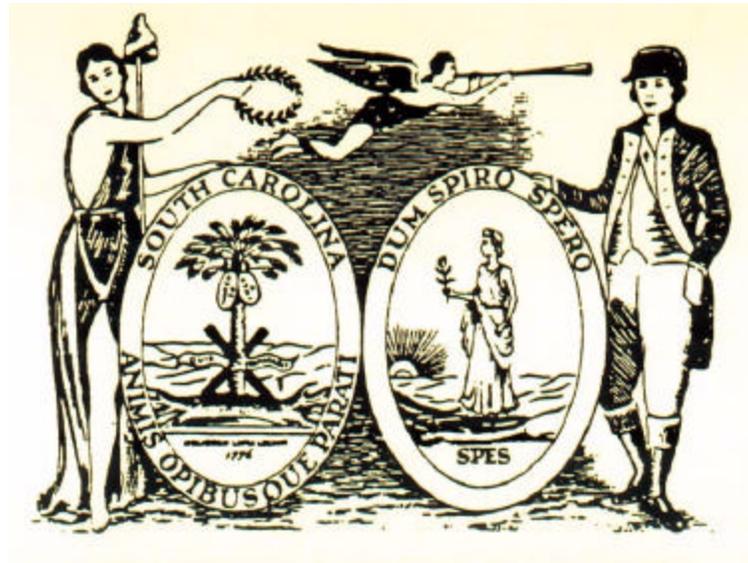


STATE VEHICLE MANAGEMENT REVIEW FY96



PRESENTED TO

THE SOUTH CAROLINA GENERAL ASSEMBLY

AND

THE STATE BUDGET AND CONTROL BOARD

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State Fleet Management

EXECUTIVE SUMMARY

FY 96 was a year of continuing progress and refinement in the management of the State fleet. A number of ongoing projects including the Optimum Fuel Management System - Pilot Program and the Alternative Fuel Vehicle (AFV) program will ultimately lead to savings in future years. In the case of the Pilot Program, the end result will be an improved system involving the private sector in the management of State fuel distribution and greater accountability in the management of fuel. Regarding the AFV program, the end result will be controlled compliance with federal mandates contained in EPAct 92 at the least cost to the State. Additionally, the development and implementation of the South Carolina Equipment Management Information System (SCEMIS) has continued to make excellent progress. As this system continues to advance and grow, increased access to management information will be available to decision makers at all levels, and accountability for fleet assets will improve.

In February 1995, the State Budget and Control Board adopted new policy guidelines which clarified or updated previously codified regulations. As in the FY95 Annual Management Review, a copy of these Policy Directives is included with this report as appendix Q. These recommendations and the specific areas they address are as follows.

SECTION I: ADMINISTRATION

Section I of this review addresses two areas of administration. The first area involves the assignment of vehicles and employee commuting in state vehicles. The second area is that of complaints received involving the operation of State vehicles. Four recommendations are made in Section I.

Area: Assignment of Vehicles / Commuting

(1) Recommendation: State agency heads should ensure that individual vehicle assignments and commuting authorizations are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act, and are promptly reported to State Fleet Management in accordance with established procedures.

(2) Recommendation: State agencies should periodically reexamine the assignment of vehicles for the exclusive use of individuals and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicle.

Area: Vehicle Use Complaints

(3) Recommendation: State agencies should regularly emphasize to their employees the importance of abiding by all laws and directives concerning unauthorized and unofficial use when driving State vehicles.

(4) Recommendation: State agencies should fully investigate all alleged complaints received concerning their employees driving habits.

SECTION II: OPERATIONS

Section II of this review involves two areas, vehicle acquisition and vehicle operations. Two recommendations are made in each of these two areas.

Area: Vehicle Acquisition

(5) Recommendation: State agencies should purchase vehicles having the lowest life-cycle costs, provided the vehicle can perform the job tasks required of it.

(6) Recommendation: State agencies should closely examine their optional vehicle equipment needs when ordering new vehicles. Only those optional equipment items necessary for the vehicle to perform its intended task should be ordered.

Area: Fleet Operations

(7) Recommendation: State agencies should carefully review requests for confidential tags and exemptions from the seal identification requirement to ensure that such requests are in compliance with the Motor Vehicle Management Act.

(8) Recommendation: State agencies should examine the utilization of passenger carrying vehicles to determine if they meet established utilization criteria.

SECTION III: MAINTENANCE

Section III of this review deals with the area of fleet maintenance. Four recommendations are made in this area.

Area: Fleet Maintenance

(9) Recommendation: State agencies should review their preventive maintenance programs for compliance with manufacturer's recommended guidelines. Agencies should make every effort to service vehicles within the manufacturer's recommended guidelines.

(10) Recommendation: State agencies should pursue the Commercial Vendor Repair Program as a way to reduce maintenance costs and control vehicle repairs.

(11) Recommendation: State agencies should attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

(12) Recommendation: State agencies should immediately apply flat rate standards when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

SECTION IV: CURRENT DEVELOPMENTS

Section IV of this review addresses current developments in the management of the State vehicle fleet. The two areas specifically addressed are the development of the South Carolina Equipment Management Information System (SCEMIS) and the alternative fuel vehicle acquisition requirements contained in Federal legislation. Additional recommendations are made in each of these areas.

Area: South Carolina Equipment Management Information System (SCEMIS)

(13) Recommendation: State agencies not currently on line with SCEMIS and not currently using an approved alternative system should pursue this option and become SCEMIS users.

Area: Alternative Fuel Vehicles

(14) Recommendation: State agencies should closely examine the alternative fuel vehicle acquisition requirements contained in EPA92, and budget accordingly.

Section IV also contains an explanation of the Optimum Fuel Management System Pilot Program and the improvements which are expected as a result of that program. Your attention is invited to this area.

HISTORY AND INTRODUCTION

The Budget and Control Board's (Board) Division of Motor Vehicle Management was created by Executive Order of the Governor in 1975. The State Fleet Manager was appointed to prepare, promulgate, monitor, and enforce motor vehicle management regulations approved by the Board, and to actively provide motor vehicle fleet management and technical assistance to all State agencies. In 1994 the Division was designated as a section of General Services and the name subsequently was changed to State Fleet Management (SFM).

In February 1995, policy directives issued by the State Budget and Control Board (Board) established the requirements to be followed to acquire, assign, identify, replace, dispose of, maintain, and operate State vehicles. (Appendix Q)

The Division of Motor Vehicle Management, now known as SFM, was authorized by statute in Act 644 of 1978 (commonly referred to as the Motor Vehicle Management Act - Appendix A). This Act assigns the responsibility for developing and administering a comprehensive fleet management program to the Board and addresses the areas of vehicle acquisition, assignment, identification, replacement, disposal, maintenance, operation, and safety. The Act also cites six specific objectives for the Board to achieve through its policies and regulations. These objectives are:

- (1) To achieve maximum cost-effective management of State-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions;
- (2) To eliminate unofficial and unauthorized use of State vehicles;
- (3) To minimize individual assignment of State vehicles;
- (4) To eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of State vehicles;
- (5) To acquire motor vehicles offering optimum energy efficiency for the tasks to be performed;
- (6) And to ensure motor vehicles are operated in a safe manner in accordance with Statewide Fleet Safety Program.

The Act requires the State Fleet manager and the State Motor Vehicle Management Council to report annually to the Budget and Control Board and the General Assembly concerning the performance of each State agency in achieving the major objectives of the Act. SFM takes several steps in preparation for publication of the *Management Review*. SFM sends questionnaires to each State agency operating motor

vehicles, makes periodic on-site visits to the agencies and provides, on a continuing basis, guidance and assistance to agency representatives concerning fleet management policies and procedures.

The *Management Review* is divided into four sections. Administration, Operations, Maintenance and Current Developments. A status report for those areas of the State Fleet Management Program applicable to each section is included. Summary data regarding each State agency can be found at Appendix B, compliance levels at Appendix C and vehicle maintenance at Appendix I.

The complexity of the responsibilities of fleet managers grows every year. Not only are fleet managers expected to perform more and better with fewer resources, they must also be competent in a variety of skills. Their responsibilities require a knowledge of everything from employee safety to alternate fuels to complicated computer systems to environmental concerns. Today's fleet manager must recognize that the solutions that worked in recent years won't solve many of the problems with fleet management today.

Compliance of agencies with the State Fleet Management Program can have a significant fiscal impact on the State. There are measures that SFM and responsible State agencies can take to increase efficiency with regard to the State fleet, and some of these measures are discussed in this *Review*. In addition, you will find that many of the recommendations are directed at State agencies. While SFM is responsible for developing and administering a comprehensive fleet management program, the agencies also have responsibility to place a higher priority on fleet management and to abide by the management policies, procedures, and principles of the Program. Only through a cooperative effort by SFM and the agencies can the goal of achieving maximum cost-effective management of the State fleet be met.

SECTION I
ADMINISTRATION

Administrative requirements of the State Fleet Management Program include assignment of and commuting in State-owned vehicles, vehicle use/complaints, and the State Fleet Safety program. Each of these is addressed in this section.

ASSIGNMENT OF VEHICLES/COMMUTING

Agencies use State-owned vehicles in many ways. Some vehicles are permanently assigned to individuals for their exclusive use, while other vehicles are assigned to (daily trip) motor pools. Assignment type explanations follow:

Individual Assignment

One of the objectives of the Motor Vehicle Management Act is to ensure individual vehicle assignments are clearly beneficial to the State. The Budget and Control Board developed assignment criteria to determine when an individual assignment should be made. The assignment of a state vehicle to an individual for exclusive use shall be based on the following criteria:

- (1) travel requirements of an appropriate number of miles as determined by the Board;
- (2) vehicles required for the individual use of the Governor, statewide elected officials, and agency heads;
- (3) full-time line law enforcement officers as defined by agency heads;

- (4) vehicles essential to the performance of official duties by individuals whose remote location or total official use are such that they preclude shared use;
- (5) highly specialized vehicles and heavy equipment requiring training or technical skill; and
- (6) circumstances, as determined by the agency head, which warrant individual assignment in the best interest of the State.

In the FY94/95 Appropriations Act, the General Assembly passed the following as a proviso to the Annual Appropriations Act (later codified as an amendment to the Motor Vehicle Management Act).

SECTION 18

TO AMEND SECTION 1-11-270 OF THE 1976 CODE, RELATING TO THE DIVISION OF MOTOR VEHICLE MANAGEMENT ESTABLISHING CRITERIA FOR INDIVIDUAL ASSIGNMENT OF MOTOR VEHICLES, SO AS TO DEFINE THE CONDITIONS FOR WHICH A STATE-OWNED VEHICLE MAY BE ASSIGNED TO STATE EMPLOYEES.

Section 1-11-270 of the 1976 Code is amended to read:

“Section 1-11-270. (A) The board shall establish criteria for individual assignment of motor vehicles based on the functional requirements of the job, which shall reduce the assignment to situations clearly beneficial to the State. Only the Governor, statewide elected officials, and agency heads are provided a state-owned vehicle based on their position.

(B) Law enforcement officers, as defined by the agency head, may be permanently assigned state-owned vehicles by their respective agency head. Agency heads may assign a state-owned vehicle to an employee when the vehicle carries or is equipped with special equipment needed to perform duties directly related to the employee’s job, and the employee is either in an emergency response capacity after normal working hours or for logistical reasons it is determined to be in the agency’s interest for the vehicle to remain with the employee. No other employee may be permanently assigned a state-owned vehicle, unless the assignment is cost advantageous to the State under guidelines developed by the State Fleet Manager. Statewide elected officials, law enforcement officers, and those employees who have been assigned vehicles because they are in an emergency response capacity after normal working hours are exempt from reimbursing the State for commuting miles. Other employees operating a permanently assigned vehicle must reimburse the State for commuting between home and work.

(C) All persons, except the Governor and statewide elected officials, permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs must not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.”

This year, agencies reported 3031 permanently assigned vehicles (1762 law enforcement; 1269 other) and 2018 individuals authorized to commute (Appendix A).

Recommendation: Agency heads should ensure that individual vehicle assignments and commuting authorizations are in compliance with the requirements of Section 1-11-270 (as amended) of the Motor Vehicle Management Act, and are promptly reported to State Fleet Management in accordance with established procedures.

Motor Pool Assignment

The most inefficient use of a fleet vehicle generally occurs when it is assigned for the exclusive use of one individual. The most efficient use of a vehicle generally occurs when it is pooled for the use of many persons. In FY96, only 13%(2,696) of the State fleet was pooled. At the same time, 15% of the fleet was permanently assigned to individuals. The remaining 72% of the fleet, while not assigned to one individual for exclusive use, may be reserved for the use of only one section, or two or more individuals, or may be restricted in use due to the task specific design of the vehicle. Appendix B shows the size of various agency motor pools.

Recommendation: State agencies should periodically reexamine the assignment of vehicles for the exclusive use of individuals and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicle.

VEHICLE USE/COMPLAINTS

The Motor Vehicle Management Act directs the Budget and Control Board to eliminate unofficial and unauthorized use of State vehicles. To accomplish this objective, the Board has issued directives regarding vehicle use, has provided examples of authorized and unauthorized use, and has developed a complaint process by which the public can submit complaints alleging misuse of State vehicles.

Figure I.A summarizes the complaints received by SFM from FY93 through FY96. As the graph indicates, there was a **decrease** in the number of complaints received this year when compared with FY95. Speeding complaints continue to dominate; **51%** of complaints received this year were alleged speeding violations.

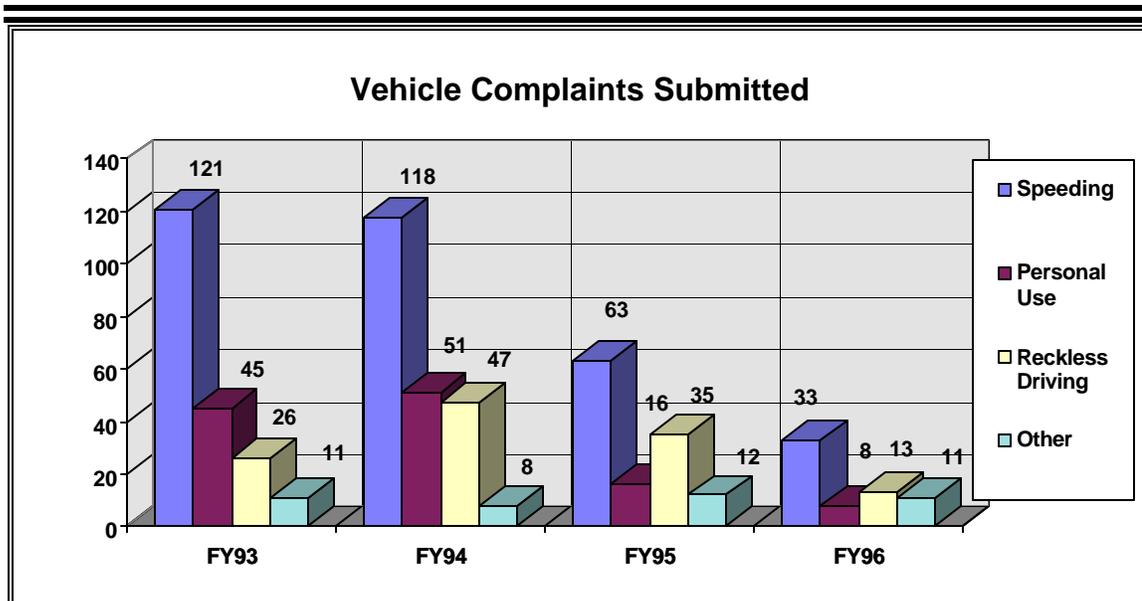


Figure I.A

When SFM receives an alleged complaint, it forwards a letter and a form detailing the complaint to the head of the agency responsible for the vehicle cited in the complaint. The letter requests the agency head to investigate the complaint and notify SFM in writing of the results of the investigation. While some agencies are diligent in their investigations, others seem to place little importance on complaints received. It is important that agencies fully investigate complaints. Observance of State vehicle operation may, at times, be the only gauge by which citizens judge the performance of their State workers. Disregard for laws and policies can only increase what is already often a negative public perception of State employees.

Recommendations:

1. Agencies should regularly emphasize to their employees the importance of abiding by all laws and directives concerning unauthorized and unofficial use when driving State vehicles.
2. Agencies should fully investigate all alleged complaints received concerning their employees' driving habits.

