

# STATE OF SOUTH CAROLINA



# VEHICLE OPERATOR'S HANDBOOK

# Telephone Numbers

## Emergency Medical Service

Charleston Area .....	(843) 745-4000
Lexington County .....	(803) 359-2521
Richland County	(803) 254-3061
(Emergency 911)	

## Law Enforcement

Highway Patrol (Columbia Area) .....	(803) 896-9621
Highway Patrol (Charleston Area) .....	(843) 740-1650
Highway Patrol (Greenville Area) .....	(800) 768-1503
Richland County Sheriff .....	(803) 691-9000
Lexington County Sheriff .....	(803) 359-8230
City Police - Columbia .....	(803) 252-2911
City Police - Charleston .....	(843) 577-7074
(Emergency 911)	

## State Fleet Management

State Fleet Manager .....	(803) 737-0668
Motor Pool Dispatcher .....	(803) 737-1517
Fax Number (Reservations) .....	(803) 737-1931
Columbia Maintenance Shop .....	(803) 737-1511
Safety Officer .....	(803) 737-1982
Accident Coordinator .....	(803) 737-1982
Fax Number .....	(803) 737-1160
Repair to vehicles located outside Columbia Area .....	(800) 277-3686

## Accident Procedures

- Turn ignition off and evacuate vehicle.
- Render first aid to any injured persons.
- Call for medical assistance or ambulance if required. (See inside front cover for telephone numbers.)
- **Call local, municipal or county police or SC Highway Patrol** to report accident (see inside front cover for telephone numbers).
- Obtain data concerning other vehicle and driver, and complete Accident Report at Appendix D.
- Turn Accident Report in to your supervisor as soon as possible.
- Give the other driver your name and your agency's name and address. **DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT.**
- Within 24 hours, report accident to the nearest office of Southeastern Claim Service and State Fleet Management. Collect calls will be accepted.

Southeastern Claim Service  
PO Box 212128  
Columbia, SC 29221  
(800) 206-1913  
Fax: (803) 407-5549

[claims4irf@southeasternclaims.com](mailto:claims4irf@southeasternclaims.com)  
[www.scs-irfreporting.com](http://www.scs-irfreporting.com)

- Send a copy of the Accident Report (Appendix D) to each of the following addresses:

SC Budget and Control Board  
State Fleet Management  
1026 Sumter Street, 2nd Floor  
Columbia, SC 29201-3746

Call Collect (803) 737-0668

Southeastern Claim Service  
PO Box 212128  
Columbia, SC 29221

## Foreword

One purpose of State Fleet Management (SFM) is to provide needed transportation to South Carolina State employees in the performance of their duties, in the most efficient and cost-effective manner possible.

This handbook provides general information concerning the operation and maintenance of all State vehicles, and specific instructions concerning the operation of SFM vehicles. The information contained in this handbook is not all-inclusive or exhaustive. Comprehensive information concerning management of the State vehicle fleet is contained in SFM's State Fleet Management Manual, copies of which have been furnished to all State agencies.

Questions or comments concerning information contained in this handbook should be referred to:

State Fleet Management (SFM)  
1026 Sumter Street, 2nd Floor  
Columbia, South Carolina 29201-3746

SFM telephone numbers are shown on the inside front cover of this handbook.

Revised and Published by  
South Carolina Budget and Control Board  
General Services Division  
State Fleet Management  
April 2008

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# INTRODUCTION

This handbook covers the operation and maintenance of State Fleet Management vehicles. After reading it and familiarizing yourself with its contents, we suggest you store it in the glove compartment of your vehicle. Your attention to the following sections is particularly encouraged.

## **Section I: Basic State Vehicle Policies**

Contains basic information about the management of the State fleet and the operation of all State vehicles. Please note that you are to use your State vehicle only for official State business.

## **Section II: SFM Vehicle Operation**

Contains basic policy and requirements for operating a State Fleet vehicle, including the use of trip logs.

## **Section III: Credit Card Purchases**

Contains basic policy concerning the use of the credit card on all SFM-owned vehicles and defines the authorized and unauthorized uses of the credit card. Also contains a section on Emergency Repair procedures.

## **Section IV: Maintenance**

Contains basic requirements of the State Vehicle Automotive Maintenance program and the policies and procedures for maintenance of SFM vehicles. Note: you should use the fuel required by the manufacturer. There are other instructions and requirements in this sections, the observance of which will result in better operation of your vehicle and lower costs.

## **Section V: Insurance and Accident Reporting**

This section details proper procedure in case of accident or loss.

