



Enriching Lives & Connecting Communities

***Vehicle Use**

Administration
Policy No. 1065

Revision Date: November 17, 2014
Last Revised: December 16, 2013

Policy Statement

Richland County Recreation Commission provides vehicles for employees to use in carrying out their job responsibilities. All RCRC employees who operate RCRC owned or leased vehicles must comply with RCRC's policies and all applicable State and Federal laws for the safe operation of motor vehicles.

General

Recreation Commission vehicles may be operated only by full-time permanent employees of the Recreation Commission. The Executive Director may authorize part-time and seasonal employees to operate Recreation Commission vehicles when requested to do so, in writing, by the employee's supervisor. Employees of Richland County Recreation Commission authorized to operate RCRC vehicles are issued a (5) digit Personal Identification Number (PIN) to be used with the agency's Fuelman Fleet Cards.

The following are requirements for employees who operate RCRC owned or leased vehicles:

1. Employees must possess a valid driver's license appropriately classed for the type of vehicle being used. A 10 year driving record must be obtained at the time of hire or when the employee is transferred into a position which authorize the use of RCRC vehicles at the employees own expense.
2. Employees must sign the Acknowledgement of RCRC Vehicle Use Policy attached as **Addendum A** at the time of hire or transfer or when the Vehicle Use Policy has been updated.
3. Employees must sign the Employee Fuelman Card Agreement attached as **Addendum B** to certify that they understand their responsibilities and the agency's policies regarding the use of the Fuelman Fleet Card and PIN.
4. Employees must attend the Eight-Hour Defensive Driving Course within ninety days of employment or transfer. After attending the initial training, employees will be required to

successfully complete the Four-Hour- refresher Defensive Driving Course every three years prior to the anniversary of their last attendance date.

5. Any loss of driving privileges due to expiration or penalty for traffic violation must be reported to the employee's supervisor the first working day following receipt of notice of the suspension. Employees with a suspended driver's license shall not operate a RCRC vehicle until the driver's license has been reinstated by the Department of Motor Vehicles and the HR Director reinstates his/her driving privileges for the agency.
6. All traffic violations involving a Richland County Recreation Commission owned or leased vehicle must be reported to the driver's supervisor immediately. Copies of records regarding such violations may be requested and must be provided at the driver's expense.
7. All use of Richland County Recreation Commission gas credit cards must be approved in advance by the Executive Director.
8. Trash must be removed from vehicle before returning to the office.
9. Vehicles should never be left with less than a half tank of fuel. Vehicles should be refueled when they are returned to the office.
10. All vehicles must be locked when left unattended.
11. Smoking in any RCRC vehicles is prohibited (see also policy 1055 Smoke-Free and Tobacco-Free Facilities).
12. When traveling on official business, employees of the Recreation Commission should use RCRC Motor Pool vehicles. Employees, who travel on official business using a personal vehicle, even though a RCRC vehicle is available, will **not** be reimbursed for mileage. When an RCRC Motor Pool vehicle **is not** available and an employee of the Richland County Recreation Commission uses his or her personal vehicle in traveling on necessary official business, mileage will be reimbursed at the rate set for employees of the State of South Carolina or the current standard business mileage rate established by the Internal Revenue Service (see also Policy 1060 – Travel Reimbursement).

Accidents

1. Any accident involving a Recreation Commission vehicle and causing or incurring damage or injury must be investigated by law enforcement authorities.
2. The driver of the Recreation Commission vehicle involved in an accident is responsible for notifying law enforcement authorities immediately.
3. The driver is also responsible for notifying his supervisor immediately. The Supervisor must fill out an Accident Report.

Agency Owned Passenger Vehicles

Generally, it is the policy of the Richland County Recreation Commission to not place any agency passenger vehicles on permanent assignment. RCRC follows applicable State Budget and Control Board Office of General Services Motor Vehicle Management Plan provisions regarding vehicle use.