STATE FLEET SAFETY PROGRAM

The State Fleet Safety Program was established in March 1987 to comply with Section 1-11-340 of the Motor Vehicle Management Act. The purpose of the program is to “**minimize the amount paid for rising insurance premiums and reduce the number of accidents involving State-owned vehicles.**” In

February 1992, the Board approved two major new provisions that require law enforcement agencies to provide written guidelines and training programs regarding operation of emergency vehicles, and allow agencies more flexibility in imposing periods of suspension for repetitive “at fault” State vehicle accidents. The program contains five major provisions. The following is a summary of each of the provisions:

Quarterly Accident Summary Report

All agencies are required to submit quarterly Accident Summary Reports. Most agencies submit their reports as required. During the first two years of the program, the number of accidents reported rose over 10% each year. The large increases resulted primarily from improved reporting requirements. Since 1990, the Accident Frequency Rate (number of accidents per one million miles) decreased from 7.01 in FY91 to 5.92 in FY94 before rising to 6.36 in FY96.

Restructuring of State government had an impact on Accident Summary Reports during FY94 and FY95. This impact was due to changes in record keeping and reporting requirements within some restructured agencies. Therefore, although it appears that in FY94 there were 55% fewer accidents reported than in FY93, and 27% fewer accidents in FY95 compared to FY93, this reflects only a partial reporting of all accidents. Where agencies were not able to report all four quarters of a fiscal year, their accident statistics were not included in the total accident figures. With the limitations described above, Appendix J shows accidents, injuries, and fatalities by agency for FY96.

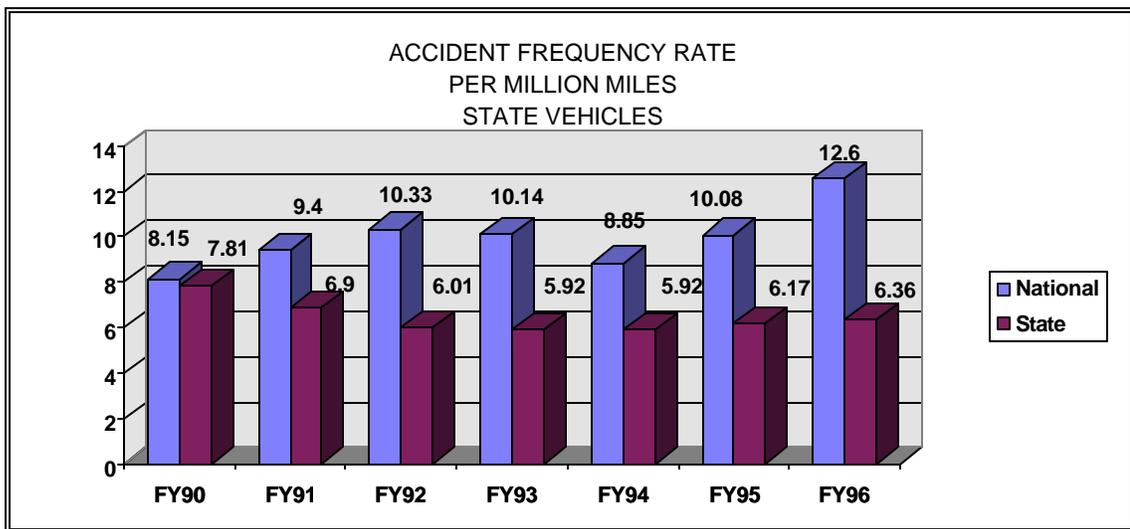


Figure I.B

Accident Review Boards

All agencies are required to operate an Accident Review Board (ARB). While most of the agencies have implemented an ARB of some type, the quality of reviews ranges from those which meet all the requirements of the Fleet Safety Program to informal ARBs composed of one or two employees who occasionally review accidents occurring in their agencies. Agencies' ARBs have the discretion to find drivers at fault and determine corrective actions to be taken in consideration of their own agency's environment. There are, therefore, variations between agencies in the imposition of penalties and recommended corrective actions.

The Budget and Control Board has issued guidelines regarding the responsibilities of an Agency Accident Review Board, as well as the minimum corrective actions that are recommended to be taken under varying circumstances. Where agencies provide the maximum management support to the ARB process, the Fleet Safety Program is significantly enhanced.

Driver Selection and Screening

Approximately 65% of the agencies have established procedures to annually screen the Motor Vehicle Records of all agency employees who have occasion to drive State-owned vehicles. Many agencies are finding through the screening process that some employees are operating State vehicles without having a valid driver's license. The State has a responsibility to ensure that its drivers are licensed. Failing to keep unlicensed drivers from driving State vehicles puts the State at risk in the event of accidents involving those drivers.

Preventive and Remedial Driver Training

During the first three years of the Program, emphasis was placed on the 8-hour driver training course. However, the program provides for employees to participate in a 4-hour refresher course every three years once they have completed the initial 8-hour course. There should be a significant increase in the number of employees attending the 4-hour refresher course, however, this is not occurring. The lack of certified instructors and training resources in some agencies for the 4-hour refresher course appears to be the primary reason. Agencies which have their own instructors have kept pace with the need to train employees, while those without their own instructors have not. Several agencies' lacking the necessary in-house training assets have discussed ways to supplement their training programs. This is expected to lead to an increase in this training in future years.

Safe Driving Incentive Awards Program

The Fleet Safety Program provides for both employee safe driving awards and agency awards. The employee safe driving awards program has shown remarkable growth. The award was presented to 435 employees in 1986 as compared to over 2,000 in each of the last six years. The 2,727 employees who received awards for 1995 came from twenty-three agencies participating in the program. While participation is recommended, it is not required under the Fleet Safety Program. Obviously, as evidenced by the increase in recipients between 1986 and 1995, participation in this program is increasing.

Agency awards are given to the best large, medium and small-size agencies, as well as to the most improved agency. The awards are presented to those agencies that have been the most effective in administering the State Fleet Safety Program. Competition for the agency awards is increasing, especially among those agencies that are taking a proactive approach to vehicle safety. Winners of the awards this year were:

- ❖ Most Improved Agency SC Educational TV Network
- ❖ Best Large Agency Clemson University
- ❖ Best Medium Agency University of South Carolina
- ❖ Best Small Agency Dept. of Archives & History

The State Fleet Safety Program has made significant progress toward achieving the established objectives. There are some areas, such as driver screening and accident review boards, where additional improvement will likely yield desirable results in some agencies. However, the Program has proven effective in reducing accidents involving State-owned vehicles and in reducing the costs associated with vehicle accidents.

Based on the total miles driven and the reduction in the AFR from 1990 until 1993, the State has experienced significantly fewer accidents than would have been expected if the program did not exist. It is difficult to determine an accurate estimate of the reduction in FY94 and FY95 for reasons previously discussed herein.

SECTION II

OPERATIONS

Operational requirements of the Act include the purchase, disposal, identification and operation of State vehicles, as well as maintenance of the statewide vehicle inventory system and retention of titles for all State vehicles (except school buses and service vehicles owned by the Department of Education, and all SC DOT vehicles). Each of these areas is addressed in this section.

VEHICLE ACQUISITION

The Motor Vehicle Management Act prescribes the following requirements that affect the acquisition and disposal of State-owned vehicles.

- ❖ Sect. 1-11-220 “(a.) to achieve maximum cost effectiveness [sic] management of State-owned vehicles....”
- ❖ Sect. 1-11-220“(e.) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.”
- ❖ Sect. 1-11-310 “ The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated life-cycle costs.”

Purchasing Cycle/Procedures

Each year, the Office of General Services solicits bids from vehicle dealers for contracts on thirty-two different classes of motor vehicles. State contracts are binding and they are mandatory for all State agencies and optional for all political subdivisions (city, county, and regional governments).

The cycle begins in August, when the State Vehicle Specifications Committee reviews existing specifications for each class of vehicles. All technical specifications, including optional equipment to be included on vehicles ordered, are reviewed and adjusted as necessary. Once technical specifications have been revised and approved by the Board, the Material Management Office distributes these, along with Invitations to Bid, to prospective vendors located throughout the State.

Bid invitations are received and evaluated in September with contracts awarded in early October. Contracts for large vehicles are awarded to those vendors who submit the lowest bid, within class. However, contracts for vans, light trucks, and sedans are awarded for those vehicles, within class, which have the lowest anticipated life-cycle costs.

Once contracts are awarded and published, eligible entities begin ordering new vehicles. Cities, counties and other eligible entities submit purchase orders directly to the appropriate vendors. State agencies, other than DOE, must submit purchase orders to State Fleet Management, which ensures that the orders are in compliance with applicable policies. SFM amends and/or approves the orders, and forwards them to the appropriate vendor. Several issues concerning vehicle acquisitions are discussed below.

Size of State Fleet

In FY 1996, the State fleet consisted of more than 21,000 vehicles (including school buses and service vehicles operated by the Department of Education), with an acquisition value of over \$160 million. The number of vehicles in the State fleet has increased approximately 5% since FY95. (See Appendix F, (Analysis of Fleet Growth). In FY96, the State purchased 1,986 vehicles at an approximate cost of \$29.0 million. Individual agency vehicle purchases, categorized by source of funds, are shown at Appendix D.

Of a total of \$28,922,081 spent for vehicles in FY96, 41.4% (\$11,960,437) were State appropriated funds. The remaining 58.6% were either Federal Funds or other funds, or a combination of the two.

To discharge its legislative mandate to "...achieve maximum cost-effectiveness management of State-owned motor vehicles...", SFM has the responsibility of ensuring that State agencies have an adequate, but not excessive, number of vehicles in their respective fleets. Orders for new vehicles must be accompanied by a Request to Dispose of an existing State vehicle. This procedure was designed to

preclude unwarranted fleet growth. Written justification must accompany orders for fleet additions. Acceptable justifications for additional vehicles include:

- ❖ Program growth
- ❖ New mission
- ❖ New employees

Additionally, agency directors are required to certify that the agency has no existing vehicles available to reassign to meet the new requirement. Vehicles designated for disposal must meet age/mileage criteria established by SFM (Appendix E).

As indicated above, SFM is charged with the responsibility of ensuring that the State fleet is of the minimum size adequate to meet the transportation requirements of the various State agencies. SFM attempts to do this through the control mechanisms described above.

Comment: Agencies should continue to carefully monitor their vehicle purchases to ensure that unwarranted fleet growth does not occur.

Composition of State Fleet

SFM has developed several policies and procedures designed to ensure that State agencies "...acquire motor vehicles offering optimum energy efficiency for the tasks to be performed." This legislative mandate implies that agencies should purchase smaller, more fuel efficient vehicles, as long as these vehicles can adequately perform their intended mission.

First in the acquisition process, EPA fuel mileage estimates, converted to a "Life Cycle" monetary figure, ensures that fuel efficient vehicles receive a weighted advantage. Vehicles with the lowest anticipated life cycle costs, within class, are purchased. Second, SFM has a long-standing policy that existing vehicles must be replaced with equal or smaller-size vehicles. Requests to increase the size of replacement vehicles must be fully justified by agency directors. However, in model year 1996 (FY96) an anomaly occurred whereby the total life-cycle cost of the intermediate sedan was less than that of the compact sedan. Accordingly, SFM advised agencies to purchase the intermediate sedan in lieu of the compact model.

In the Energy Conservation and Efficiency Act (ECEA) of 1992, the General Assembly mandated that the Standard Fleet Sedan/Station Wagon be a compact model, with the Special Fleet Sedan/Station

Wagon to be an intermediate model. The Assembly expressly forbade the purchase of full-size sedans or station wagons for non-law enforcement use. Accordingly, SFM removed these types of vehicles from the State contract listing effective with the 1993 model vehicles. This action has “down-sized” the agency non-law enforcement sedan/station wagon fleets over time. Appendix G shows, by agency, a detailed listing of the size/composition of the State sedan/station wagon fleet as of June 30, 1996. Close examination of this information reveals that several agencies have a disproportionate number of full-size sedans/station wagons in their fleets. Many of these are law enforcement agencies which could also benefit by examining the feasibility of employing a mixture of vehicles in their fleets.

Recommendation: Agencies should purchase vehicles having the lowest life-cycle costs, provided the vehicle can perform the job tasks required of it.

Optional Equipment

To ensure that State funds are not spent unnecessarily, the State Vehicle Specifications Committee annually reviews the equipment that should be bid as “standard” on the various classes of State vehicles. This equipment is recommended to the State Fleet Manager, who decides what should be included as standard on the vehicle. While this “standard equipment” varies widely between classes of vehicles, the following items are considered as “standard” on State-owned passenger-carrying vehicles:

- | | |
|---|---|
| <input type="checkbox"/> Air conditioner | <input type="checkbox"/> Tinted glass |
| <input type="checkbox"/> AM/FM stereo radio | <input type="checkbox"/> Rear window defogger |
| <input type="checkbox"/> Power brakes & steering | <input type="checkbox"/> Automatic transmission |
| <input type="checkbox"/> Power door locks | <input type="checkbox"/> Cruise control |
| <input type="checkbox"/> Intermittent windshield wipers | |

If the agency certifies that other optional equipment is required for the employee to accomplish his/her job, and submits appropriate justification, this additional optional equipment may be paid for with agency funds. If the equipment is for the convenience of the employee, it may be approved, provided the employee pays for it in advance with personal funds.

While most agencies comply with the limitations placed on the purchase of optional equipment, some do not. The most frequently ordered additional equipment includes:

- Larger engines
- Power windows and seats
- Cassette players

Recommendation: State agencies should closely examine their optional vehicle equipment needs when ordering new vehicles. Only those optional equipment items necessary for the vehicle to perform its intended task should be ordered.

VEHICLE REPLACEMENT

SFM developed a fleet cycling policy (see State Vehicle Replacement Criteria at appendix E) which is designed to ensure that the State fleet is managed in the most cost-effective manner possible. Vehicle replacement criteria was reexamined in FY96, and a quantitative regression analysis showed that the life cycle of several classes of vehicles could be extended. This extension was affected by:

- ❖ Significant price increases for new vehicles
- ❖ Better agency preventive maintenance programs
- ❖ Improved quality of new vehicles

The cycling policy is flexible, and adherence to it is largely dependent on each agency's funding status in any given year. Also, if a vehicle is declared excess to State agency requirements, early disposal is an option.

FLEET OPERATIONS

The provision of fleet management expertise and advice to State agencies is one of the primary responsibilities of SFM. Several fleet operational areas are addressed below.

Vehicle Identification

One objective of the Motor Vehicle Management Act is to eliminate unofficial and unauthorized use of State vehicles. It is an axiom within the fleet management profession that one of the primary deterrents to unauthorized use is that vehicles be clearly marked as a government vehicle.

The Motor Vehicle Management Act provides that "...all State-owned motor vehicles [be] identified as such through the use of permanent State government license plates and either State or agency seal decals." The Act further provides that the following types of vehicles may be exempted from these identification requirements:

- ❖ Those vehicles operated by law enforcement officers engaged in undercover law enforcement work.
- ❖ Those vehicles carrying human service agency clients in those instances in which the privacy of the client would be clearly and necessarily impaired by identification of the vehicle.
- ❖ Those vehicles exempted by the Budget and Control Board.

SFM has established controls to ensure that only appropriate vehicles are exempted from the above identification requirements. Agencies seeking exemption from the State government license plate requirement (and by definition from the State seal identification requirement) must complete SFM Form 1-79, which must be signed by the head of the requesting agency. Those exemptions sought under the law enforcement provision are reviewed by the Chief, State Law Enforcement Division (SLED), who recommends approval/disapproval to SFM. Those seeking exemption under the other two exemption provisions send their requests directly to SFM. In all cases, the State Fleet Manager, acting for the Board, makes the final decision concerning exemption from the SG license plate requirement.

There are cases in which the display of an SG plate is acceptable, but not display of a State or agency seal decal. These cases must fit one of the three exemption criteria described above. Agencies wishing to exempt vehicles from the seal identification requirement must complete SFM Form 7-84 and forward it directly to the State Fleet Manager for consideration. The vast majority of State-owned vehicles are marked with both the State government license plate and a State or agency seal decal. Of the 20,655 State vehicles reported in the 1996 Management Review questionnaires, 18,872 carried the SG license plate.

The following table shows the most frequent justifications for non-SG (“Confidential”) plates and exemptions from the State or agency seal decal identification requirement:

IDENTIFICATION EXEMPTIONS				
	Law	Human		
	Enforcement	Service	Other	Total
Confidential Tag	891	0	77	968
Seal Exemption	4	191	43	238
TOTALS	895	191	120	1,206

(SFM records as of Dec. 1996) **Table II.A**

Recommendation: State agencies should carefully review requests for confidential tags and exemption from the seal identification requirement to ensure that such requests are in compliance with the Motor Vehicle Management Act.