Please remember that SFM is responsible for the entire cost of your vehicle's operation. In order to keep the cost to a minimum and the vehicle in the best possible condition, **we require that you care for it and not abuse it.** Follow the owner's manual that comes with your vehicle as well as the instructions contained in this Handbook.





# Section I: State Vehicle Policies

We quote below from basic State policy under which the State vehicle fleet is administered. We believe that knowledge of these paragraphs will be helpful to you and answer many frequently asked questions.

## Vehicle Assignment

The most efficient use of motor vehicles results when they are pooled and available for use by all who need official transportation. With the exception of Constitutional Officers, Agency Heads and full-time law enforcement officers, it is State policy that no individual be assigned a vehicle by virtue of his or her position. Criteria and prior approval requirements for individual assignment of State vehicles are fully described on State Fleet Management's Web site:

<http://www.statefleet.sc.gov>

Click on "Publications" to obtain copies of the Motor Vehicle Management Act, the Budget and Control Board Policy Directives, and other information regarding motor vehicle use. The section of the law referenced above is §1-11-270.

## Vehicle Identification

State-owned motor vehicles are identified through use of permanent State government license plates and State decals. Agency decals may be substituted for the State Seal decal if prior approval is granted by the State Budget and Control Board. No vehicles shall be exempt from these requirements for identification except those approved by the Budget and Control Board. This requirement does not apply to certain law enforcement and human service vehicles where anonymity is required for the well-being of law enforcement officers or human service clients. The use of decals other than the State seal or approved agency decals is strictly limited. Limitations are fully described on the State Fleet Management Web site:

<http://www.statefleet.sc.gov>

## **Official Use Only Policy**

State-owned motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official State business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.

Examples of authorized and unauthorized use of vehicles are shown in Appendix A. Violation of the Official Use Only Policy is punishable under appropriate State employee disciplinary procedures.

## **Who May Drive a State Vehicle**

The basic driver qualification for operation of a State vehicle is a valid, current South Carolina driver's license appropriate to the type vehicle being operated. Following are the classes of South Carolina driver's licenses:

- A Any combination of vehicles with a GVWR of 26,001 or more pounds, except motorcycles.
- B Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds, except motorcycles.
- C Any single vehicle less than 26,001 pounds GVWR placarded for hazardous materials or designed to transport 16 or more persons, except motorcycles.
- D All vehicles not exceeding 24,000 pounds GVWR, except motorcycles.
- E Single unit vehicles, including Class D, exceeding 24,000 pounds GVWR, except motorcycles.
- F All vehicle combinations including Classes D and E exceeding 24,000 pounds GVWR, except motorcycles.
- M Motorcycles.

New State employees who have recently relocated to South Carolina may operate a State vehicle using a valid driver's license from their former State for up to 90 days, at which time they must obtain a South Carolina driver's license.

Contract or consultant personnel who reside outside South Carolina, but who must operate a State vehicle while engaged in State business, may do so using a valid driver's license from their home state during the period in which their services are employed by the State of South Carolina.

Employees who are spouses of active duty military personnel stationed in South Carolina may operate a State vehicle using a current, valid driver's license from their State of residence.

Employees who permanently reside in other States, but work in South Carolina, may operate State vehicles using the license from their State of residence.

### **Other Drivers**

It is basic State policy that only State employees, contractors, consultants or volunteers employed by the State drive State vehicles. In certain cases, such as illness or extreme fatigue on the part of the driver, spouses and dependents over the age of 21 may drive the vehicle for short periods in order to complete a trip. **Under no circumstances** shall dependent children under 21 operate a State vehicle.

### **Required Driving Practices**

Drivers will abide by applicable State and Federal laws while operating State vehicles. Posted speed limits will be observed and traffic signs or signals will be obeyed. Additionally, the following safety and security policies will be obeyed.

### **Wearing of Safety Belts**

All employees of the State of South Carolina and other occupants shall wear a safety belt at all times when operating or being transported as a passenger in a State vehicle. It shall be each occupant's responsibility to ensure compliance with the State's safety belt policy. It is unlawful to remove any safety belt or render it inoperative.

### **Security**

Ignition keys will be removed and State vehicles locked whenever the vehicles are unoccupied.

## **Engines**

The engine of a State vehicle will be turned off at all times before the driver exits the vehicle.

## **Prohibited Driving Practices**

At NO TIME shall a driver operate a State vehicle after such driver has partaken of alcohol, drugs, or other controlled substances. The use of radar detectors in State vehicles is prohibited.