1. Assignment and Use:
 - A. Assignment of an RCRC passenger vehicle for personal use shall not be made as a prerequisite of office [except for the agency head as determined by the Commission Board].
2. Assignment Criteria to be considered:
 - A. Passenger vehicles essential to the performance of official duties by individuals whose remote location or total official business use requirements [annual official business mileage in preceding fiscal year] are such that preclude shared or part-time use by members of the same or other work units;
 - B. The urgency of employee availability and frequency of actual recall must be justified in order to qualify for assignment [number of emergency response calls in the preceding fiscal year];
 - C. In the rare cases when passenger vehicles are permanently assigned to individuals a Form 980-1 will be completed and forwarded to the Board for review.

Further, the Commission Board at its discretion may assign those passenger vehicles which it deems necessary to support the critical business needs of the RCRC. Approved assigned passenger vehicles shall observe the same policy guidelines as agency owned work-trucks.

Agency Owned Work Trucks

It is the policy of the Richland County Recreation Commission to place park service vehicles (work trucks) that are deemed necessary on permanent assignment. These vehicles (those which are essential to the performance of an employee's official duties) provide maintenance support services to Commission recreation facilities.

Any Commission work truck placed on permanent assignment must adhere to the following policies:

1. Assignment of agency work trucks for permanent use will be based on the on-call status of the Parks Maintenance Division employee;
2. Employees may use their work trucks to commute to and from work and on business errands for the Recreation Commission;
3. Assigned work trucks may not be used for personal purposes except for *de minimis* personal use (such as a stop for personal errand on the way between a business delivery and the employee's home);
4. At no time shall the number of vehicle occupants exceed the number of available safety belts in the vehicle. All vehicle occupants must wear safety belts at all times.

Agency Owned Motor Pool Vehicles (Passenger Vehicles, Buses, Vans, etc.)

1. Only vehicles that meet the requirements of Jacob's Law are to be used in transporting children.
2. Buses and vans are to be used primarily for local trips defined as up to a 60 mile radius of the RCRC Headquarters Building on Shakespeare Road and can be approved by the Director of Facilities, Director of Parks, or Director of Recreation. Each approved trip must have an emergency back-up plan in place to assist potential stranded passengers. The Director approving the trip or their designee should always be accessible by phone as the first point of contact in case an emergency should arise in order to implement the emergency back-up plan.
3. Trips beyond the 60 mile radius must be approved in advance by the Executive Director and considered only on a case by case basis. All trips beyond the 60 mile radius must be requested by the Director. Any trip requested by a Director for a program excursion beyond the 60 mile radius must have a pre-arranged, written emergency retrieval plan for the safe return of the program participants in case of a breakdown or accident. The Director requesting approval of the trip or their designee should always be accessible by phone as the first point of contact in case an emergency should arise in order to implement the emergency retrieval plan.
4. Due to a limited number of agency motor pool vehicles it will be necessary to reserve vehicles in advance. Vehicles will be signed out on a first come first serve basis. Check the vehicle assignment sheet for vehicle availability before planning trips or events that will require the use of an agency motor pool vehicle. Reservations may be made for up to one year in advance.
5. An electronic "Vehicle Use Request" form has been developed and is available upon request.
6. Drivers must follow established procedures when checking out and returning vehicles. The vehicle dispatch office hours of operation are Monday thru Friday 8:30 a.m. to 5:00 p.m. Vehicles must be picked up and returned during these hours. Vehicle drivers/users must ensure each vehicle is re-fueled (topped off) and cleaned.
7. Cell Phone Usage while Operating RCRC Vehicles:
 - A. When operating a vehicle with a capacity of seven or less (pickup/car/SUV), employees should limit their use of cellular devices. Employees should try to make calls while the vehicle is parked or stopped. Some use of cellular phone while driving is inevitable; therefore, employees are to use care in driving while talking on the phone. Employees likely to use cellular phones while driving are encouraged to use the hands free / speaker phone features of the cellular device to allow full use of both hands while driving. **NO TEXTING IS AUTHORIZED WHILE DRIVING.**
 - B. When operating an RCRC Bus or Multi-passenger Van, Usage of all cellular devices is strictly prohibited unless it is a special circumstance (e.g. contacting 911).