Vehicle Utilization

An issue related to the assignment practices discussed in Section I is that of vehicle utilization. SFM estimates that effective utilization of a passenger- carrying vehicle occurs when a vehicle accrues 1,200 miles per month (15,000 miles per year). Mileage alone is only one indicator of the need for a vehicle. There are many cases where vehicles will not accrue many miles but are, nevertheless, necessary (an example is a university building utilities vehicle). However, mileage is a rough indicator of the need for a passenger-carrying vehicle.

In 1993, the Legislative Audit Council (LAC) found that:

“...329 (27%) of 1,198 permanently assigned vehicles we analyzed do not meet DMVM minimum annual mileage criteria for assignment.”

“...408 (15%) of 2,731 motor pool and office vehicles we analyzed do not meet DMVM annual mileage criteria.”¹

¹ South Carolina Legislative Audit Council, A Review of State Government Motor Vehicle Resources, April 1993

SECTION III

MAINTENANCE

Section 1-11-220 of the SC Code of Laws required the development of a comprehensive State Fleet Management Program addressing several areas, including maintenance. Section 1-11-290 requires the Board to promulgate rules and regulations governing the operation of State vehicle maintenance facilities. These statutory areas (rules and regulations) were established to include provisions for;

- ❖ Central purchasing of supplies and parts;
- ❖ An effective inventory control system;
- ❖ A uniform work order and record-keeping system assigning actual maintenance cost to each vehicle; and
- ❖ Preventive maintenance programs for all types of vehicles.

In response to the general requirement of Section 1-11-220, SFM developed several maintenance policies and procedures applicable to all agencies operating State vehicles, regardless of whether the agency had its own maintenance facility.

In June 1985, the General Assembly adopted regulations 19-630 through 19-633 (later adopted as Board regulations) to ensure that agencies operating State vehicle maintenance facilities were complying with the minimum requirements of the Act. These regulations directed the development of a manual for the operation and certification of all State vehicle maintenance facilities. SFM developed a manual and before

publication, staffed it through agencies with maintenance facilities. This manual with its procedures is now commonly referred to as the “South Carolina Maintenance Facility Certification Program.”

COMPLIANCE REVIEW METHODS FOR MAINTENANCE

SFM reviews State agencies for maintenance compliance (maintenance of State vehicles and operation of State vehicle maintenance facilities) in one of two ways:

1. Agencies not operating maintenance facilities are reviewed during the annual management review process. SFM conducted this year’s review by questionnaire.
2. Agencies operating State vehicle maintenance facilities, which must also comply with the requirements of the “South Carolina Maintenance Facility Certification Program,” are scheduled for review at various times throughout the fiscal year. The agencies are reviewed through one of the following methods.

On-site reviews for:

- A. All facilities that received a rating of **borderline satisfactory** or **unsatisfactory** the prior year.
- B. All other facilities not receiving a rating of **satisfactory** or **outstanding** for the last three consecutive years. This will include any new facility.
- C. Other facilities where the shop supervisor has changed since the last on-site review.
- D. At least one third of the remaining facilities (randomly selected) will receive an on-site review each year.

Review via questionnaire for:

- Facilities not included in on-site reviews

Facilities which meet the requirements of the Program may continue operation. Certification can be withdrawn and action taken by the Board if a facility fails to meet program standards.

MAINTENANCE FACILITY CERTIFICATIONS

Agencies with Maintenance Facilities

Certification Ratings
Fiscal Year 1996
90 Facilities

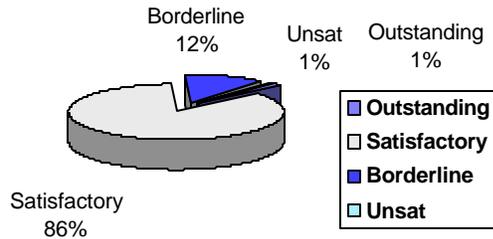


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During FY96, a total of 89 facilities (99%) of the 90 facilities were re-certified. (See Figure III.A). SFM conducted 37 on-site reviews, with 53 facilities being certified via the questionnaires. Appendix H shows the ratings attained during the on-site review of each facility. One facility, Department of Disabilities and Special Needs - Coastal Center was found unsatisfactory. SFM offered assistance to this facility in order to correct problems on the reports so they may again meet standards. The framework of the review process is listed on page 23. Facilities certified through the questionnaire method are not rated in each area, however, if questionnaire responses indicate no significant changes in procedures since the last on-site review, a satisfactory rating is granted.

Only one facility, (DOT - Pickens County) was awarded an **Outstanding Maintenance Facility Certification** this year. For a facility to receive an overall rating of outstanding (exceeds requirement), it must have received an on-site review with no prevalent discrepancies found. The facility must have detailed maintenance records indicating excellent audit trails, a clean and safe working environment, and the personnel must have shown a sense of pride in the performance of their mission.

Some of the most common problems found in each area during FY96 are listed as follows.

1. Work orders and record-keeping

- ❖ PM (preventive maintenance) service shown in the service description but oil and/or oil filters not listed on the work/service order.
- ❖ Mileage omitted from the service tickets/work orders.

-
- ❖ Service descriptions/vehicle diagnosis not accurate or not describing the work that was actually performed on a vehicle.
2. Inventory control
- ❖ Sampling inventory records revealed several errors.
 - ❖ Outdated or obsolete parts on hand.
 - ❖ Parts were on-hand but an accounting system was not being used to account for parts.
 - ❖ Oil and air filters found in the oil change bay of facilities and personnel unaware of which vehicles the filters should be placed upon.
3. Purchasing of parts and supplies
- ❖ The State contract for parts not being used consistently.
 - ❖ Maintenance facility personnel not using the State Contract for Miscellaneous Vehicle/Automotive Replacement Parts or personnel not verifying prices to insure the state is being given the correct discounts on parts purchased.
4. Preventive Maintenance
- ❖ Preventive maintenance or lubrication services not performed within the agency's or manufacturer's guidelines (over 15% error rate is cause for failure in this area).
5. Cost-effective facility operations
- ❖ The number of labor hours expended on certain work orders and shop service tickets exceeded (Chilton's, Mitchell, Motor, etc.) flat rate manual standards. (i.e., four hours to replace a battery).
 - ❖ Calculations show that the amount charged on work orders for work done on equipment may not cover the cost of operation.
6. Safety
- ❖ Cluttered and dirty stockrooms and shops making them unsafe.
 - ❖ Bench grinders or other power tools not properly adjusted or maintained.

Agencies Without Maintenance Facilities

In July 1988, SFM notified all agencies owning vehicles that effective January 1, 1989, they were to implement and maintain cost per mile (CPM) data according to a published formula. The management review questionnaire for FY96 addressed the issue of maintenance cost per mile by type of vehicle. Some specific questions addressed were:

-
- ❖ time and mileage intervals for preventive maintenance and engine oil changes by type of vehicle;
 - ❖ if current procedures incorporate a method by which previously applied parts or repairs could later be identified by component and type of vehicle;
 - ❖ the current type of management information system, and if it enabled the agency to maintain Maintenance Cost Per Mile (MCPM) by vehicle and by category of vehicle;
 - ❖ actual funds expended for maintenance by vehicle type; and
 - ❖ where vehicles were taken for maintenance and repair services.

Some agencies reported having their vehicles repaired and serviced commercially while others used their own maintenance facility. Agencies who do not service their vehicles in-house or do not own a shop should consider using the Commercial Vendor Repair Program (CVRP). This program not only saves money, but provides a means to receive reimbursement or extended warranty from manufacturers. A full explanation of the benefits of the CVRP is contained later in this section under that topic heading.

Most agencies indicated in the FY96 Management Review Questionnaire that their maintenance and lubrication services were performed in accordance with the published guidelines. However, to ensure vehicle servicing will not be performed more often than necessary, it is suggested those affected agencies review and if necessary, revise their Preventive Maintenance (PM) schedules to coincide with the guidelines in this section.

All vehicle manufacturers recommend service intervals that will ensure the vehicle is serviced at a certain interval, either by months or mileage, which ever comes first. They usually will recommend one of two intervals, "Severe Service", or "Normal Service" based on the way vehicle is operated, or conditions the vehicle is operated under. Over-maintaining a vehicle can be almost as expensive as under-maintaining and for this reason managers must be aware of the intervals and pick the one that will ensure that components are not wearing prematurely because of the lack of service.

A good interval for most state vehicles that are not operated under severe conditions (as published by manufacturers) is 5,000 miles or 6 months. Vehicles that are only used occasionally but are operated for at least one hour (engine run time) when they are used can safely have the time portion of the interval extended to one year. Contrary to what some oil sales people may say, the vehicle manufacturers have not approved extended oil changes just because you may be using synthetic oil.

The State published Preventive Maintenance (PM) interval for vehicles operated under normal conditions is presently 6 months or 5,000 miles with a 10% factor that will allow the vehicle to be serviced 5 1/2 to 6 1/2 months and 4,500 to 5,500 miles. The PM interval for police sedans used primarily on the

highways is 3 months or 4,000 miles. For police vehicles used primarily in towns or on campuses, this interval should be reduced to no more than 3,000 miles. As a minimum during the PM the engine oil and filter must be changed, the vehicle safety items checked, fluid levels topped off, belts and hoses inspected, and tires inspected and rotated if necessary. It is desirable to have a more in-depth inspection made at least once a year or at every other service. This includes having the brake lining and/or pads inspected, tires rotated, and a general over-all check made on the vehicle in order to avoid costly future repairs.

Recommendation: Agencies should review their preventive maintenance programs for compliance with manufacturer's recommended guidelines. Agencies should make every effort to service vehicles within the manufacturer's recommended guidelines.

Many agencies reported that they are manually maintaining maintenance cost per mile data, however, to better identify specific parts or labor operations, (when inspecting manual systems) a thorough analysis of each invoice is required. After analyzing all questionnaires, some agency reports are still inaccurate. Maintenance cost figures and preventive maintenance intervals reported by agencies are listed in Appendix I.

Section IV of this report discusses the development and implementation of the South Carolina Equipment Management Information System (SCEMIS). When completed, SCEMIS will be a universal program designed to accommodate all equipment including non-license plated equipment. Many agencies are currently using SCEMIS and helping with the total development. SCEMIS is basically complete for vehicles, although some parts are being improved. The Equipment portion is not complete at the time of this review. The statewide implementation of SCEMIS should help in eliminating agencies' non-compliance with the requirements of the State Vehicle Maintenance Program.

CONSOLIDATION OF MAINTENANCE FACILITIES

In accordance with the recommendations of the LAC, and the recommendations of the Compliance Review Committee of the State Reorganization Commission, dated October, 1994, the Office of General Services organized a study team to review the possibility of consolidation of maintenance facilities and efforts. Throughout the study, the guiding question was how can consolidation improve the cost effectiveness within each agency's maintenance facility, **with respect to each agency's particular need.** With the assistance of a nationally known fleet management consultant, the study team developed and distributed a detailed questionnaire that provided information on the condition and capacity of each State maintenance facility. The results of the study indicated that:

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- ❖ No existing maintenance facility in the Columbia area has the physical capacity to take over the maintenance workload of another facility;
 - ❖ The physical consolidation of many of the shops in Columbia will not produce more efficient and effective maintenance operations;
 - ❖ The physical consolidation of selected shops incrementally can produce more efficient and effective maintenance operations;
 - ❖ The physical consolidation of any of the maintenance operations in Columbia will require the construction and staffing of a large new maintenance facility; and
 - ❖ Consolidation does not have to be physical. There can be the consolidation of procedures for management and administration (e.g. parts inventory and purchasing, management information systems, labor rates and productivity/performance measures).

The South Carolina Maintenance Facility Certification Program Manual requires all agencies considering the establishment of a new vehicle maintenance facility to first obtain approval from the Office of General Services-State Fleet Management.

The Office of General Services-State Fleet Management developed the methodology for agency's establishment of a new maintenance facility. Agencies requesting to establish a new maintenance facility that will provide maintenance and repair to State vehicles, are required to submit adequate justification to properly evaluate the request. One of the main areas of focus during this evaluation process is to determine the potential for consolidation to eliminate duplication of services in conjunction with the establishment of any new facility. In order to ensure the best alternatives for the agency and the State, each request shall be evaluated according to the needs of the State and the proposed facility's cost effectiveness. The evaluation process will begin when SFM receives the New Maintenance Facility Justification form. The complete packet, to include SFM evaluation and comments, will be forwarded to an Evaluation Committee for a cost-effectiveness evaluation of the facility. Once the committee has reviewed the request, the State Fleet Manager will take one of the following actions based on the committee's recommendations.

1. Approval with modifications
2. Approval with no modifications
3. Disapproval

COMMERCIAL VENDOR REPAIR PROGRAM

In 1989, SFM implemented the Commercial Vendor Repair Program (CVRP), which established competitive repair and service agreements and parts and labor agreements with commercial vendors

statewide. These agreements establish competitive prices for preventive maintenance services, repair parts, and labor, with commercial repair shops in each city having a concentration of State vehicles. SFM currently has more than 653 vendors in over 122 cities in South Carolina covering all 46 counties. Many counties are represented by several vendors, making it more convenient for the vehicle operator to obtain repairs or service. SFM solicits bids annually from vendors statewide. When the vendors submit bids, they are rated based on their competitiveness. Bids that are not competitive are rejected, and the owner is notified so that he or she may bid the following year, if desired.

There are numerous examples showing how SFM has received refunds from the manufacturer for vehicle repairs that were outside the warranty period. In many instances, the manufacturer extended State vehicle warranties due in part to their policy of “*Good Will*,” and to some extent because of their desire to continue to do business with the State. Some invoices reviewed by SFM during requests for reimbursement from the original manufacturer indicate that many repairs may have been overcharged or were unnecessary. This is generally prevented when repairs are performed under the CVRP. The following is a list of services that may be beneficial to agencies:

1. Savings realized through knowledge of frequently changing warranties.
2. Ensuring repairs eligible for warranty are covered as “no charge”.
3. Confirming field repairs are necessary before repairing.
4. Directing the vehicle operator to the facility with the best and most responsive price for the type repair or service needed.
5. Electronically capturing complete data on repairs by coding the type of repair directly into SCEMIS, allowing instant access to vehicle repair information.
6. Using repair history from SCEMIS to quickly approve/disapprove repairs.
7. Avoidance of administrative workload by agencies fully participating while still having easy access to Fixed, Operational, Maintenance, and Total cost per mile data.
8. Instant access statewide for vehicle operators traveling away from their home office through the CVRP toll free 800 number.

Most agencies have only a few of the same type vehicle, therefore inter-agency trends are often difficult to ascertain. By using CVRP, which services hundreds of vehicles of the same type, small and large agencies can achieve equal maximum savings from these services. In FY91, SFM offered participation in this program to other State agencies for a nominal administration fee. The Program continues to grow and reduce vehicle maintenance costs. There are currently nineteen agencies participating in the Program and other agencies have expressed an interest in the CVRP. As indicated in Figure III.B, it has helped in reducing the actual

lifetime maintenance cost per vehicle from 1988 to 1991 by over 34% (\$347 per vehicle). Although since 1991 the lifetime cost has started to rise again, it is still \$200 lower per vehicle than in 1988.

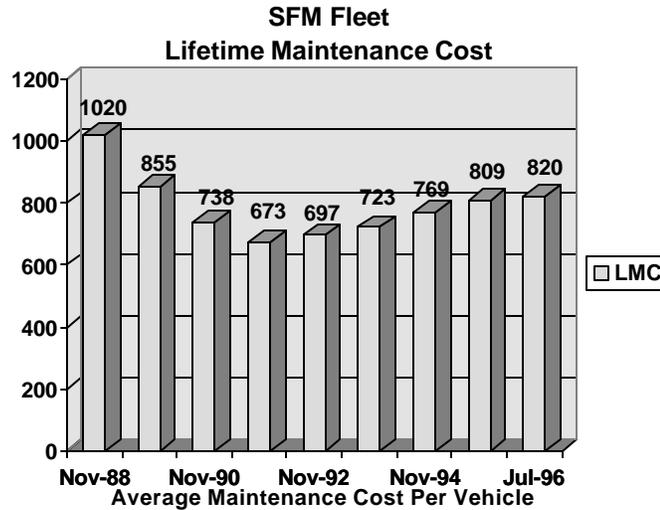


Figure Error! Main Document Only.IB

To accurately compare life time maintenance cost, the current Consumer Price Index (CPI) rate must be applied to all reference years. Since 1988, the CPI for Transportation -Maintenance and Repair has increased by 38.6% or (\$394.00). If that cost increase in the CPI is applied to the FY88 average vehicle lifetime repair cost (\$1020), the adjusted cost would have been \$1,414.00. As figure IIIB indicates, without applying the 38.6% rate increase (\$394.00) to previous years cost, SFM's lifetime maintenance cost is slightly up from recent years. If the \$394.00 adjustment is multiplied by the 1,675 vehicles in the FY96 SFM lease fleet, the estimated annual savings would exceed \$659,000. Since 1991, the CPI has increased 22.25, however, SFM's average vehicle cost has increased by only 17.9%. The 4.1% reduction is directly attributed to the excellent cost controlling aspects of the CVRP.