## **Passengers**

Operators of State vehicles may transport such passengers as are necessary to conduct official State business. Under no circumstances may hitchhikers be transported in a State vehicle. The **immediate family** may accompany a State employee on an **official out-of-town trip** provided:

No additional cost or expense is incurred by the State for such travel; Prior approval is obtained from the applicable agency head, or his or her designee.

Pets will not be transported in State vehicles, with exception of guide dogs for persons with visual or hearing impairments.

# Section II: SFM Vehicle Operation

## Operating your State Vehicle

The most important thing to remember in this regard is to operate your SFM vehicle in accordance with the law and safety!

It is your responsibility to understand the various speed limits and motor vehicle laws in the area in which you are traveling and to observe them fully. **Drive defensively!**

## Traffic Violations

All speeding and traffic violations and any resulting fines are **your personal liability**. They should be settled immediately, since the police and SFM can trace your State vehicle through its license plates.

## Seat and Shoulder Belts

Since the 1974 model year, all cars are equipped with the seat and shoulder belt in the front and seat belts (lap belts) in the rear. **State law requires that the driver and passengers of State vehicles use these belts at all times.** A large percentage of accidents happen within ten miles of home: therefore, the belts are needed in urban areas as well as on the Interstate Highways.

## Passengers

You may have occasion to carry other employees or clients in the vehicle from time to time. However, do not pick up any hitchhiker or give rides to strangers. Do not accept compensation from anyone for riding in the vehicle with you.

## **Pushing and Towing**

Pushing and Towing another vehicle with an SFM vehicle are not allowed. You might offer to send a towing service to help.

SFM vehicles without a mechanical clutch cannot be started by pushing, so only in an emergency should you attempt to push an SFM vehicle with another vehicle. If your vehicle will not start, and this is apparently not caused by a dead battery, call the Contracts Manager at **1-800-277-3686** for approval to have the vehicle repaired by a professional garage with towing capabilities.

For a vehicle with a dead battery, try to locate someone with a set of jumper cables and the mechanical knowledge to use them to jump-start the vehicle. If you cannot do so, call the above toll-free number for assistance.

If your vehicle is a front-wheel drive, it should be towed from the front with its rear wheels on the ground to prevent undue wear on the transmission and front end. Rear wheel drive vehicles should be towed from the rear with the front wheels on the ground.

## **Security**

Whenever you leave your car unattended, close the windows and lock the doors. If possible, lock luggage and personal items in the trunk. We do not insure your personal belongings in case of fire or theft.

## **Vehicle Control and Trip Logs**

With certain exceptions (Constitutional Officers, full-time line law enforcement officers, and some agency directors and commissioners), operators of SFM vehicles are required to keep a trip log and log all operation of the vehicle. All trips in a State vehicle will be recorded on the appropriate Trip Log. The Daily Trip Log is SFM Form 2-78; the monthly trip log is SFM form 3-78; or you can use a different log approved by SFM. This trip log is an important source of management information concerning the acquisition, maintenance and disposal of SFM vehicles, and it should be maintained with care. The completed trip logs should be sent to SFM on a monthly basis.

# Section III:

## Credit Card Purchases

### General

A South Carolina Universal Credit Card is issued with each SFM vehicle. The following describes the general provisions for the use of this card.

### Where the Card is Honored

The card has a Wright Express affiliation and is honored at fuel stations and car washes displaying the Wright Express logo. A complete listing of accepting locations may be found by going to the Wright Express website at <http://www.wrightexpress.com>. The card can also be used at State of South Carolina fueling sites. State Fleet Management has secured a prearranged price for self-service fuel purchased with this fuel card. The price is the same regardless of the pump prices shown. This means that state employees should never deviate from their route to obtain fuel for state-owned vehicles.

### How to use the card

The card works just like any other credit card, but with a few additional procedures required. The card requires the use of a Personal Identification Number (PIN) or Driver ID number. An employee's PIN is composed of the number 7 and the last five digits of the employee's Social Security number.

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 on the display. You may be asked to enter your six-digit PIN and the odometer reading. In some rare cases, the driver may also be prompted for a vehicle number: just enter the vehicle card number, located in the center of the card. If the driver tries unsuccessfully twice or more to use the card, the card may no longer work, and the driver should call the Wright Express or Mansfield phone numbers on the back of the card.

