling in the local area during normal business hours, the Equipment Maintenance Shop at the University will assist with repairs. Repairs outside the local area during normal business hours are handled through the Commercial Vendor Repair Program at State Fleet Management. The Commercial Vendor Repair Program Phone number is 1-800-277-3686. Instructions listed below should be followed if emergency repairs are necessary after normal business hours while operating one of the motor pool vehicles from University's fleet.

Emergency repairs: Defined as those repairs that cannot be anticipated and requiring immediate attention during holidays, weekends, or after normal duty hours, when State Fleet Management is closed.

1. Locate vendor that accepts state procurement credit card, and can make the required repairs under $250.00. For repairs over $250.00, wait until the next business day to have repairs made using the State Commercial Vendor Repair Program at 1-800-277-3686.
2. Have repairs made.
3. Use university fuel credit card to pay for repairs.
4. If card is rejected, ask vendor to call Customer Service-Retail Transactions, using the toll free number on the back of the university fuel card, for authorization.
5. The customer service representative will contact Petroleum Source to obtain authorization.
6. Petroleum Source will contact vendor to authorize the repairs under $250.00. The state employee may be asked to give their name, pin, and their operator's license number.
7. After the repair authorization is completed, obtain a receipt. This receipt should be given to the Transportation Coordinator in Transportation Services as soon as possible.

**Important:** Any expenditure for routine maintenance will be declined. No authorization will be given for oil changes or any other maintenance that can be scheduled or planned.

The Transportation Coordinator in Transportation Services should be notified as soon as possible in the event that accidents or repairs are necessary. There is a Transportation Services notebook located in each state vehicle that covers information on fuel card use, accidents, and emergency repair procedures. This information is also located in your reservation packet.
Accident Reporting - What Do I Do?

1. Keep Calm;
2. Stop Immediately. If possible do not obstruct traffic;
3. DO NOT AGREE OR ADMIT LIABILITY;
4. DO NOT DISCUSS INSURANCE LIMITS;
5. Turn ignition off and evacuate vehicle;
6. Render first aid to any injured persons;
7. Call for medical assistance or ambulance if required. Emergency 911;
8. Call local, municipal or county police, or SC Highway Patrol to report accident. Emergency 911;
9. Do not leave the scene of the accident;
10. Get the names, phone numbers and addresses of other drivers, passengers and witnesses and injured persons. Complete the CCU Accident Reporting Form #CCU41001 located in the Faculty/Staff On-Line Forms.
11. Give the other driver your name and your agency's name and address;
12. DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT;
13. Within 24 hours, turn in accident reporting form #CCU 41001 to the Coastal Carolina Risk Management Coordinator, Singleton Building Room 215, James Blanton Circle, Conway, South Carolina 29526;
14. If the accident involves:
   a. Another car with people in it (even though no one was hurt); or
   b. a pedestrian; or
   c. any personal injury, or extensive property damage;

CONTACT COASTAL CAROLINA UNIVERSITY
RISK MANAGEMENT

Rose Marie Johnson  Kathy Watts  Tim Meacham
Risk Management  843-349-4101  843-333-1656
Coordinator  843-340-7164 (mobile)  (mobile)
843-349-6448  843-385-0960 (mobile)

15. If the accident involves an Enterprise / Hertz rental Vehicle:
   a. Complete items number 1 - 11;
   b. Call Enterprise / Hertz Rent-A-Car at 843-347-4026 before 6:00 p.m. or 1-800-307-6666 after 6:00 p.m.

16. If employed by the University and travel is related to official work-related business, any injury is to be filed under worker's compensation insurance. Please contact the Office of Human Resources and Equal Opportunity at 843-349-2036. DO NOT provide personal medical insurance information unless it is absolutely necessary to receive medical treatment.

Emergency Number …………………………………………………………………………………… 911
SUMMARY:
This policy outlines for employees, volunteers and students the requirements for eligibility, training, and procedures to drive a University fleet, leased or rental vehicle for University business.