Recommendation: Agencies should pursue the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

ACTUAL MAINTENANCE COST

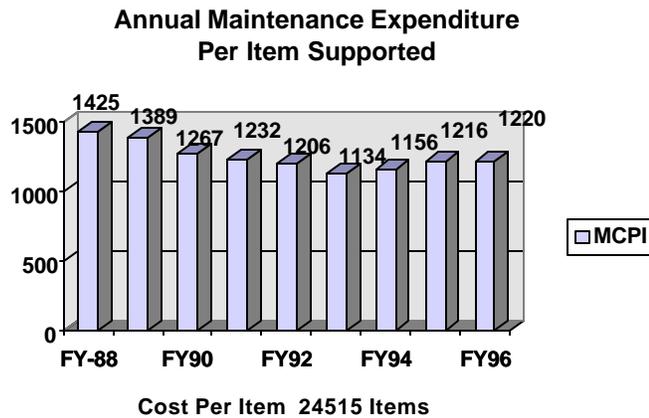


Figure Error! Main Document Only. C

For the past eight years, agencies owning maintenance facilities have reported the dollar amount shown for labor and parts charged on work orders, along with the cost of outside repairs. They also reported the number of personnel assigned to the maintenance area. Using the average salary published by the Office of Human Resource Management (HRM) for classes assigned to each maintenance facility and an average fringe benefit of 27%, we can estimate the approximate cost of labor to the State. Using this data and other reported factors, we can determine the estimated total cost of State maintenance. Applying these values, the cost of maintaining and operating 90 maintenance facilities in support of 11,788 vehicles and 23,734 units of equipment in FY96 is estimated at \$28.9 million dollars. Figure III.C shows an estimated decrease in the cost to maintain each item of equipment each year from FY88 through FY93. Since FY94, there has been a 5.53% increase. This increase is due in part to raises in salaries plus increases in fringe benefit costs.

As indicated in the commercial vendor repair area, the CPI for transportation , maintenance and repairs has increased 38.6% since 1988. If the CPI increase were applied annually to the FY88 actual average cost of \$1,425 per item, the FY96 cost per item would have been \$1975.00 or \$755.00 higher than actual cost. By aggressively applying the standards of the State Vehicle Maintenance Program in support of 23,734 units of equipment during FY96, the cost avoidance was approximately 18 million dollars.

These facilities support many other types of equipment other than vehicles. In fact, in FY96 only 49.7% of items supported by these facilities were vehicles. The non-vehicle equipment ranges from chain-saws to bulldozers. Most of the facilities now use the same parts and work order accountability methods as required for vehicles.

As previously discussed, agencies have been required to account for the actual cost of maintaining their vehicles for several years. To accomplish this task, the actual labor rate must include all associated costs, including salaries of personnel assigned to maintenance, fringe benefits, overhead, and any supplies or tools not charged directly to the equipment. While calculating figures for this report, it became obvious that the amount charged for labor on work orders was almost 8 million dollars less than the actual cost of salaries and fringe of personnel assigned. The labor charged to work orders only covered about 53.5% of the actual salary and fringe cost. This indicates more agencies need to measure productivity, and ensure work order time is being properly annotated. It may indicate that more emphasis must be placed on correctly calculating labor rates in order to cover cost. This non-work order time leads to one or more of the following conclusions:

- ❖ The facilities are not properly charging for labor on work orders.
- ❖ There are too many technicians for the tasks to be performed.
- ❖ Personnel classified as technicians are used to perform other tasks.

Recommendation: Agencies should attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

SHOP PERFORMANCE MEASURES

The time required to perform specific repair tasks by a technician should be compared to a recognized flat rate standard. These flat rate standards (labor time guides) manuals and software are used extensively by the commercial market, and the customer is normally charged based on these standards. The three guides primarily used by non-dealer after market repair garages are published by Chilton's, Motors, and Mitchell. Only by applying flat rate standards and measuring productivity can a true picture of the number of technicians needed be determined. By applying these standards, agencies become aware of the following.

- ❖ Areas where technicians need additional training.
- ❖ The most cost-effective methods of repairs (to contract certain or all repairs to other sources).
- ❖ Whether shops or technicians are performing to acceptable standards.

The certification program manual (republished July 1992) requires that facilities use flat rate hours when available. Agencies may use the actual hours in those instances where flat rate standards are not available. In most cases this will give management the necessary tools to gauge the technician's productivity based on a recognized standard.

Staffing levels should be established using some type of consistent methodology. Three methods were highlighted in the FY92 Management Review, with the Vehicle Equivalent Method (number of technicians based on the numbers, types, and difficulty factors of units in the fleet) being the recommended method. This method was developed by the United States Air Force after extensive data collection and time/motion studies were performed for each type of vehicle the Air Force operates. The Legislative Audit Council (LAC) used the vehicle equivalent method during the last motor vehicle resources review and this method was used during the consolidation study by the hired consultant.

By measuring productivity through the application of flat rate standards and by using the Vehicle Equivalent Method for staffing, the proper technician level can be established. Productivity can be measured and performance standards can be established for each class of technician. The State can develop performance standards for its State-owned maintenance facilities, which would be used to:

- ❖ increase productivity;
- ❖ evaluate technicians and maintenance facilities against defined objectives;
- ❖ provide feedback for self-evaluation;
- ❖ furnish management with the necessary information to make informed decisions;
- ❖ provide a method to establish an incentive or merit pay plan, or other methods to compensate the most efficient technicians;
- ❖ render basic standards for guiding, counseling or disciplining inefficient technicians; and
- ❖ provide a competitive tool to attract and retain quality automotive technicians.

Recommendation: Agencies should immediately apply flat rate standards, *where possible*, when performing vehicle repair tasks. Technician hours should be monitored in order to find the actual productivity level of each technician.

OTHER COST-SAVING EFFORTS

Areas discussed above are not the only efforts SFM undertakes to save money in the maintenance area. Other efforts include the following.

Technical Training Program

The Technical Training Program is designed to ensure that State technicians receive the latest technology training from vehicle, parts, and diagnostic equipment manufacturers. SFM assesses training needs annually, and makes the necessary training available, normally at no charge to the State unless the

In response to this LAC finding, a statewide committee, chaired by State Fleet Management, developed utilization criteria (Appendix P) keyed to both mileage and frequency of use.

Recommendation: State agencies should examine the utilization of passenger-carrying vehicles to determine if they meet established utilization criteria.

technician has to travel away from his/her work area. During FY96, there were 226 technicians who received training through this program.

Also, as part of the program, over 1,000 service bulletins were analyzed and appropriate bulletins were made available to state shop supervisors. Service bulletins from major American manufacturers are catalogued and maintained in SFM's Maintenance Section.

Negotiated Warranties and Reimbursements

During FY96, SFM was successful in negotiating over \$30,000 in repair reimbursements or warranties from vehicle manufacturers. These reimbursements or extended warranties were for repairs made after the original warranty had expired.

When numerous failures occur to a specific component on a specific type vehicle, SFM declares this a trend and contacts the manufacturer for assistance and reimbursement. In most cases, SFM has been successful in obtaining reimbursement and assistance primarily because of the documentation it can generate in support of the requests. Most requests have been fully satisfied.

Special Assistance

SFM also provides special assistance to agencies on maintenance-related problems or needs pertaining to the maintenance area. This includes special investigations, repair information, or repair parts assistance, vehicle specifications, and any other needs the agencies may have. The SFM Central Maintenance Facility performed 3,156 hours in labor for agencies last fiscal year.

SECTION IV

CURRENT DEVELOPMENTS

The Office of General Services, State Fleet Management (SFM) will be actively involved in the coming year in several initiatives to ensure compliance with existing or recently enacted legislation. Each project discussed below will significantly impact agencies statewide.

SOUTH CAROLINA EQUIPMENT MANAGEMENT INFORMATION SYSTEM

(SCEMIS)

Section 1-11-300 of the S.C. Code of Laws requires agencies, in accordance with criteria established by the Budget and Control Board, to develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State. SFM has been actively involved researching the alternatives available to the State for implementation. Options considered were public domain, third party and custom designed software. Review of these options led to an equipment management system designed by DOT (formerly the State's Department of Highways and Public Transportation - DHPT) which contained many of the components needed for the statewide system. DOT officials generously agreed to let SFM use their system as a base for the development of the South Carolina Equipment Management Information System, SCEMIS. The Office of General Services contracted with the Budget and Control Board's Division of Financial Data Systems to modify and enhance the DOT system. Currently, the system is in production at twenty State agencies. This represents an increase of thirteen agencies in FY96. Other modules will be modified or developed in the future for operational and administrative needs. Although SCEMIS is being designed primarily for the State's vehicle fleet, it will also enable agencies to track costs on other types of equipment.

SFM has notified all agencies to refrain from development or purchase of any vehicle management software programs until SCEMIS has been fully developed, as these systems would need to be modified, rewritten or discarded to meet the requirements of SCEMIS. Several options will be made available to agencies using existing vehicle management information systems to ensure compatibility with SCEMIS.

The addition of SCEMIS will be significant for fleet management in the State. For the first time, detailed information will be available on each State-owned vehicle. This data will enable managers to make informed decisions regarding their fleets and budget considerations. It will also enable SFM to

more effectively monitor and manage State vehicles, and to provide prompt, informative responses to inquiries from the legislature, auditors, and the media.

Recommendations: Agencies not currently on-line with SCEMIS and not currently using an approved alternative system, should pursue this option.

ALTERNATIVE FUEL DEVELOPMENTS

In July of 1992, the South Carolina Energy Conservation and Efficiency Act became law. This law contains several provisions affecting State fleet operations, including mandatory downsizing for the State fleet and a requirement that the State develop strategies to promote the use of alternative fuels by fleet operators (government and private) and the general public. This Act also tasked SFM with the responsibility of determining the feasibility of using alternative fuels to power State government vehicles. Additionally, in 1992 the Federal Government passed the Energy Policy Act of 1992 (EPA 92), which mandated the use of alternative fuel vehicles in state owned fleets.

Until recently, the possibility of vehicles using renewable, pollution-free fuel seemed little more than an intriguing thought. At best, cars fueled with something other than gasoline seemed to be an anomaly, and yet now, it is safe to say we have come a long way in a short time. Currently, over five million safe, reliable and economical, alternative fuel vehicles are in operation worldwide.² As defined by the United States Environmental Protection Agency (EPA), alternative fuel is any fuel or power source which enables a vehicle to emit less pollution than conventional gasoline or diesel fuel.³ The requirements under EPA 92 however, are aimed at reducing dependence on imported fossil fuels rather than focusing on polluting emissions. There are several forms of alternative fuel. The most widely used and most practical include Compressed Natural Gas (CNG), Liquefied Petroleum Gas (LPG), Reformulated Gasoline, Methanol, Ethanol, and Electricity. However, the scarcity of infrastructure for the distribution of alternative fuel in South Carolina impedes the transition to full use of these fuels.

EPA 92 requires specific fleets to participate in alternative fuel fleet programs.⁴ While EPA 92 specifies that fleets must contain at least 20 vehicles, only those vehicles under 8500 pounds gross vehicle weight (GVW) are covered by EPA 92 regulations. The act is limited to vehicles which are centrally

² Science Applications International Corporation. Introduction to Alternative Fuel Vehicles. January 1994.

³ US Congress Office of Technology Assessment. Replacing Gasoline: Alternative fuels for Light-Duty Vehicles, OTA-E-364. Washington, DC: September 1990.

⁴ National Alternative Fuel Technologies. Comparative Alternative / Clean Fuel Provisions of the Clean Air Act Amendment of 1990 and EPA 92. 1993.

fueled or are capable of being centrally fueled and are operated within certain distances of their base. Law enforcement vehicles are excluded from the requirements. The law applies to Consolidated Metropolitan Statistical Areas (CMSA) and Metropolitan Statistical Areas (MSA) with populations of 250,000 or more. Over 125 CMSA's and MSA's nationwide are covered by EPAAct 92, and *five of those are located in South Carolina (Aiken, Charleston, Columbia, Greenville and Rock Hill)*. The law requires that a percentage of each years purchase of qualifying vehicles (with the percentage increasing each year) be alternative fuel vehicles. Consequently, vehicle purchases in the state of South Carolina will be affected beginning in model year 1997 and in subsequent years.

ALTERNATIVE FUELS

With approaching EPAAct 92, deadlines, it is important for the state to make informed decisions among the numerous forms of available alternative fuels. These fuels are: Liquefied Petroleum Gas, Compressed Natural Gas, Methanol, Ethanol and Electricity. Reformulated gasoline is being used in certain nonattainment locations nationwide, but it will not be discussed because it does not qualify as an alternative fuel under EPAAct 92.

Liquefied Petroleum Gas (LPG)

LPG (commonly called propane), is a petroleum derived, colorless gas which consists of 90% propane, 2.5% butane, and trace amounts of ethane and propylene. It is a by-product of natural gas processing and petroleum refining, and domestic production accounts for over 95% of the LPG supply. The performance of LPG vehicles is essentially the same as gasoline vehicles. LPG vehicles experience a 5% - 10% power loss compared with conventional fuels, however, it is undetected by most drivers. LPG vehicles have no evaporative emissions under normal operating conditions, and polluting exhaust emissions are significantly reduced. LPG vehicles, on average, are between \$1500.00 and \$2500.00 more expensive than their gasoline equivalents. Publicly accessible fueling stations exist in all states, and currently LPG **sells** for approximately \$.85 per gallon (1.1 gallons LPG = 1 gallon gasoline).⁵

Compressed Natural Gas (CNG)

CNG is a colorless gas extracted almost exclusively from underground US reserves and is composed primarily of methane (CH₄). Other hydrocarbons present in natural gas include ethane, propane, and butane. Trace amounts of nitrogen, helium, carbon dioxide, and water vapor are present as

⁵ Sinor, J. E. Comparison of CNG and LNG Technologies for Transportation Applications: Final Subcontract Report to the US Department of Energy. December 1992.

well. As determined in vehicles powered by LPG, the performance of CNG vehicles is essentially the same as gasoline vehicles. CNG vehicles exhibit a 5% - 10% power loss as compared with similar gasoline engines. Due to the design of pressure capable fuel tanks, CNG vehicles have only one half the range of comparable gasoline fueled vehicles (when the original gasoline tank is removed). Hence, the original gas tank is usually retained, thereby allowing the vehicle to operate either on gasoline or CNG and effectively increasing the total range of the vehicle, however, cargo capacity is generally adversely affected. Vehicles which operate with two separate fuel systems (conventional gasoline and alternative fuel) have been defined as **Bi-fuel** vehicles. Under normal operating conditions, CNG vehicles have no evaporative emissions. The EPA has determined that non-methane hydrocarbon exhaust emissions from CNG vehicles are typically 60% - 80% less than from gasoline vehicles. CNG vehicles typically cost between \$2500.00 - \$5000.00 more than conventional gasoline vehicles, and fueling stations are located in most major cities. Currently there are two fast fuel stations statewide with a third and fourth planned in the near future for Charleston (SCE&G) and Spartanburg (Piedmont Natural Gas) respectively. CNG currently sells for \$.84 per gallon equivalent (120 ft (cubed) of CNG = 1 gallon of gasoline)^{6,7}

Ethanol

Ethanol is a colorless, liquid alcohol derived from agricultural grain (corn) biomass. It is currently produced in the Midwestern states and is heavily subsidized by the government. The most available form of ethanol is E85, which is a 15% gasoline/ethanol blend. The performance of ethanol powered vehicles is essentially the same as gasoline vehicles, however, they experience slightly reduced fuel mileage. Ethanol conversions are straightforward and cost approximately \$500.00. Ethanol retails for \$2.00 per gallon and is not widely available. Additionally, ethanol is highly toxic.⁸

Methanol

Methanol is a colorless, liquid alcohol manufactured from natural gas or coal. The most available form of methanol fuel is M85, which is a 15% gasoline/methanol blend. Vehicle power, acceleration, and payload are comparable with those for equivalent internal-combustion engines. Methanol powered vehicles provide more horsepower but experience reduced fuel mileage (up to 50%). Under normal operating conditions, a methanol powered vehicle emits less polluting emissions and other reactive organics than a conventional gasoline powered vehicle. Methanol powered vehicles, on average, are \$250 - \$500 more expensive than conventional vehicles due to the special fittings required for the fuel

⁶ Solar Energy Research Institute. Compressed Natural Gas. Just the Facts. Golden, CO. March 1992

⁷ Computer Petroleum Corporation. Insider Briefing: Alternative Fuels Price Watch. May 1995

⁸ Alternative Fuels: For Light Duty Applications. United States Department of Energy, Transportation Section. March 1994.

system. Methanol currently sells for one and one-half times that of conventional gasoline and is not widely available.⁹

Electric

Electric vehicles are powered by electricity stored in a rechargeable battery pack. Currently, electric vehicles use lead-acid batteries, while nickel-iron and sodium-sulfide batteries are expected to have commercial applications in the future. Vehicles which operate on short-range duty cycles (less than 50 miles per day) and do not have excess load requirements (weight and terrain) present ideal situations for electric power. These vehicles must be recharged daily (8 hour minimum recharging time) and most importantly, battery weight limits the vehicle's payload and range. As new battery technology becomes available, electric vehicles will weigh less, be more powerful, have a greater range, and most importantly, cost less (each battery replacement, which must be done every 20-25,000 miles equals 15% - 20% of the original vehicle cost). Electric vehicles are non-polluting, Zero Emission Vehicles (ZEV) however, electric vehicles are very expensive, costing four to five times more than comparable gasoline powered vehicles, and are not readily available.¹⁰

All of the alternative fuels previously discussed offer both advantages and disadvantages compared to conventional fuel. All of these fuels except electricity have the power, acceleration, and cruising speed comparable to a conventional gasoline engine. They also have the potential to reduce mobile source emissions, and help reduce the nation's dependence on foreign energy sources, however, vehicle range and payload are limited, and nonavailability of fuel presents severe limitations. The following section will discuss the process used to identify the State vehicles that are affected by EPC Act 92.

