



Policy Title:	Transportation – Driver Authorization, Education and Safe Vehicle Operation
Policy Number:	UNIV-470
Revision Date:	February 2024
Policies Superseded:	1103; FINA-403; UNIV-TRSP 426; UNIV-TRSP 471
Policy Management Area(s):	Auxiliary Enterprises Environmental Health and Safety

**SUMMARY:**

This policy outlines the authorized driver eligibility, driver education and training, and guidelines for the safe operation of University-owned, -leased, or –rented vehicles for University business including but not limited to automobiles, trucks, vans, golf carts, and utility vehicles.

**POLICY:**

**I. DEFINITIONS:**

- A. Authorized Driver – A University employee, contract, or consultant personnel, registered volunteer, or student who has met the requirements of this policy and has been verified by the Department of Transportation Services (DTS) to be eligible. Only authorized drivers may operate University vehicles and only for official University business.
- B. Fleet Vehicle – A state-owned or University-operated motor vehicle assigned by the University to one of its academic or administrative units for use by Authorized Drivers.
- C. Golf Cart/Utility Vehicle Operator – A University employee, registered volunteer or student who has met the requirements of this policy and has successfully completed the Golf Cart and Utility Vehicle training course.
- D. Leased Vehicle – A motor vehicle that is operated by an Authorized Driver through a long-term, fixed agreement with a state-contracted vendor that may be assigned to one of its academic or administrative units.
- E. Motor Pool Vehicle – A fleet vehicle assigned to the Department of Transportation Services available for short-term rental to Authorized Drivers on University business.
- F. Rental Vehicle – A motor vehicle operated by an Authorized Driver through a short-term fixed rental agreement with a state contracted vendor following approval by their supervisor or budget officer for University business.

## II. AUTHORIZED DRIVERS OF UNIVERSITY OWNED OR LEASED VEHICLES

### A. Driver Eligibility

University owned or leased vehicles may only be driven by authorized drivers approved by the Department of Transportation Services. To become an authorized driver, one must meet the SC State Fleet Management Safety Program's driver qualification, selection, and screening eligibility requirements. These eligibility requirements and the steps to become an authorized driver are listed on the Transportation Services website.

### B. Loss of Eligibility to be and Reinstatement as an Authorized Driver

- a. Anyone whose state-issued driver's license has been suspended or does not meet the eligibility criteria to be an Authorized Driver on the Transportation Services website must notify their department head and the University's Department of Transportation Services immediately and must cease from driving University owned or leased vehicles.
- b. As directed by the South Carolina State Fleet Management Safety Program, Transportation Services annually conducts SCDMV driver license record eligibility screenings or Authorized Drivers for the University. Authorized Drivers possessing an out-of-state license will be responsible for providing their DMV driving record from their issuing state to the Department of Transportation Services annually by September 1<sup>st</sup> for eligibility screening.
- c. Anyone requesting to be reinstated as an Authorized Driver must submit an updated three-year DMV driving record to the Department of Transportation Services for review. If the driver once again meets the eligibility criteria as per this policy, their request to be reinstated will be forwarded to their reporting line member of Executive Council. The member of Executive Council will consult with University Counsel and Risk Management to review the circumstances of the suspension and insurance underwriting coverage. Each request for reinstatement will be reviewed on a case-by-case basis. Upon the approval of the member of Executive Council, the employee's driving privileges may be reinstated, but only after the employee has completed a Driver Improvement Training class offered by the Department of Transportation Services.

## III. RENTAL VEHICLES

### A. Reservation and use of rental vehicles

The University utilizes a short-term fixed rental agreement with a state contracted vendor. Access for Authorized Drivers to procure this rental service is available via web link located on the Department of Transportation Services website.

[www.coastal.edu/transportation](http://www.coastal.edu/transportation)

#### IV. DRIVER EDUCATION

- A. All University Authorized Drivers will attend an eight-hour session of the State Fleet Management approved Driver Training Courses (DTC) offered by the Department of Transportation Services within ninety (90) days of becoming an Authorized Driver.. Once the eight-hour course has been completed, employees will attend a four-hour refresher course every third year to remain an Authorized Driver.
- B. Along with South Carolina State Fleet Management approved Driver Training Courses (DTC) for all Authorized Drivers, the University encourages all University van drivers to additionally safety training offered by the Department of Transportation Services.
- C. The following categories of Authorized Drivers must attend DIP training as specified:
  - 1. Authorized Drivers that have contributed to a collision in a state owned or operated vehicle must complete the eight-hour Driver Training Course (DTC) course within ninety (90) days of such finding. Failure to do so will result in termination of the driver's University vehicle driving privileges until the driver education requirement is met.
  - 2. Authorized Drivers found to have accumulated nine (9) or more traffic violation points or having contributed to two (2) state vehicle accidents on their DMV record must complete the eight-hour DTC within ninety (90) days of the discovery of their driving history. Failure to do so will result in termination of the employee's University vehicle driving privileges until the driver education requirement is met.

#### V. OPERATION OF VEHICLES FOR 15-PASSENGERS OR FEWER

- A. All drivers and passengers must wear a seat belt according to state law. There are to be no more people in a vehicle than the number of seatbelts (i.e. fifteen (15)) passenger vans with fifteen (15) seatbelts can only hold a maximum of fifteen (15) people).
- B. No children under the age of sixteen (16) will be allowed to travel in motor pool or rental vehicle unless written permission is granted by the Vice President of the department requesting the vehicle. Additionally, in accordance with S.C. Code of Laws Section 59-5-195, the University will not use 15-Passenger vans within its motor pool or rentals from a state contractor to transport preK-12 students.
- C. Upon request, the Department of Transportation Services may offer a driver service for campus groups for an additional fee with a department cannot provide its own Authorized Driver.

## VI. GOLF CART AND UTILITY VEHICLE OPERATION

- A. Golf Cart/Utility Vehicle Operators are required to follow all laws of the road that apply to golf carts and motor vehicles, including stopping at stop signs and at red lights as well as all golf cart procedures on the Department of Transportation website. [www.coastal.edu/transportation](http://www.coastal.edu/transportation)
- B. Golf Cart/Utility Vehicle Operator must maintain and control University golf carts in a safe and responsible manner.
- C. Report all maintenance problems to your supervisor and if necessary, submit a work request to Facilities Management Equipment Maintenance for proper repair.