If the facility does not have "pay at the pump" dispensers, simply pump the fuel, then present the card to the cashier to pay for the purchase. The cashier may be prompted to hand you a PIN pad for you to enter a PIN number and the vehicle odometer reading. If the cashier does not offer you a PIN pad, that facility may not have the level of automation required to capture PIN and odometer data.

## **Authorized Purchases**

1. Unleaded gasoline, 87 octane, from self-service pumps only.
2. Diesel fuel from self-service pumps for those vehicles with diesel engines.
3. Any alternative fuel (E-85 or CNG) from self-service pumps for those vehicles that are equipped to operate on alternative fuels.
4. Motor oil. This is only for *adding* oil; it should not be used for an oil change unless approved in advance by the CVRP Contracts Manager (1-800-277-3686).
5. Washing and cleaning, not to exceed \$15 per month for sedans and \$30 per month for vans.
6. Emergency repairs (limited to \$250), defined as those repairs that cannot be anticipated, and that require immediate attention during holidays, weekends, or after normal duty hours when SFM is closed. The Contracts Manager (1-800-277-3686) must be notified on the first normal business day after the emergency repair has been made. Please have the license plate number, odometer reading, vendor, date of repair, nature of repair, and cost available when you call.
7. Any repairs when authorized by the Contract Manager, who must issue a credit card approval number before repairs begin (unless in an emergency as in number 6 above).

## **Unauthorized Purchases**

1. Storage, parking or repairs other than those emergencies or exceptions listed above.
2. Accessories and accoutrements (floor mats, air fresheners or any other item) not required for the operation of the vehicle.
3. Any repair not authorized above or by the Contracts Manager at SFM.
4. Any other item, service, product, or purchase other than fuel, oil, wash, or emergency maintenance as described above under “Authorized Purchases.”



## **Emergency Repair Procedures**

Emergency Repairs are defined as those repairs that cannot be anticipated, and that require immediate attention during holidays, weekends, or after normal duty hours when SFM is closed.

1. Locate vendor that accepts the card and can make the required repairs for under \$250. For repairs over \$250, wait until the next business day to have repairs made, using the Commercial Vendor Repair Program at 1-800-277-3686; or use the procedure designated by your agency.
2. Have repairs made.
3. Use card to pay for repairs.
4. If the card is rejected, ask the vendor to call Customer Service On-site Transactions, using the toll-free number on the back of the card, for authorization.
5. The customer service representative will contact Wright Express to obtain authorization.
6. Wright Express will contact the vendor to authorize repairs under \$250. The state employee may be asked to give his name, PIN and driver's license number. This process may take as long as 30 minutes.
7. After the repair authorization is completed, obtain a receipt to give to your agency fuel card coordinator.

**IMPORTANT:** Any expenditure for routine maintenance other than car washes will be declined. No authorization will be given for oil changes or any other maintenance that can be scheduled and planned.



# Section IV: Maintenance

The State Vehicle Maintenance Program is designed to ensure that the State fleet is maintained in a safe and serviceable condition at the least possible cost. The program consists of three phases of maintenance, which are incorporated into the SFM maintenance policies and procedures.

## 1. State Fleet Management Policies and Procedures

### A. Operator Preventive Maintenance

This includes those basic items that any operator can check to ensure proper and safe function of the vehicle. For your convenience, an *Operator's Preventive Maintenance Checklist* is included in this manual in Appendix B.

### B. Scheduled Service

Generally, vehicles shall receive service every 5,000 miles or one year, whichever comes first. Items included in this service are shown in Appendix C.

### C. Repair

This includes major or minor repairs necessitated by vehicle breakdown or involvement in an accident. Repairs will be in accordance with the policies established in the State Vehicle Maintenance Program. All repairs to SFM vehicles will either be performed by State Fleet Management's Central Transportation Maintenance Facility (803-737-1511) or coordinated by State Fleet's Commercial Vendor Repair Program (CVRP) personnel, available at 1-800-277-3686.

## 2. Repair and maintenance when not performed at SFM Shop

Before any repairs are made to an SFM vehicle, the Commercial Vendor Repair Program must be consulted concerning where to take the vehicle (because pre-priced service agreements have already been established). The CVRP can be reached at 1-800-277-3686.

You must know the vehicle license tag number and odometer reading when you call. You will be asked for information concerning what is wrong with the vehicle. Based on the information you give, you will be issued a repair authorization number and told where to take the vehicle for repairs.

### **3. Normal Interval for Vehicle Service**

Current State Policy has established 5,000 miles or one year (regardless of mileage) as the normal interval for vehicle services.