State Fleet Management Section

As of June 1, 1996, the State operated approximately 20,655 vehicles which are located in 54 agencies. It was necessary to breakdown this list of vehicles by agency and by county to determine the number of vehicles that operate in Metropolitan Statistical Areas (MSA) as defined by the 1980 census data. To accomplish this task, each agency's transportation representative was interviewed.

Once the vehicles were sorted by agency and by county, agencies that operated vehicles within an MSA were further queried about their vehicle usage. The questions, based on EPC Act 92, required information concerning the number of light duty motor vehicles (LDMV), how the vehicles were fueled, and where they were driven (local, statewide, or interstate). Because the data was so voluminous, it quickly became necessary to include this information in a spreadsheet by agency, for manageability

⁹ Methanol: A Fuel of the Future? American Petroleum Institute, Washington, DC 1989.

(Appendix L, example DHEC). The information on the spreadsheet identified the number of LDMV that are centrally fueled (CF) or capable of being centrally fueled (CCF) 75% of the time, operating within the EAct 92 range (250 - 300 miles) and which are located in and operate within a MSA. ¹¹

After determining, by agency, the percentage of affected vehicles, the total number of (new or converted) alternative fuel vehicles (AFV) to be acquired in the FY96 acquisition cycle was set (See Appendix M). Using the previous years purchases as a guide suggested that less than 1,300 vehicles would be purchased during FY96. The State would have been required to purchase 52 AFVs in FY96, however, the acquisition start date was delayed by the Federal Department of Energy for one year. Although, previous years purchase orders are not totally accurate indicators of future acquisitions, it is still our best gauge in defining AFV requirements. Again, exact numbers can only be determined after all state agencies have submitted their fiscal year purchase requests. Appendix N identifies 49 credits and Appendix O indicates no additional AFVs must be acquired in order to satisfy the FY96 requirements. The number of AFVs required for FY97 is estimated to be 77 vehicles.

South Carolina's short term strategy focuses on meeting federal guidelines, planning the initial acquisition of alternative fuel vehicles, and facilitating the transition to alternative fuels. The State is preparing to comply with EAct 92 mandates. An AFV working group is drafting a plan to include Colleges/Universities and other quasi governmental agencies into a South Carolina State Plan.

It is evident that more widespread use of alternative transportation fuels in South Carolina will satisfy federal mandates and provide long-term benefits to the citizens of the state, but it is imperative that we continue taking action to develop the necessary infrastructure that will enable South Carolina to remain on the leading edge in the development and use of alternative fuels. As this infrastructure develops, the use of alternative fuel vehicles will follow.

Recommendation: Agencies should closely examine the Alternative Fuel Vehicle Acquisition requirement contained in EAct92 and budget accordingly. SFM stands ready to assist in this planning as needed.

SOUTH CAROLINA ALTERNATIVE FUEL VEHICLE PLAN

Short Term Goals:

- ❖ Analyze alternative fuel use and existing infrastructure within the State. (ONGOING)

¹⁰ Electric Vehicles and Other Clean Fuel Alternatives. California Edison Company. November 1991.

¹¹ National Energy Policy Act. 1992.

- ❖ Break-down the approximately 21,000 vehicles in the State fleet by agency and by county. (COMPLETE)
- ❖ Determine the number of EPA affected vehicles per agency. (COMPLETE)
- ❖ Determine the percentage of alternative fuel vehicles to be acquired in the FY96 fleet purchase. (COMPLETE)
- ❖ Facilitate the transition to alternative fuels (ONGOING)
- ❖ Update plan to include Colleges/Universities and other concerned entities (SCHEDULED)

Long Term Goals:

- ❖ Determine fleet goals, develop acquisition timetables, maintain current federal information, plan for infrastructure improvement, provide technical training and public awareness campaigns, identify financial and legislative incentives. (ONGOING)

OPTIMAL FUEL MANAGEMENT SYSTEM

The Office of General Services, State Fleet Management, formed an Optimal Fuel Management System Working Group (OFMSWG) to study and evaluate the management of the state's vehicle fueling processes. The group decided to conduct a pilot program (Dec. 95 - Nov 96), to test three major fuel card systems. Representatives of each type of fuel system volunteered to show their capabilities during the testing phase. The testing systems and the participating vendors follow:

- Commercial gas card - EXXON
- Limited non-brand specific gas card - FUELMAN
- Universal fleet gas card - PHH

The intent of the pilot program was to expose the attributes each card system had to offer. Currently, the state uses a universal fuel credit card for the purpose of allowing vehicle/equipment operators to access fuel, either through

commercial or state fuel facilities. The state owns and operates over one hundred (100) of its own fuel facilities, and the majority of these facilities are maintained by the South Carolina Department of Transportation.

There are two major problems which exist in the current system. (1) The card reading equipment currently in use at fueling facilities owned by the state is obsolete and is experiencing a very high failure rate; and (2) the universal fuel credit card which is compatible with that equipment, cannot be read by point-of-sale equipment at any commercial facilities, and therefore, must be hand imprinted to effect such commercial purchases.

Approximately 90% of the fuel currently used by state vehicles and equipment is dispensed through state owned facilities. The price of the fuel and the costs associated with getting this fuel into use is a primary consideration for state agencies that use these facilities. However, due to the hours of operation of many state agencies and the areas in which they operate, the availability of fuel at various locations is an extremely important issue. In many cases it is not cost effective for an employee to divert long distances from their operating location simply to obtain fuel at a bulk price.

At the termination of the pilot program, several short falls and limiting factors were exposed, and the lessons learned will form the basis for a Request For Proposal (RFP). The intent of the RFP is to obtain services from the private sector which will resolve the limiting factors and short falls currently in the state fueling system. Additionally, it is the intent of the RFP to structure the requirements in such a way that any governmental entity, state or local, can purchase fuel through this contract (any or all services offered which best meet their needs), thus making possible the future establishment of a South Carolina Governmental Fueling Network. The service and the use

of these facilities, both public sector (governmental) and private sector (commercial), will be available to all governmental entities.

Finally, the most urgent element of the RFP will be to procure a replacement for the current Tech 21 Fueling System with state of the art components and fuel system management services, capable of efficiently supporting at least 56 state agencies in 46 counties.

APPENDICES

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Code of Laws of South Carolina 1976

§ 1-11-220. Division of Motor Vehicle Management; Fleet Management Program.

There is hereby established within the Budget and Control Board the Division of Motor Vehicle Management headed by a Director, hereafter referred to as the "State Fleet Manager", appointed by and reporting directly to the Budget and Control board, hereafter referred to as the Board. The Board shall develop a comprehensive state Fleet Management Program. The program shall address acquisition, assignment, identification, replacement, disposal, maintenance, and operation of motor vehicles.

The Budget and Control Board shall, through their policies and regulations, seek to achieve the following objectives:

- (a) to achieve maximum cost-effectiveness management of state-owned motor vehicles in support of the established missions and objectives of the agencies, boards, and commissions.
- (b) to eliminate unofficial and unauthorized use of state vehicles.
- (c) to minimize individual assignment of state vehicles.
- (d) to eliminate the reimbursable use of personal vehicles for accomplishment of official travel when this use is more costly than use of state vehicles.
- (e) to acquire motor vehicles offering optimum energy efficiency for the tasks to be performed.
- (f) to insure motor vehicles are operated in a safe manner in accordance with a statewide Fleet Safety Program.

HISTORY: 1978 Act No. 644 Part II §24(A); 1982 Act No. 429, § 1.

§ 1-11-230. Division of Motor Vehicle Management; Motor Vehicle Management Council.

In order to develop proposed regulations for a comprehensive Motor Vehicle Management System, to act in an advisory capacity concerning the operations of the Division of Motor Vehicle Management, and to hear appeals against the enforcement of regulations promulgated by the Budget and Control Board pursuant to §§ 1-11-220 through 1-11-330, there is hereby established a Motor Vehicle Management Council consisting of three members appointed by the Budget and Control Board, with the advice and consent of the Senate. Members shall serve terms of four years, except that of those first appointed, one shall serve two years, one shall serve three years, and one for a full term. Members shall be from the private sector and possess expertise in the field of motor vehicle management. In the event of a vacancy on the Council by reason of death, resignation, removal for cause or any other reason, the vacancy shall be filled in the manner of the original appointment for the unexpired term. Two members, present and voting, shall constitute a quorum for the conducting of Council business. Council members will meet not less than quarterly, and shall be allowed the regular per diem, mileage, and subsistence as provided by law for members of state boards and commissions.

HISTORY: 1978 Act No. 644 Part II § 24(B); 1982 Act No. 429, § 2.

§ 1-11-240. Division of Motor Vehicle Management; duties of Council; hearing procedure

The duties of the Council shall consist of the following:

- (a) To recommend to the Board those persons it finds qualified to act as State Fleet Manager. The Fleet Manager shall be chosen by, and shall serve the Board.
- (b) To study, and make recommendations to the Board concerning the methods and procedures necessary to achieve the objectives specified in paragraph (A).
- (c) To act as a hearing board, for the purpose of hearing and ruling on all disputes, complaints and any other grievances lodged against the promulgation, implementation and enforcement of regulations developed pursuant to this §§ 1-11-220 to 1-11-330.

The Council is authorized to establish a hearing procedure whereby complaints lodged against the promulgation, implementation and enforcement of regulations developed under this §§ 1-11-220 to 1-11-330 are disposed of in an equitable fashion.

The procedure shall provide that all grievances be submitted directly to the Council, and be disposed of with or without a hearing, at the Council's discretion. The procedure shall further provide that all complaints shall be acted upon within forty-five days, and that all decisions and findings will be reported to the affected parties within twenty days of the date complaints are considered by the Council.

The procedure shall also provide that all decisions of the Council shall be appealable to the board within ten days of notification of a final decision or finding. The Board shall act on an appeal within forty-five days of its filing, and shall conduct such action by means of a review of the case record developed by the Council, and shall, in extra-ordinary cases only, provide the party filing the complaint with a hearing *de novo*. The Board shall report its decision within thirty days of its consideration of the appeal.

HISTORY: 1978 Act No. 644 Part II § 24 (C).

§ 1-11-250. Division of Motor Vehicle Management; definitions.

For purposes of §§ 1-11-220 to 1-11-330:

- (a) "State agency" shall mean all officers, departments, boards, commissions, institutions, universities, colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased or otherwise held with the use of state funds, pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- (b) "Board" shall mean State Budget and Control Board.
- (c) "Council" shall mean the Motor Vehicle Management Council as established in § 1-11-230.

HISTORY: 1978 Act No. 644 Part II § 24(D).

§ 1-11-260. Division of Motor Vehicle Management; annual reports; policies, procedures and regulations.

The Fleet Manager and the Council shall report annually to the Budget and Control Board and the General Assembly concerning the performance of each state agency in achieving the objectives enumerated in §§ 1-11-220 through 1-11-330 and include in the report a summary of the Division's efforts in aiding and assisting the various state agencies in developing and maintaining their management practices in accordance with the comprehensive statewide Motor Vehicle Management program. This report shall also contain any recommended changes in the law and regulations necessary to achieve these objectives.

The Board, after consultation with state agency heads, shall promulgate and enforce state policies, procedures, and regulations to achieve the goals of §§ 1-11-220 through 1-11-330 and shall recommend administrative penalties to be used by the agencies for violation of prescribed procedures and regulations relating to the Fleet Management Program.

HISTORY: 1978 Act No. 644 Part II § 24(E); 1982 Act No. 429, § 3.

§ 1-11-270. Division of Motor Vehicle Management; establishment of criteria for individual assignment of motor vehicles.

The Board shall establish criteria for individual assignment of motor vehicles based solely on the functional requirements of the job, which shall reduce such assignment to situations clearly beneficial to the State. Only the Governor and statewide elective state officials shall be provided an automobile solely on the basis of their office. All other individuals permanently assigned with automobiles shall log all trips on a log form approved by the Board, specifying beginning and ending mileage and job function performed. However, trip logs shall not be maintained for vehicles whose gross vehicle weight is greater than ten thousand pounds nor for vehicles assigned to full-time line law enforcement officers. Agency directors and commissioners permanently assigned state vehicles may utilize exceptions on a report denoting only official and commuting mileage in lieu of the aforementioned trip logs.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 4.

§ 1-11-280. Division of Motor Vehicle Management; interagency motor pools.

The Board shall develop a system of agency-managed and interagency motor pools which are, to the maximum extent possible, cost beneficial to the State. All motor pools shall operate according to regulations promulgated by the Budget and Control Board. Vehicles shall be placed in motor pools rather than being individually assigned except as specifically authorized by the Board in accordance with criteria established by the Board. The motor pool operated by the Division of General Services shall be transferred to the Division of Motor Vehicle Management. Agencies utilizing motor pool vehicles shall utilize trip log forms approved by the Board for each trip, specifying beginning and ending mileage and the job function performed.

The provisions of this section shall not apply to school buses and service vehicles.

HISTORY: 1978 Act No. 644 Part II § 24(G); 1982 Act No. 429, § 5.

§ 1-11-290. Division of Motor vehicle Management; plan for maximally cost-effective vehicle maintenance.

The Board, in consultation with the agencies operating maintenance facilities, shall study the cost-effectiveness of such facilities versus commercial alternatives and shall develop a plan for maximally cost-effective vehicle maintenance. The Budget and Control Board shall promulgate rules and regulations governing vehicle maintenance to effectuate the plan.

The State Vehicle Maintenance program shall include:

- (a) central purchasing of supplies and parts;
- (b) an effective inventory control system;
- (c) a uniform work order and record-keeping system assigning actual maintenance cost to each vehicle; and
- (d) preventive maintenance programs for all types of vehicles.

All motor fuels shall be purchased from state facilities except in cases where such purchase is impossible or not cost beneficial to the State.

All fuels, lubricants, parts and maintenance costs including those purchased from commercial vendors shall be charged to a state credit card bearing the license plate number of the vehicle serviced and the bill shall include the mileage on the odometer of the vehicle at the time of service.

HISTORY: 1978 Act No. 644 Part II § 24(H).

§ 1-11-300. Agencies to develop and implement uniform cost accounting and reporting system; purchase of motor vehicle equipment and supplies; use of credit cards; determination of vehicle cost per mile.

In accordance with criteria established by the Board, each agency shall develop and implement a uniform cost accounting and reporting system to ascertain the cost per mile of each motor vehicle used by the State under their control. Agencies presently operating under existing systems may continue to do so provided that Board approval shall be required and that the existing systems shall be uniform with the criteria established by the Board. Beginning July 1, 1981, all routine expenditures on a vehicle including gasoline and oil shall be purchased from state-owned facilities and paid for by the use of Universal State Credit Cards except in unavoidable emergencies. The Board shall promulgate regulations regarding the purchase of motor vehicle equipment that is not in the best interest of the State. The Board shall develop a uniform method to be used by the agencies to determine the cost per mile for each vehicle operated by the State.

HISTORY: 1978 Act No. 644 Part II § 24(I); 1982 Act No. 429, § 6.