POLICY:
I. Driver Eligibility
A. Driver Eligibility to drive a University fleet, leased or rental vehicle for University business, requires:
1. Evidence of a valid SC driver’s license.
2. Provision of a Department of Motor Vehicles (DMV) record (to the Transportation Department for review and approval) which shows no more than three (3) accidents in the last three (3) years or no more than six (6) current violation points.
3. University Employees who have recently relocated to South Carolina may operate a state-owned vehicle using a valid out-of-state driver’s license and DMV report from their former state for up to ninety (90) days, at which time they must obtain a South Carolina driver’s license.
4. University employees, volunteers and students who have a permanent out-of-state residence must sign and submit a statement that affirms that they do have a permanent out-of-state residence and, therefore, will not be able to obtain a valid SC driver’s license. Employees, volunteers and students who reside out-of-state must also submit a DMV record from their home state to the Transportation Department annually to maintain University driver eligibility.
5. Anyone whose state license is suspended after previous approval to drive must notify his department head and the Transportation Department. The individual is no longer permitted to operate a university fleet, leased or rental vehicle.
6. An employee who has had his driver’s license suspended may request reinstatement of driving privileges once his license is reinstated by the State.
   a. The Vice President to which the employee’s department reports, or the Athletic Director, will consult with University Counsel to review the circumstances of the suspension and insurance underwriting coverage. Each request for reinstatement will be reviewed and granted on a case by case basis.
   b. Upon approval of the Vice President, the employee’s driving privileges may be reinstated.
   c. Prior to reinstatement, the employee will be required to complete a Driver Improvement Training class offered by the CCU Safety and Transportation Department.
7. Employees operating a University fleet, leased or rental vehicle while their state license is suspended, or after notification of revoked University driver eligibility, may be subject to disciplinary action up to dismissal.

II. Driver Education
A. The University encourages all employee, volunteer and student drivers to attend the full initial eight-hour session of the AAA Driver Improvement Program (DIP) training offered by the CCU Safety and Transportation Department. Once the full eight-hour course has been completed, employees may attend a four-hour refresher course every third year.
1. The following categories of drivers must attend DIP training as specified:
a. New employee, volunteer and student drivers whose University positions require them to be routine (daily) drivers, or who are permanently assigned a State-owned vehicle, will attend the full initial eight-hour DIP training course within ninety (90) days of their date of employment and must attend the four hour session refresher course every third year thereafter. (This requirement also applies to employees whose job duties change and they are required to become a routine driver or to employees who are assigned a University vehicle after their employment.) New employees who have attended an approved driver training course within three (3) years prior to their date of employment (and present proof of attendance) may not be required to attend the refresher course until the third anniversary of their attendance. b. Employees that the University finds have contributed to a preventable accident in a state vehicle must complete the full eight-hour DIP course within ninety (90) days of such finding. Failure to do so will result in termination of the employee's state vehicle driving privileges until the driver education requirement is met. c. Employees found to have accumulated nine (9) or more traffic violation points or two (2) state vehicle accidents on their motor vehicle record must complete the eight-hour driver training course within ninety (90) days of the discovery of their driving history. Failure to do so will result in termination of the employee's state vehicle driving privileges until the driver education requirement is met. III. Vehicle Operations 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 the number of seatbelts. (i.e. twelve (12) passenger vans with twelve (12) seatbelts can only hold a maximum of twelve (12) people.) B. No children under the age of sixteen (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 ages for drivers: 1. University fleet cars, SUVs, trucks – Drivers must be at least eighteen (18) years old. 2. University fleet twelve (12) passenger vans – Drivers must be at least twenty-one (21) years old. 3. Enterprise / Hertz Rentals – Enterprise requires that drivers be at least 21 years old. 4. Box Truck (fleet or rental) – Drivers must be at least twenty-five (25) years old.