It is the responsibility of the vehicle operator (for a permanently assigned vehicle) or the Transportation Coordinator to have vehicles serviced on time. A 10% variance is allowed (that is, 500 miles before or after the actual miles are reached, or 18 days before or after the due date). This allows the service to be scheduled around peak loads and travel requirements. Call the CVRP at 1-800-277-3686 for a repair authorization number and a location to take the vehicle for service (see *Repair and Maintenance procedure...* above for more).

Appendix C shows the items to be serviced, inspected, or repaired. In those instances where SFM has not received any notice that the maintenance has been performed, SFM will send a reminder notice. However, the reminder notice service does not relieve the operator's responsibility for having the vehicle serviced promptly.

Note: Those organizations in the Columbia area (within a 25-mile radius of the State Capitol) must bring vehicles to the SFM shop for service unless special arrangements have been approved. Drivers of SFM vehicles based outside the Columbia area are encouraged to have vehicles serviced in the SFM shop if they plan to come to Columbia.

# Section V: Insurance and Accident Reporting

## 1. Insurance

As soon as it is delivered, your SFM vehicle is automatically insured under an annually renewed fleet policy written by the Insurance Division. This policy protects the State and its employees against claims from others resulting from a collision in which your state vehicle may be involved.

The liability limits are equal to the maximum amount for which the State can be held liable, so there is no need for employees to obtain their own supplemental liability insurance. The state self-insures its vehicles with respect to unrecoverable losses from collision, fire, vandalism, and theft. Your constant attention to safe driving practices will help us to hold this cost to a minimum.

If an Accident Review Board (ARB) finds that such losses occur because of the negligent or unlawful operation of the vehicle, you may be held liable for up to \$200 of the resulting damage, and may possibly be suspended from operating state vehicles. Additionally, if the ARB finds that your being under the influence of alcohol or drugs caused the accident, you may be held liable for the entire amount of damage to the State vehicle.

## 2. Insurance Identification

State law requires vehicle owners to carry an insurance identification card in all vehicles they own or operate. To comply with the law, the Insurance Reserve Fund distributes insurance identification cards to state agencies owning vehicles, and SFM distributes these cards annually, when the fleet policy is renewed, or when a new vehicle is added to the fleet. It is the responsibility of the driver to ensure that the current insurance card is kept with the vehicle at all times. If a replacement card is needed due to loss, contact your agency transportation coordinator immediately.

### **3. Repair of Damage to the Vehicle**

Contact the Accident Repair Coordinator at 803-737-1982 to arrange repairs to your wrecked vehicle. **State Fleet Management must coordinate collision repairs for ALL leased vehicles.**

Contact our Accident Repair Coordinator with the following information:

1. Vehicle Tag Number
2. Odometer reading
3. Name and phone number of tow company
4. Towing and storage charges from the tow truck driver.

### **4. If your car is stolen**

Report the theft to the local police immediately. Give a detailed description of the car, including the license plate number and serial number (VIN). Call State Fleet Management's Accident Repair Coordinator immediately at 803-737-1982.

### **5. Claims to be filed by SFM**

Our insurance company does not insure our collision and/or comprehensive losses. Depending on the circumstances of the accident, we may have to file a claim to recover the cost of repairing the state vehicle. This is separate from your personal claim for injury and/or medical expense. Consult SFM so that the proper claims can be filed against other drivers or their insurance companies.

# Appendix A:

## Examples of Authorized and Unauthorized Use

The listing below is not intended to be all-inclusive in regard to examples of authorized and unauthorized use of state vehicles. It will, however, indicate to the driver, agency head, or motor vehicle supervisor the intent of the official use only policy.

### I. Authorized Use of State Vehicles

- a) Travel between place of vehicle dispatch and place of performance of official business;
- b) When on official out-of-town travel status, travel between place of temporary lodging and place of official business;
- c) When on official out-of-town travel status between either of the above places and:
  - 1. Places to obtain suitable meals;
  - 2. Places to obtain medical assistance, including drugstores;
  - 3. Places of worship;
  - 4. Barber/Beauty shops;
  - 5. Cleaning establishments; and
  - 6. Similar places required to sustain health and welfare or continued efficient performance of the user, exclusive of places of entertainment.
- d) Transport of officers, official employees or official guests of the State;
- e) Transport of professional or commercial representatives when in the direct interest of the State;

- f) Transport of materials, supplies, parcels, luggage, kits or other items belonging to or serving the interests of the State;
- g) Transport of any person or item in an emergency situation, provided such movement does not endanger life or property;
- h) Other persons may accompany a state employee in a vehicle on authorized use provided:
  - 1. No additional cost or expense is incurred by the State for such travel; and
  - 2. Prior approval is obtained from the applicable agency director or his designee for such travel.
- i) Domicile to duty transportation, when authorized by agency head.