§ 1-11-310. Division of Motor vehicle Management; acquisition and disposition of vehicles; titles.

The Budget and Control Board shall purchase, acquire, transfer, replace and dispose of all motor vehicles on the basis of maximum cost-effectiveness and lowest anticipated total life cycle costs. All state motor vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of the Division of Motor Vehicle Management pending sale or disposal of the vehicle.

Titles to school buses and service vehicles operated by the State Department of Education and vehicles operated by the South Carolina Department and Highways and Public Transportation shall be retained by those agencies.

HISTORY; 1978 Act No. 644 Part II § 24 (J).

§ 1-11-320. Division of Motor Vehicle Management; plates and other identification requirements; exemptions.

The Board shall ensure that all state-owned motor vehicles are identified as such through the use of permanent state-government license plates and either state or agency seal decals. No vehicles shall be exempt from the requirements for identification except those exempted by the Board.

This section shall not apply to vehicles supplied to law enforcement-officers when, in the opinion of the Board after consulting with the Chief of the State Law Enforcement Division, those officers are actually involved in undercover law enforcement work to the extent that the actual investigation of criminal cases or the investigators' physical well-being would be jeopardized if they were identified. The Board is authorized to exempt vehicles carrying human service agency clients in those instances in which the privacy of the client would clearly and necessarily be impaired.

HISTORY; 1978 Act No. 644 Part II § 24(K); 1982 Act No. 429 § 7.

§ 1-11-330 Division of Motor vehicle Management; State Department of Education vehicles exempted.

The provisions of §§ 1-11-220 to 1-11-330 shall not apply to school buses and service vehicles operated by the State Department of Education.

HISTORY: 1978 Act No. 644 Part II § 24 (N).

§ 1-11-340. Board to develop and implement statewide Fleet Safety Program.

The Board shall develop and implement a statewide Fleet Safety Program for operators of state-owned vehicles which shall serve to minimize the amount paid for rising insurance premiums and reduce the number of accidents involving state-owned vehicles. The Board shall promulgate rules and regulations requiring the establishment of an accident review board by each agency and mandatory driver training in those instances where remedial training for employees would serve the best interest of the State.

HISTORY; 1982 Act No. 429, § 9.

§ 1-11-350. Audit by Legislative Audit Council.

The Legislative Audit Council shall audit compliance by the Division of Motor Vehicle Management and the agencies with this section every three years and publish its findings not later than April first each three-year period beginning April 1, 1982.

HISTORY: 1982 Act No. 429, § 8.

AGENCY SUMMARY REPORT
 (Management Review Questionnaire)
 FY96

AGENCIES	TOTAL	TOTAL	TOTAL	PERMANENTLY ASSIGNED		NUMBER OF		NUMBER OF VEHICLES IDENTIFIED			TYPE GAS			TOTAL
	NUMBER OWNED	NUMBER LEASED	NUMBER VEHICLES	OTHER	LE	EMPLOYEES COMMUTING	VEHICLES POOLED	WITH SG TAGS	WITHOUT SG TAGS	WITH DECALS	STATE	COMMER	TOTAL	NUMBER MILES
ADJUTANT GENERAL	28	3	31	1	0	1	0	30	1	1	2,692	1,136	3,828	100,208
ADJUTANT GENERAL EMERG PREP	0	5	5	1	0	1	4	5	0	4	2,433	488	2,921	89,012
AGRICULTURE DEPARTMENT	36	2	38	0	0	1	9	36	0	36	70,084	73	70,157	315,007
ALCOHOL & OTHER DRUG ABUSE	0	3	3	1	0	1	2	3	0	3	683	287	970	67,905
ARCHIVES AND HISTORY	6	1	7	0	0	0	7	7	0	7	3,227	447	3,674	103,325
ARTS COMMISSION	0	5	5	0	0	0	5	7	0	5	1,188	485	1,673	73,786
ATTORNEY GENERAL	0	5	5	2	0	2	0	1	4	1	2,851	431	3,282	80,376
B&CB ADVIS COMM/INTER GOV REL	0	1	1	1	0	1	0	1	0	1	332	267	599	27,222
B&CB INTERNAL OPS (IO)	0	6	6	0	0	0	0	6	0	6	990	76	1,066	32,191
B&CB LOCAL GOVERNMENT	0	2	2	1	0	1	1	1	1	0	681	403	1,084	28,128
B&CB OFFICE HUMAN RES (OHR)	1	1	2	0	0	0	2	2	0	2	416	65	481	15,371
B&CB OGS EXEC MGT	87	17	104	48	0	0	0	95	0	95	75,151	160	75,311	981,034
B&CB OGS SFM	0	60	60	0	0	0	52	60	0	60	65,826	25,260	91,086	1,417,125
B&CB OIR	21	0	21	3	0	0	2	21	0	21	8,987	1,457	10,444	193,230
B&CB RESH & STATS	10	2	12	0	0	0	3	12	0	10	3,657	243	3,900	132,392
B&CB RETIREMENT SYSTEM	0	4	4	4	0	0	0	4	0	4	1,939	0	1,939	57,563
BABCOCK CENTER	119	25	144	169	0	0	0	25	144	25	15,459	187,264	202,723	2,809,425
BLIND COMMISSION	17	13	30	1	0	1	4	30	0	29	24,480	1,296	25,776	615,330
CCIC	0	4	4	1	0	1	3	4	0	0	2,383	227	2,610	80,891
CENTRAL MIDLANDS COUNCIL OF GOV	3	2	5	2	0	2	2	2	2	2	572	783	1,355	44,209
CIVIL AIR PATROL														
COM DEPT - AERONAUTICS	22	0	22	0	0	0	7	22	0	0	12,249	134	12,383	153,922
COM DEPT - ADMINISTRATION	1	20	21	0	0	0	21	2	19	1	6,956	1,082	8,038	385,778
COMPROLLER	0	2	2	1	0	1	0	2	0	0	688	241	929	40,437
CONSUMER AFFAIRS	0	10	10	0	1	1	9	4	6	3	2,275	160	2,435	165,723
CORRECTION DEPT.	1019	8	1027	57	15	64	16	959	68	894	1,013,944	5,673	1,019,617	11,815,988
DEAF & BLIND SCHOOL	73	5	78	6	0	0	26	69	0	78	61,705	5,806	67,511	741,141
DHEC	512	157	669	77	30	107	540	643	26	640	440,021	43,330	483,351	9,505,910
DOT	3644	0	3644	313	1	175	320	3643	1	0	3,626,567	1,000	3,627,567	44,253,444
EDUCATION DEPARTMENT	6378	3	6381	0	0	0	2	6381	0	537	11,496,845	1,758	11,498,603	74,198,044
ELECTION COMMISSION	3	0	3	0	0	0	3	3	0	3	619	64	683	15,213
EMPLOYMENT SECURITY COMM	17	0	17	1	1	1	10	17	0	16	7,733	1,154	8,887	193,278
ETHICS COMMISSION	0	1	1	0	1	1	0	0	1	0	292	100	392	15,690
ETV	68	0	68	27	0	0	11	68	0	66	29,288	11,183	40,471	962,635
FORESTRY COMMISSION	356	1	357	220	4	52	3	380	4	1	40,377	187,512	227,889	2,016,874
GOV'S SCHOOL OF ARTS	0	1	1	0	0	0	1	1	0	1	21	445	466	19,847
GOV'S SCHOOL OF SCI & MATH	4	1	5	1	0	1	4	5	0	1	0	1,930	1,930	40,433
GOVERNOR'S OFFICE	5	50	55	0	0	0	55	55	0	55	35,686	17,448	53,134	1,047,676
HEALTH & HUMAN SERVICES	227	36	263	1	0	1	7	263	0	263	7,659	411,416	419,075	4,795,899
HIGHER ED. COMMISSION	0	1	1	1	0	1	0	1	0	0	800	100	900	26,626
HOUSING AUTHORITY	0	19	19	0	0	0	19	19	0	19	7,709	1,481	9,190	388,947
HUMAN AFFAIRS	0	3	3	1	0	1	2	2	1	2	1,013	610	1,623	65,219
INSURANCE DEPT.	0	1	1	0	0	0	1	1	0	1	92	9	101	1,829
JOHN DE LA HOWE	19	0	19	1	0	0	5	20	0	12	11,850	1,832	13,682	180,214
JUVENILE JUSTICE	134	56	190	3	3	6	125	187	3	179	68,088	3,921	72,009	1,660,813
LABOR, LICENSING & REG.	25	70	95	7	2	3	0	98	3	95	21,114	4,942	26,056	1,232,653
LIBRARY STATE	4	0	4	0	0	0	4	4	0	4	1,321	23	1,344	28,550
MENTAL HEALTH DEPT.	744	51	795	1	7	8	114	782	13	782	274,975	109,843	384,818	8,228,712
MINORITY AFFAIRS	0	1	1	0	0	0	0	1	0	1	27	0	27	605
MUSEUM COMMISSION	1	2	3	0	0	0	3	3	0	3	864	679	1,543	62,844
NATURAL RESOURCE	697	21	718	161	255	24	125	640	78	0	550,422	224,237	774,659	8,281,754
OPPORTUNITY SCHOOL (WIL LOU)	16	0	16	0	0	0	7	16	0	16	5,942	760	6,702	75,889
PATRIOTS POINT	2	2	4	0	0	0	0	4	2	4	0	408	408	5,586

AGENCY SUMMARY REPORT
 (Management Review Questionnaire)
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AGENCIES	TOTAL	TOTAL	TOTAL	PERMANENTLY ASSIGNED		NUMBER OF		NUMBER OF VEHICLES IDENTIFIED			TYPE GAS			TOTAL
	NUMBER OWNED	NUMBER LEASED	NUMBER VEHICLES	OTHER	LE	EMPLOYEES COMMUTING	VEHICLES POOLED	WITH SG TAGS	WITHOUT SG TAGS	WITH DECALS	STATE	COMMER	TOTAL	NUMBER MILES
PROBATION, PAROLE & PARDON	0	95	95	0	0	0	95	12	83	12	44,780	21,189	65,969	2,090,574
PRT	219	4	223	17	0	3	2	215	4	4	17,789	120,223	138,012	2,466,724
PUBLIC SAFETY DEPARTMENT	1813	59	1872	66	1070	1136	55	1509	368	160	1,175,868	87,952	1,263,820	29,600,100
PUBLIC SERVICE COMMISSION	0	16	16	5	7	0	4	160	9	2645	10,451	340	10,791	287,932
REVENUE	0	18	18	0	11	11	7	7	11	7	3,182	420	3,602	110,517
SCDDSN (CENTRAL OFFICE)	20	0	20	0	0	0	16	20	0	17	1,778	10,036	11,814	274,543
SCDDSN (COASTAL CENTER)	54	0	54	0	0	0	0	54	1	5	40	21,547	21,587	418,839
SCDDSN (MIDLANDS CENTER)	73	0	73	0	0	0	7	73	0	40	41,238	2,081	43,319	513,849
SCDDSN (PEE DEE CENTER)	47	0	47	0	0	0	23	47	0	25	4,135	18,166	22,301	389,493
SCDDSN (WHITTEN CENTER)	78	0	78	0	0	0	18	78	0	66	38,728	445	39,173	643,945
SEA GRANT CONSORTIUM	1	1	2	0	0	0	2	2	0	0	440	77	517	31,952
SECOND INJURY FUND														
SECRETARY OF STATE	0	1	1	1	0	1	0	0	1	1	134	685	819	40,671
SLED	454	0	454	2	343	345	9	8	446	1	155,158	30,509	185,667	8,623,679
SOCIAL SERVICES DEPT.	21	615	636	0	0	35	626	10	596	596	254,842	115,827	370,669	7,949,215
SPRINGDALE RACE COURSE	4	0	4	0	0	0	0	1	3	2	0	0	0	0
STATE ACCIDENT FUND	3	3	6	1	0	1	2	3	0	3	764	123	887	33,979
TECH TRIDENT TECH COLLEGE	0	1	1	0	0	0	0	1	0	0	1,335	0	1,335	14,088
TECH-COMP EDUCATION	9	1	10	1	0	1	0	10	0	9	5,186	781	5,967	96,318
TECH-DENMARK TECH COLLEGE	13	2	15	3	1	0	3	15	0	15	0	4,000	4,000	53,178
TECH-FLOR/DAR TECH COLLEGE	11	7	18	1	0	1	7	7	10	17	5,990	876	6,866	131,218
TECH-GREENVILLE TECH	13	0	13	1	0	0	0	13	84	13	24,459	4,564	29,023	210,000
TECH-LOW COUNTRY TECH COLL	5	8	13	0	0	0	9	12	1	12	9,136	838	9,974	175,451
TECH-SPARTANBURG TECH	2	0	2	0	0	0	0	2	0	0	0	0	0	11,431
TECH-ORANGEBURG TECH COLL	13	0	13	0	0	0	5	7	4	0	10,534	0	10,534	59,526
TECH-WILLIAM TECH COLLEGE	0	4	4	0	0	0	4	4	0	4	738	673	1,411	46,414
U-CITADEL	48	9	57	1	0	0	19	58	0	53	21,079	4,104	25,183	329,614
U-CLEMSON UNIVERSITY	933	1	934	42	4	19	87	926	8	904	211,256	38,218	249,474	6,025,726
U-COASTAL CAROLINA UNI.	49	0	49	0	0	0	18	49	0	49	33	23,356	23,389	320,298
U-COLLEGE OF CHARLESTON	39	0	39	1	0	0	17	39	0	39	14,418	10,738	25,156	363,781
U-FRANCIS MARION UNIV.	42	0	42	0	0	0	14	42	0	42	27,000	3,180	30,180	326,993
U-LANDER UNIVERSITY	29	0	29	1	2	1	6	29	0	18	0	13,140	13,140	56,431
U-MEDICAL UNIVERSITY	120	8	128	1	2	3	11	124	4	124	40	110,377	110,417	998,634
U-SCSU	70	0	70	4	0	0	28	70	0	69	60,000	1,500	61,500	593,634
U-WINTHROP UNIVERSITY	58	5	63	0	0	0	4	58	0	58	4,631	27,170	31,801	183,326
USC	380	0	380	0	2	2	58	366	9	357	176,907	30,600	207,507	2,455,008
VOCATIONAL REHABILITATION	165	18	183	0	0	0	0	183	0	183	171,898	21,678	193,576	2,630,281
WORKERS' COMP COMM	0	11	11	7	0	0	4	11	0	4	5,402	918	6,320	228,017
TOTALS	19,085	1,570	20655	1,269	1,762	2,018	2,696	18,872	2,019	9,543	20,510,542	1,986,460	22,497,002	246,657,282

**STATE FLEET MANAGEMENT PROGRAM
AGENCY STATUS REPORT
FY96**

AGENCIES	TOTAL NUMBER VEHICLES	COMPLIANCE USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	COMPLIANCE MOTOR POOL POLICY	COMPLIANCE SG TAG EXEMPTION	COMPLIANCE FLEET SAFETY PROGRAM	NON-COMPLIANCE FLEET SAFETY PROGRAM
							(SEE NOTES)
ADJUTANT GENERAL	31	Y	Y	NA	Y	N	2,3
ADJUTANT GENERAL EMERG PREP	5	Y	Y	Y	NA	Y	
AGRICULTURE DEPARTMENT*	38	Y	Y	Y	Y	Y	
ALCOHOL & OTHER DRUG ABUSE	3	Y	Y	Y	NA	Y	
ARCHIVES AND HISTORY	7	Y	NA	Y	NA	Y	
ARTS COMMISSION	5	Y	NA	Y	NA	Y	
ATTORNEY GENERAL	5	Y	Y	NA	Y	NA	
B&CB ADVIS COMM/INTER GOV REL	1	Y	Y	NA	NA	Y	
B&CB INTERNAL OPS (IO)	6	Y	NA	Y	NA	Y	
B&CB LOCAL GOVERNMENT	2	Y	Y	NA	Y	Y	
B&CB OFFICE HUMAN RES (OHR)	2	Y	NA	Y	NA	Y	
B&CB OGS EXEC MGT	104	Y	Y	Y	NA	Y	
B&CB OGS SFM	0	Y	NA	Y	Y	Y	
B&CB OIR	21	Y	Y	Y	NA	Y	
B&CB RESH & STATS	12	Y	Y	N	NA	Y	
B&CB RETIREMENT SYSTEM	4	Y	Y	NA	NA	Y	
BABCOCK CENTER (DDSN)	144	Y	NA	NA	NA	Y	
BLIND COMMISSION	30	Y	N	Y	NA	Y	
CCIC	4	Y	Y	Y	Y	Y	
CENTRAL MIDLANDS REG.PLNING	5	Y	N	N	NA	N	1,2,3,4
CIVIL AIR PATROL	0	Y	N/A	NA	NA	N	4
COM DEPT - AERONAUTICS	22	Y	NA	Y	Y	N	1
COM DEPT - ADMINISTRATION	21	Y	N	N	Y	N	1,3
COMPTROLLER	2	Y	Y	NA	NA	NA	
CONSUMER AFFAIRS	10	Y	Y	Y	Y	Y	
CORRECTION DEPT.	1027	Y	Y	N	Y	Y	
DEAF & BLIND SCHOOL	78	Y	Y	Y	NA	Y	
DHEC	669	Y	Y	Y	Y	Y	
DOT	3644	Y	Y	Y	Y	Y	
EDUCATION DEPARTMENT	6381	Y	Y	Y	NA	Y	
ELECTION COMMISSION	3	Y	NA	Y	NA	N	1,2
EMPLOYMENT SECURITY COMM	17	Y	Y	Y	NA	N	4
ETHICS COMMISSION	1	Y	Y	NA	Y	NA	
ETV	68	Y	Y	Y	NA	Y	
FORESTRY COMMISSION	357	Y	Y	Y	Y	N	1,3
GOV'S SCHOOL OF ARTS	1	Y	NA	Y	NA	N	1,4
GOV'S SCHOOL OF SCI & MATH	5	N	Y	NA	NA	N	2,3,4
GOVERNOR'S OFFICE	55	Y	NA	Y	NA	N	
HEALTH & HUMAN SERVICES	263	Y	Y	Y	NA	Y	