Commercial Motor Vehicles Drivers

The U.S Department of Transportation prohibits commercial drivers from using a hand-held mobile telephone while operating a commercial truck or bus. Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Additionally, states will suspend a driver's commercial driver's license (CDL) after two or more serious traffic violations. Companies that allow their drivers to use hand-held cell phones while driving will face a maximum penalty of \$11,000. CMV drivers may use a handheld mobile telephone while driving only in special circumstances, such as contacting law enforcement or emergency services.

Screening

The HR Department will screen the driving record of all RCRC employees who operate agency vehicles. A driving record check for all employees who operate RCRC owned or leased vehicles will be completed annually. If necessary, the Executive Director may request a copy of an employee's driving record at any time.

Driving privileges to operate an RCRC owned or leased vehicle may be denied or suspended and a decision regarding the employment status may be made under the following circumstances:

1. Two at fault accidents during the previous three year period in personal or agency vehicle;
2. Failure to attend the initial and refresher Defensive Driving Course and obtain a passing score;
3. When the Department Head, in consultation with the Human Resources Director, determines that an employee should no longer operate RCRC vehicles;
4. Failure to report an accident involving an RCRC owned or leased vehicle to your supervisor within 24 hours;
5. Suspension of driver's license. An employee can be dismissed from employment for operating an RCRC vehicle without a valid driver's license.
6. Operating a RCRC owned or leased vehicle outside the scope of the destination and business related activity;
7. Operating a RCRC owned or leased vehicle under the influence of alcohol or controlled substance.

Remedial Action

The decisions regarding the employment status of an employee who has been removed from driving responsibilities shall be made on a case-by-case basis. When an employee is removed from driving responsibilities, the Department Head will give reasonable consideration, if circumstances warrant, to reassigning the employee to a non-driver position vacancy in the department for which the employee is qualified.

If reassignment in the department is not possible, the Department Head should notify the employee of a pending dismissal from employment.

Exceptions:

The Executive Director with review of the Board Chairman has the authority to make exceptions to the Vehicle Use Policy when deemed necessary in the best interest of the agency.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 17, 2014
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.

Addendum A

ACKNOWLEDGEMENT OF RCRC VEHICLE USE POLICY

By my signature, I certify that I have received, read and understand the Richland County Recreation Commission (RCRC) Vehicle Use Policy and Acknowledgment of RCRC Vehicle Use Policy Agreement Form updated on October 20, 2014 and agree to the terms identified in these documents. Failure to comply with the policy may lead to disciplinary action, up to and including termination of employment.

By my signature I authorize RCRC to obtain my driving record annually.

I understand that nothing contained in the Vehicle Use Policy is intended to constitute an employment contract or to infer or grant any contractual rights or obligations and should not be construed as such.

Employee's Printed Name

Employee's Signature

Date

Addendum B

EMPLOYEE FUELMAN CARD AGREEMENT

1. I have provided RCRC HR Department with a copy of my 10 year driving record and received authorization to have a PIN issued.
2. I have been issued a PIN, which authorizes me to fuel agency vehicles only, using the agency's Fuelman Fleet Cards.
3. I understand that my PIN identifies me by name on a weekly fuel report and that I am accountable for all transactions made using my PIN. Therefore, I will not share my PIN with anyone. If I believe someone else knows my PIN, I will immediately notify my supervisor.
4. I understand that the Fuelman Fleet Cards are not to be used for personal vehicles or non-business purposes. Using the Fuelman card for any purpose other than official business use will be considered theft of Commission property.
5. I understand that each time I use a Fuelman Fleet Card; I am required to completely fill the vehicle's fuel tank and enter an accurate odometer reading. This will allow the company to monitor fuel usage and track required maintenance intervals.
6. I understand that each Fuelman Fleet Card is assigned to either an individual agency vehicle or specific fueling purpose (example: off road equipment fuel card). My PIN will work with any Fuelman Fleet Card issued to the agency. I understand that it is against agency policy to swap or share cards between vehicles or use any card for other than the intended purpose.

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name: (Print) _____ PIN: _____

SC Drivers License Number: _____ Expiration Date: _____

Signature: _____ Date _____

For HR Use Only

Approved **Disapproved**

Signature HR Representative: _____