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 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.