NOTE 1= DRIVER SCREENING
NOTE 2 = ACCIDENT REV. BRD.
NOTE 3 = DRIVER TNG
NOTE 4 = ACCIDENT REPRTING

**STATE FLEET MANAGEMENT PROGRAM
AGENCY STATUS REPORT
FY96**

AGENCIES	TOTAL NUMBER VEHICLES	<u>COMPLIANCE</u> USE OF TRIP LOGS	<u>PERMANENT</u> ASSIGNMENT FORMS ON FILE	<u>COMPLIANCE</u> MOTOR POOL POLICY	<u>COMPLIANCE</u> SG TAG EXEMPTION	<u>COMPLIANCE</u> FLEET SAFETY PROGRAM	<u>NON-COMPLIANCE</u> FLEET SAFETY PROGRAM
HIGHER ED. COMMISSION	1	Y	N	NA	NA	Y	
HOUSING AUTHORITY	19	Y	NA	Y	NA	Y	
HUMAN AFFAIRS	3	Y	Y	N	Y	NA	
INSURANCE DEPT.	1	Y	NA	Y	NA	Y	
JOHN DE LA HOWE	19	Y	Y	Y	NA	Y	
JUVENILE JUSTICE	190	Y	Y	Y	Y	Y	
LABOR, LICENSING & REG.	95	Y	Y	NA	Y	N	1,2
LIBRARY STATE	4	Y	NA	Y	NA	Y	
MENTAL HEALTH DEPT.	795	Y	Y	Y	Y	Y	
MINORITY AFFAIRS	1	Y	NA	NA	NA	NA	
MUSEUM COMMISSION	3	Y	NA	NA	NA	N	1,2,3,4
NATURAL RESOURCE	718	Y	Y	N	Y	Y	
OPPORTUNITY SCHOOL (WIL LOU)	16	Y	NA	Y	NA	Y	
PATRIOTS POINT	4	N	Y	NA	NA	NA	
PROBATION, PAROLE & PARDON	95	Y	NA	Y	Y	Y	
PRT	223	Y	Y	Y	Y	Y	
PUBLIC SAFETY DEPARTMENT	1872	Y	Y	N	Y	Y	
PUBLIC SERVICE COMMISSION	16	Y	Y	Y	NA	Y	
REVENUE	18	Y	Y	Y	Y	N	1,3
SCDDSN (CENTRAL OFFICE)	20	Y	NA	Y	NA	Y	
SCDDSN (COASTAL CENTER)	54	Y	NA	Y	NA	Y	
SCDDSN (MIDLANDS CENTER)*	73	Y	NA	Y	NA	Y	
SCDDSN (PEE DEE CENTER)	47	Y	NA	Y	NA	Y	
SCDDSN (WHITTEN CENTER)*	78	Y	NA	N	NA	Y	
SEA GRANT CONSORTIUM	2	Y	NA	Y	NA	NA	
SECOND INGURY FUND	0				NA	N/A	
SECRETARY OF STATE	1	Y	Y	NA	Y	NA	
SLED	454	Y	Y	NA	Y	Y	
SOCIAL SERVICES DEPT.	636	Y	Y	Y	N	Y	
SPRINGDALE RACE COURSE	4	N	N/A	NA	NA	N	1,2,3,4
STATE ACCIDENT FUND	6	Y	Y	N	NA	Y	
TECH TRIDENT TECH COLLEGE	1	Y	NA	NA	NA	NA	
TECH-COMP EDUCATION	10	Y	Y	NA	NA	N	3
TECH-DENMARK TECH COLLEGE	0	Y	N	N	NA	N	2,3,4
TECH-FLOR/DAR TECH COLLEGE	18	Y	N	Y	NA	N	1,2,3,4
TECH-GREENVILLE TECH	13	Y	Y	N	NA	N	1,2,3,4
TECH-LOW COUNTRY TECH COLL	13	Y	NA	Y	NA	N	2,3,4
TECH-SPARTANBURG TECH COLL	2				NA	N	1,2,3,4
TECH-ORANGEBURG TECH COLL	13	N	NA	N	NA	N	2,4
TECH-WILLIAM TECH COLLEGE	4	Y	NA	N	NA	NA	
U-CITADEL	57	Y	Y	Y	NA	Y	

NOTE 1 = DRIVER SCREENING
NOTE 2 = ACCIDENT REV. BRD.
NOTE 3 = DRIVER TNG
NOTE 4 = ACCIDENT REPRTING

**STATE FLEET MANAGEMENT PROGRAM
AGENCY STATUS REPORT
FY96**

AGENCIES	TOTAL NUMBER VEHICLES	<u>COMPLIANCE</u> USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	<u>COMPLIANCE</u> MOTOR POOL POLICY	<u>COMPLIANCE</u> SG TAG EXEMPTION	<u>COMPLIANCE</u> FLEET SAFETY PROGRAM	<u>NON-COMPLIANCE</u> FLEET SAFETY PROGRAM
U-CLEMSON UNIVERSITY	934	Y	Y	Y	Y	Y	
U-COASTAL CAROLINA UNI.	49	Y	NA	Y	NA	Y	
U-COLLEGE OF CHARLESTON	39	Y	Y	Y	NA	Y	
U-FRANCIS MARION UNIV.	42	Y	NA	Y	NA	Y	
U-LANDER UNIVERSITY	29	N	Y	N	NA	N	1,2,3,4
U-MEDICAL UNIVERSITY	128	Y	Y	N	Y	N	1
U-SCSU	70	Y	Y	N	NA	N	2,3,4
U-WINTHROP UNIVERSITY	63	Y	Y	Y	NA	Y	
USC	380	Y	Y	N	Y	Y	
VOCATIONAL REHABILITATION	183	Y	Y	NA	NA	Y	
WORKERS' COMP COMM.	11	Y	Y	Y	NA	Y	
TOTALS	20580						
Y = YES							
N = NO							
NA = NOT APPLICABLE							

NOTE 1= DRIVER SCREENING
NOTE 2 = ACCIDENT REV. BRD.
NOTE 3 = DRIVER TNG
NOTE 4 = ACCIDENT REPRTING

**STATE VEHICLE PURCHASES
FY96**

AGENCIES	TOTAL NUMBER VEHICLES	SOURCE OF FUNDS			TOTAL
		STATE	COMBINATION	OTHER	
ADJUTANT GENERAL	4	\$0.00	\$0.00	\$28.00	\$28.00
ADJUTANT GENERAL EMERG PREP					\$0.00
AGRICULTURE DEPARTMENT	14	\$101,436.00	\$26,512.00	\$7,500.00	\$135,448.00
ALCOHOL & OTHER DRUG ABUSE					\$0.00
ARCHIVES AND HISTORY	1	\$0.00	\$0.00	\$13,877.00	\$13,877.00
ARTS COMMISSION					\$0.00
ATTORNEY GENERAL					\$0.00
B&CB ADVIS COMM/INTER GOV REL					\$0.00
B&CB INTERNAL OPS (IO)					\$0.00
B&CB LOCAL GOVERNMENT					\$0.00
B&CB OFFICE HUMAN RES (OHR)					\$0.00
B&CB OGS EXEC MGT	7	\$2,950.00	\$0.00	\$78,232.00	\$81,182.00
B&CB OGS SFM	323	\$16,500.00	\$0.00	\$4,427,237.00	\$4,443,737.00
B&CB OIR					\$0.00
B&CB RESH & STATS					\$0.00
B&CB RETIREMENT SYSTEM					\$0.00
BABCOCK CENTER					\$0.00
BLIND COMMISSION					\$0.00
CCIC					\$0.00
CENTRAL MIDLANDS REG.PLNING					\$0.00
CIVIL AIR PATROL					\$0.00
COM DEPT - AERONAUTICS					\$0.00
COM DEPT - ADMINISTRATION	2	\$24,980.00	\$0.00	\$0.00	\$24,980.00
COMPTROLLER					\$0.00
CONSUMER AFFAIRS					\$0.00
CORRECTION DEPT.	107	\$420,592.00	\$20,990.00	\$1,092,083.00	\$1,533,665.00
DEAF & BLIND SCHOOL	2	\$0.00	\$0.00	\$27,204.00	\$27,204.00
DHEC	84	\$162,884.00	\$0.00	\$879,326.00	\$1,042,210.00
DOT	450	\$0.00	\$0.00	\$6,063,825.00	\$6,063,825.00
EDUCATION DEPARTMENT					\$0.00
ELECTION COMMISSION					\$0.00
EMPLOYMENT SECURITY COMM	4	\$0.00	\$0.00	\$53,405.00	\$53,405.00
ETHICS COMMISSION					\$0.00
ETV	2	\$33,509.00	\$0.00	\$0.00	\$33,509.00
FORESTRY COMMISSION	55	\$1,040,037.00	\$0.00	\$70.00	\$1,040,107.00
GOV'S SCHOOL OF ARTS					\$0.00
GOV'S SCHOOL OF SCI & MATH					\$0.00
GOVERNOR'S OFFICE	52	\$716,765.00		\$317,833.00	\$1,034,598.00
HEALTH & HUMAN SERVICES					\$0.00
HIGHER ED. COMMISSION					\$0.00
HOUSING AUTHORITY					\$0.00
HUMAN AFFAIRS					\$0.00
INSURANCE DEPT.					\$0.00
JOHN DE LA HOWE					\$0.00
JUVENILE JUSTICE	15	\$200,224.00	\$0.00	\$0.00	\$200,224.00
LABOR, LICENSING & REG.	20	\$66,016.00	\$0.00	\$80,099.00	\$146,115.00
LIBRARY STATE					\$0.00
MENTAL HEALTH DEPT.	63	\$495,962.00	\$0.00	\$166,315.00	\$662,277.00
MINORITY AFFAIRS					\$0.00
MUSEUM COMMISSION					\$0.00
NATURAL RESOURCE	130	\$395,010.00	\$0.00	\$2,073,905.00	\$2,468,915.00

**STATE VEHICLE PURCHASES
FY96**

AGENCIES	TOTAL NUMBER VEHICLES	SOURCE OF FUNDS			TOTAL
		STATE	COMBINATION	OTHER	
OPPORTUNITY SCHOOL (WIL LOU)	3	\$15,877.00	\$0.00	\$100.00	\$15,977.00
PATRIOTS POINT	2	\$0.00	\$0.00	\$14.00	\$14.00
PROBATION, PAROLE & PARDON					\$0.00
PRT	16	\$0.00	\$0.00	\$233,161.00	\$233,161.00
PUBLIC SAFETY DEPARTMENT	276	\$4,568,454.00	\$0.00	\$359,608.00	\$4,928,062.00
PUBLIC SERVICE COMMISSION					\$0.00
REVENUE & TAXATION					\$0.00
SCDDSN (CENTRAL OFFICE)	13	\$143,686.00	\$0.00	\$143,426.00	\$287,112.00
SCDDSN (COASTAL CENTER)					\$0.00
SCDDSN (MIDLANDS CENTER)					\$0.00
SCDDSN (PEE DEE CENTER)					\$0.00
SCDDSN (WHITTEN CENTER)					\$0.00
SEA GRANT CONSORTIUM					\$0.00
SECOND INJURY FUND					\$0.00
SECRETARY OF STATE					\$0.00
SLED	132	\$1,971,623.00	\$0.00	\$258,599.00	\$2,230,222.00
SOCIAL SERVICES DEPT.	3	\$0.00	\$57,033.00	\$0.00	\$57,033.00
SPRINGDALE RACE COURSE					\$0.00
STATE ACCIDENT FUND					\$0.00
TECH TRIDENT TECH COLLEGE					\$0.00
TECH-COMP EDUCATION	1	\$16,716.00	\$0.00	\$0.00	\$16,716.00
TECH-DENMARK TECH COLLEGE					\$0.00
TECH-FLOR/DAR TECH COLLEGE					\$0.00
TECH-GREENVILLE TECH COLLEGE					\$0.00
TECH-LOW COUNTRY TECH COLLEGE					\$0.00
TECH-SPARTANBURG TECH COLLEGE					\$0.00
TECH-ORANGEBURG TECH COLLEGE					\$0.00
TECH-WILLIAM TECH COLLEGE					\$0.00
U-CITADEL	8	\$16,056.00	\$0.00	\$42.00	\$16,098.00
U-CLEMSON UNIVERSITY	109	\$657,718.00	\$20,927.00	\$182,367.00	\$861,012.00
U-COASTAL CAROLINA UNI.	3	\$13,500.00	\$0.00	\$20,350.00	\$33,850.00
U-COLLEGE OF CHARLESTON	4	\$75,726.00	\$0.00	\$0.00	\$75,726.00
U-FRANCIS MARION UNIV.	3	\$35,995.00	\$0.00	\$0.00	\$35,995.00
U-LANDER UNIVERSITY	3	\$0.00	\$0.00	\$22,219.00	\$22,219.00
U-MEDICAL UNIVERSITY	19	\$250,232.00	\$0.00	\$7.00	\$250,239.00
U-SCSU	12	\$78,242.00	\$0.00	\$11,252.00	\$89,494.00
U-WINTHROP UNIVERSITY	1	\$0.00	\$0.00	\$1.00	\$1.00
USC	27	\$393,283.00	\$0.00	\$0.00	\$393,283.00
VOCATIONAL REHABILITATION	16	\$0.00	\$57,249.00	\$266,841.00	\$324,090.00
WORKERS' COMP COMM					\$0.00
	1986.00	\$11,913,973.00	\$182,711.00	\$16,778,926.00	\$ 28,875,610.00
					\$ 46,464.00
					\$ 28,922,074.00

STATE VEHICLE REPLACEMENT CRITERIA

It is the intent and policy of the Budget and Control Board that the State achieve the maximum return on investment in its motor vehicle fleet. The following is replacement criteria for the various classes and sizes of state vehicles. Passenger carrying vehicles shall be retained for the minimum number of miles or years as indicated below. These vehicles should not be held past the maximum age criterion unless justified. However, the deciding factors shall be the vehicle's overall condition and needs of the State. SFM may periodically notify agencies when vehicles have exceeded the maximum age criterion.

Vehicles may be sent for disposal before minimum criteria has been met based on the guidelines in Section II, Vehicle Replacement. The criteria for non passenger carrying vehicles and buses are a recommended guide. Agencies may apply their own criteria for these classes of vehicles however, if agency other criteria are used, agencies shall forward a copy of this document to SFM. The guidelines below should be applied to non passenger carrying vehicles and buses to the extent possible.