## **II. Unauthorized Use.**

Unauthorized uses of state vehicles include, but are not limited to:

- a) Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capacity of the vehicle;
- b) Transport of other persons not serving the interests of the State;
- c) Transport of hitchhikers;
- d) Transport of items or cargo having no relation to the conduct of official business;
- d) Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, alcoholic beverages, highly flammable material except by specific authorization or by a duly commissioned law enforcement officer acting within his assigned duty;
- f) Transport of any kind of equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles;
- g) Extending the length of time or travel beyond that required to complete the official purposes of the trip;
- h) Use of the vehicle to provide transportation between home and place of official business unless authorized by the agency head. The fact that an employee is “on call” does not in itself justify this authorization. The urgency of employee availability and frequency of actual recall must be factually justified to SFM in order to qualify as authorized use;
- j) Travel to or from social events unless acting as an official representative of the State; and
- k) Use of a vehicle while on vacation.



# Appendix B:

## Operator Preventive Maintenance Weekly Checklist

- Engine oil level
- Radiator coolant level
- Windshield washer fluid level
- Turn signal/hazard flasher operation, lights, horn and etc.
- Air Conditioner - Run for 15 minutes each week (even in winter) to keep system and seals lubricated.
- Automatic transmission fluid level
- Brake fluid level
- Belt tension and condition
- Hose condition
- Power steering fluid level
- Tire pressure, to include the spare tire
- Tire wear
- Battery connection



# Appendix C:

## Scheduled Vehicle Service

**Service Interval:** vehicles shall receive service every 5,000 miles or one year, whichever comes first.

### Service includes:

- Change oil and oil filter.
- Check front wheel drive axle boots.
- Check transmission fluid level and add fluid as required.
- Check differential/transaxle and add proper gear oil as needed.
- Check battery cable connections. Clean and tighten as required.
- Check brake fluid and add fluid as needed.
- Check windshield washer and fill reservoir as needed with washer solvent containing a washing solution.
- Check radiator coolant level and add coolant as needed. During winter months, check freezing level and add antifreeze to a 50/50 mixture.
- Check all belts and hoses for wear and tighten as needed.
- Check windshield wiper operation and condition.
- Inspect for leaks of coolant, engine oil, brake fluid, gear oil, transmission fluid, gasoline and other fluids.
- Check tires (including spare tire) for proper inflation and tread wear to 2/32" remaining, and add air if needed. The tires for vans and large trucks should be replaced after the tread has worn down to 3/32" remaining.
- A general check to include all safety items, heater/air conditioning operation., instrumentation, exhaust leaks, lights, horn, etc.



# **Appendix D: South Carolina State Vehicle Operator's Report of Accident**

On the next three pages there is a form to fill in if you are involved in an accident while operating your State vehicle. Please make copies of all pages to be used in case of an accident.

Fill it in carefully and return it to:

SC Budget and Control Board  
State Fleet Management  
1026 Sumter Street, 2nd Floor  
Columbia, SC 29201-3746

You can also fax the form to (803) 737-1160.

# Accident Reporting Form

Date ..... Time .....

Location of Accident .....

County ..... City ..... Route No. ....

Where is the vehicle located now? .....

## **You and your State Vehicle:**

Agency Name .....

Agency Address .....

Year and Make of Vehicle .....

License Tag no. and State .....

Name .....

Driver's License no. and State .....

Address .....

Office Phone .....

## **Other Vehicle:**

Year and Make .....

License tag no. and state .....

Name .....

Driver's License no. and State .....

Address .....

Insurance Company .....

Policy no. ....

Did the police investigate this accident? ..... Yes  
No

If so, which police department?

Was anyone charged with a violation? Yes No

If so, who, and what was the charge? .....



**Accident Reporting Form, page 2**

Was anyone injured? ..... Yes     No

If so, who? .....

What was the nature of the injury? .....

**Statement**

In your own words, give the circumstances of the accident.

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Return this form by mail or fax within 10 days of the date of the accident.

SC Budget and Control Board  
State Fleet Management  
1026 Sumter Street, 2nd Floor  
Columbia, SC 29201-3746  
Tel (803) 737-0668  
Fax (803) 737-1160