PASSENGER CARRYING VEHICLES					
VEHICLE DESCRIPTION	MINIMUM MILEAGE	or	MINIMUM AGE	MAXIMUM AGE	
Full-sized Sedans	100,000		6	8	
Intermed., Compact, Subcompact Sedans	90,000		5	7	
All Station Wagons	100,000		6	8	
Full-sized Vans	120,000		7	9	
Mini Vans	100,000		6	8	
Sport/Util. Vehicles	100,000		6	8	
NON-PASSENGER CARRYING VEHICLES					
VEHICLE DESCRIPTION	MINIMUM MILEAGE	or	MINIMUM AGE	MAXIMUM AGE	
Full-sized Police Sedans	100,000		4	6	
All other Police Sedans	90,000		4	6	
Trucks Below 10500 GVW	100,000		6	9	
Trucks Over 10500 GVW	100,000		7	10	
Bus (Other Than School)	120,000		9	12	
Trucks, Tractor	130,000		13	16	
Trailers/Semi Trailers	N/A		15	N/A	
Bus, Road-Type Diesel	200,000		15	N/A	
Scooter, 3 Wheel	12,000		3	5	

**ANALYSIS OF FLEET GROWTH
FY96**

AGENCIES	TOTAL OWNED		TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	GROWTH (FY95-96)	
	FY86	FY92	FY95	FY96	QUANTITY	PERCENTAGE
ADJUTANT GENERAL	27	32	25	32	7	28%
ADJUTANT GENERAL EMERG PREP			5	5	0	0%
AGRICULTURE DEPARTMENT	34	37	39	40	1	3%
ALCOHOL & OTHER DRUG ABUSE			6	3	-3	-50%
ARCHIVES AND HISTORY	5	5	7	6	-1	-14%
ARTS COMMISSION	2	2	7	6	-1	-14%
ATTORNEY GENERAL			3	5	2	67%
B&CB ADVIS COMM/INTER GOV REL			1	1	0	0%
B&CB INTERNAL OPS (IO)			6	4	-2	-33%
B&CB LOCAL GOVERNMENT			1	2	1	100%
B&CB OFFICE HUMAN RES (OHR)	3	1	2	2	0	0%
B&CB OGS EXEC MGT	58	77	93	101	8	9%
B&CB OGS SFM	860	1084	70	62	-8	-11%
B&CB OIR			20	20	0	0%
B&CB RESH & STATS	13	13	8	10	2	25%
B&CB RETIREMENT SYSTEM			4	4	0	0%
BABCOCK CENTER			137	25	-112	-82%
BLIND COMMISSION	5	9	29	31	2	7%
CCIC			4	4	0	0%
CENTRAL MIDLANDS REG.PLNING			5	3	-2	-40%
CIVIL AIR PATROL	7	6	12	13	1	8%
COM DEPT - AERONAUTICS	30	28	24	26	2	8%
COM DEPT - ADMINISTRATION			20	20	0	0%
COMPROLLER			2	2	0	0%
CONSUMER AFFAIRS			9	10	1	11%
CORRECTION DEPT.	457	899	1022	1027	5	0%
DEAF & BLIND SCHOOL	60	76	75	75	0	0%
DHEC	351	414	646	721	75	12%
DOT	4754	5930	3733	4072	339	9%
EDUCATION DEPARTMENT	7462	6636	6596	6591	-5	0%
ELECTION COMMISSION	1	4	3	3	0	0%
EMPLOYMENT SECURITY COMM	18	29	17	23	6	35%
ETHICS COMMISSION			1	1	0	0%
ETV	60	69	67	68	1	1%
FORESTRY COMMISSION	572	540	331	494	163	49%
GOV'S SCHOOL OF ARTS			1	1	0	0%

note 1 - Total for Tech Coll
note 2 - Total for SCDDSN

**ANALYSIS OF FLEET GROWTH
FY96**

AGENCIES	TOTAL OWNED		TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	GROWTH (FY95-96)	
	FY86	FY92	FY95	FY96	QUANTITY	PERCENTAGE
GOV'S SCHOOL OF SCI & MATH			5	1	-4	-80%
GOVERNOR'S OFFICE	7	138	189	220	31	16%
HEALTH & HUMAN SERVICES	96	165	110	105	-5	-5%
HIGHER ED. COMMISSION			1	1	0	0%
HOUSING AUTHORITY			17	19	2	12%
HUMAN AFFAIRS	2	0	3	3	0	0%
INSURANCE DEPT.			1	1	0	0%
JOHN DE LA HOWE	14	19	20	20	0	0%
JUVENILE JUSTICE	117	112	183	191	8	4%
LABOR, LICENSING & REG.	6	8	80	107	27	34%
LIBRARY STATE	7	6	7	4	-3	-43%
MENTAL HEALTH DEPT.	338	543	770	787	17	2%
MINORITY AFFAIRS			1	1	0	0%
MUSEUM COMMISSION	2	1	3	3	0	0%
NATURAL RESOURCE	575	753	702	867	165	24%
OPPORTUNITY SCHOOL (WIL LOU)	12	15	14	15	1	7%
PATRIOTS POINT	2	1	1	3	2	200%
PROBATION, PAROLE & PARDON			84	104	20	24%
PRT	158	202	219	223	4	2%
PUBLIC SAFETY DEPT	43	34	1743	1829	86	5%
PUBLIC SERVICE COMMISSION			31	12	-19	-61%
REVENUE & TAXATION			62	18	-44	-71%
SCDDSN (CENTRAL OFFICE)	254	273	278	287	9	3%
SCDDSN (COASTAL CENTER) (note 2)					0	
SCDDSN (MIDLANDS CENTER) (note 2)					0	
SCDDSN (PEE DEE CENTER) (note 2)					0	
SCDDSN (WHITTEN CENTER) (note 2)					0	
SEA GRANT CONSORTIUM	2	1	2	2	0	0%
SECOND INJURY FUND					0	
SECRETARY OF STATE			1	1	0	0%
SLED	332	340	436	470	34	8%
SOCIAL SERVICES DEPT.	18	29	425	534	109	26%
SPRINGDALE RACE COURSE	5	4	3	3	0	0%
STATE ACCIDENT FUND			3	62	59	1967%
TECH-COMP EDUCATION	77	76	10	6	-4	-40%
TECH-DENMARK TECH (note 1)			15	7	-8	-53%

note 1 - Total for Tech Coll
note 2 - Total for SCDDSN

**ANALYSIS OF FLEET GROWTH
FY96**

AGENCIES	TOTAL OWNED		TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	GROWTH (FY95-96)	
	FY86	FY92	FY95	FY96	QUANTITY	PERCENTAGE
TECH-FLOR/DAR TECH (note 1)			19	7	-12	-63%
TECH-GREENVILLE TECH (note 1)			12	1	-11	-92%
TECH-LOW COUNTRY TECH (note 1)			13	8	-5	-38%
TECH-SPARTANBURG TECH			2	2	0	0%
TECH-ORANGEBURG TECH (note 1)			10		-10	-100%
TECH-TRIDENT TECH (note 1)			1	1	0	0%
TECH-WILLIAM TECH (note 1)			2	1	-1	-50%
U-CITADEL	45	47	62	55	-7	-11%
U-CLEMSON UNIVERSITY	648	741	869	956	87	10%
U-COASTAL CAROLINA UNI.			46	47	1	2%
U-COLLEGE OF CHARLESTON	28	31	35	37	2	6%
U-FRANCIS MARION UNIV.	30	40	42	44	2	5%
U-LANDER UNIVERSITY	19	23	30	23	-7	-23%
U-MEDICAL UNIVERSITY	52	84	121	123	2	2%
U-SCSU	57	65	65	65	0	0%
U-WINTHROP UNIVERSITY	56	67	66	63	-3	-5%
USC	357	408	367	390	23	6%
VOCATIONAL REHABILITATION	84	138	182	181	-1	-1%
WORKERS' COMP COMM			11	11	0	0%
TOTALS	18222	20255	20402	21434	1032	5%

note 1 - Total for Tech Coll
note 2 - Total for SCDDSN

**COMPOSITION OF SEDANS AND STATION WAGONS
OWNED BY AGENCIES
FY96**

AGENCIES	FULL-SIZE 03,04,05,13,14	INTERMEDIATE 06,07,08,15	COMPACT 09,10,11,16	SUBCOMPACT 12	TOTAL
ADJUTANT GENERAL	0	0			0
ADJUTANT GENERAL EMERG PREP					0
AGRICULTURE DEPARTMENT	9	6			15
ALCOHOL & OTHER DRUG ABUSE					0
ARCHIVES AND HISTORY	1	1	2		4
ARTS COMMISSION					0
ATTORNEY GENERAL					0
B&CB ADVIS COMM/INTER GOV REL					0
B&CB INTERNAL OPS (IO)					0
B&CB LOCAL GOVERNMENT					0
B&CB OFFICE HUMAN RES (OHR)			1		1
B&CB OGS EXEC MGT			1	1	2
B&CB OGS SFM	47	491	560	131	1229
B&CB OIR					0
B&CB RESH & STATS		1			1
B&CB RETIREMENT SYSTEM					0
BABCOCK CENTER					0
BLIND COMMISSION					0
CCIC					0
CENTRAL MIDLANDS REG.PLNING					0
CIVIL AIR PATROL					0
COM DEPT-ADMIN & AERONAUTICS	4	2			6
COMPTROLLER					0
CONSUMER AFFAIRS					0
CORRECTION DEPT.	63	56	80	11	210
DEAF & BLIND SCHOOL	3	6	8		17
DHEC	65	184	38	3	290
DOT	139	206	167	33	545
EDUCATION DEPARTMENT	17	14			31
ELECTION COMMISSION	1	1			2
EMPLOYMENT SECURITY COMM	5	3	2		10
ETHICS COMMISSION					0
ETV	20	4			24
FORESTRY COMMISSION	2	3			5
GOV'S SCHOOL OF ARTS					0
GOV'S SCHOOL OF SCI & MATH					0
GOVERNOR'S OFFICE		9	3		12
HEALTH & HUMAN SERVICES					0
HIGHER ED. COMMISSION					0
HOUSING AUTHORITY					0
HUMAN AFFAIRS					0
INSURANCE DEPT.					0
JOHN DE LA HOWE	1	1			2
JUVENILE JUSTICE	5	33	22	1	61
LABOR, LICENSING & REG.	5	4	2		11
LIBRARY STATE	1	1			2
MENTAL HEALTH DEPT.	76	157	116	20	369

**COMPOSITION OF SEDANS AND STATION WAGONS
OWNED BY AGENCIES
FY96**

AGENCIES	FULL-SIZE 03,04,05,13,14	INTERMEDIATE 06,07,08,15	COMPACT 09,10,11,16	SUBCOMPACT 12	TOTAL
MINORITY AFFAIRS					0
MUSEUM COMMISSION					0
NATURAL RESOURCE	95	29	1		125
OPPORTUNITY SCHOOL (WIL LOU)	1	3	0		4
PATRIOTS POINT					0
PROBATION, PAROLE & PARDON					0
PRT	18	6			24
PUBLIC SAFETY DEPARTMENT	1517	43	123	6	1689
PUBLIC SERVICE COMMISSION					0
REVENUE & TAXATION					0
SCDDSN (5 Offices)	3	56	16	1	76
SEA GRANT CONSORTIUM	1				1
SECOND INJURY FUND					0
SECRETARY OF STATE					0
SLED	265	95	20		380
SOCIAL SERVICES DEPT.	4	1			5
SPRINGDALE RACE COURSE					0
STATE ACCIDENT FUND					0
TECH TRIDENT TECH COLLEGE					0
TECH-COMP EDUCATION	8	3	1		12
TECH-DENMARK TECH COLLEGE					0
TECH-FLOR/DAR TECH COLLEGE					0
TECH-GREENVILLE TECH COLLEGE					0
TECH-LOW COUNTRY TECH COLL					0
TECH-SPARTANBURG TECH COLL					0
TECH-ORANGEBURG TECH COLL					0
TECH-WILLIAM TECH COLLEGE					0
U-CITADEL	2	2	1		5
U-CLEMSON UNIVERSITY	25	54	19	29	127
U-COASTAL CAROLINA UNI.	7	7	2		16
U-COLLEGE OF CHARLESTON	0	1	4		5
U-FRANCIS MARION UNIV.	5	3			8
U-LANDER UNIVERSITY	4	1	0		5
U-MEDICAL UNIVERSITY	6	11	3		20
U-SCSU	10	8	2	2	22
U-WINTHROP UNIVERSITY	2	5		1	8
USC	30	37	34	3	104
VOCATIONAL REHABILITATION	2				2
WORKERS' COMP COMM					0
TOTALS	2469	1548	1228	242	5487

**MAINTENANCE FACILITY CERTIFICATION RATING BY STATUTORY AREA
FY 96**

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
AERONAUTICS	Questionnaire							
CITADEL	Questionnaire							
CLEMSON								
-- CLEMSON MAIN	Questionnaire							
-- AG AND ENGR. DEPT	Questionnaire							
-- FORESTRY RESOURCES	Questionnaire							
-- SIMPSON STATION	Questionnaire							
-- EDISTO RES & ED CTR	On-Site (3/28/96)	S	S	S	S	S	S	S
-- PEE DEE RESEARCH	On-Site (2/1/96)	S	S	S	S	S	S	S
-- COASTAL RESEARCH	On-Site (10/26/96)	S	U	S	S	S	S	BS
-- SANDHILL RESEARCH	Questionnaire							
DEAF AND BLIND SCHOOL	Questionnaire							
DEPT OF CORRECTIONS								
-- MAIN FACILITY (COLA)	On-Site (4/24/96)	S	S	BS	S	U	S	BS
-- LIEBER (RIDGEVILLE)	On-Site (2/22/96)	S	S	S	U	S	S	BS
DHEC	On-Site (11/1/95)	S	S	S	S	S	S	S
DEPARTMENT OF TRANS								
-- ABBEVILLE	Questionnaire							
-- AIKEN	On-Site (11/8/95)	BS	S	S	S	BS	S	S
-- ALLENDALE	On-Site (11/15/95)	S	S	S	S	S	S	S
-- ANDERSON	Questionnaire							
-- BAMBERG	On-Site (1/30/96)	S	S	S	S	S	S	S
-- BARNWELL	Questionnaire							
-- BEAUFORT	On-site (10/24/95)	S	U	S	S	BS	S	BS
-- BERKELEY	Questionnaire							
-- CALHOUN	On-Site (1/10/96)	S	S	S	S	S	S	S
-- CHARLESTON	On-Site (2/8/96)	S	S	S	S	BS	S	S
-- CHARLESTON NORTH	Questionnaire							
-- CHEROKEE	On-Site (12/7/95)	S	S	S	S	BS	S	S
-- CHESTER	Questionnaire							
-- CHESTERFIELD	Questionnaire							
-- CLARENDON	On-Site (11/11/95)	S	S	S	S	S	S	S
-- COLLETON	On-Site (10/11/95)	S	S	S	S	BS	S	S
-- DARLINGTON	Questionnaire							
-- DILLION	Questionnaire							
-- DORCHESTER	On-Site (11/12/95)	BS	BS	S	S	U	S	BS
-- DOT DEPOT	Questionnaire							
-- EDGEFIELD	Questionnaire							
-- FAIRFIELD	On-Site (12/11/95)	S	S	U	S	BS	S	BS
-- FLORENCE	On-Site (2/1/95)	S	U	S	S	BS	S	BS
-- GEORGETOWN	Questionnaire							

**MAINTENANCE FACILITY CERTIFICATION RATING BY STATUTORY AREA
FY 96**

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
-- GREENVILLE	Questionnaire							
-- GREENWOOD	Questionnaire							
-- HAMPTON	Questionnaire							
-- HORRY	Questionnaire							
-- JASPER	On-Site (4/9/96)	S	S	S	S	BS	S	S
-- KERSHAW	Questionnaire							
-- LANCASTER	On-Site (1/17/96)	S	S	S	S	BS	S	S
-- LAURENS	On-Site (1/18/96)	S	S	S	S	BS	S	S
-- LEE	Questionnaire							
-- LEXINGTON	Questionnaire							
-- MARION	On-Site (1/23/96)	S	S	S	S	S	S	S
-- MARLBORO	On-Site (1/25/96)	S	S	S	S	S	S	S
-- McCORMICK	On-Site (2/29/96)	S	BS	S	S	S	S	S
-- NEWBERY	Questionnaire							
-- OCONEE	On-Site (3/19/96)	S	S	S	S	BS	S	S
-- ORANGEBURG	Questionnaire							
-- ORANGEBURG - Holly Hill	On-Site (4/30/96)	S	S	S	S	BS	S	S
-- PICKENS	On-Site (3/18/96)	S	E	S	S	E	S	O
-- RICHLAND	Questionnaire							
-- SALUDA	Questionnaire							
-- SPARTANBURG	On-Site (3/7/96)	S	U	S	S	BS	S	BS
-- SUMTER	Questionnaire							
-- UNION	On-Site (3/14/96)	S	U	S	S	BS	S	BS
-- WILLIAMSBURG	On-Site (4/11/96)	S	S	S	S	S	BS	S
-- YORK - ROCK HILL	On-Site (4/18/96)	S	S	S	S	S	S	S
-- YORK # 2 - YORK	On-Site (4/18/96)	S	S	BS	S	U	S	BS
EDUCATIONAL TV	Questionnaire							
FORESTRY COMMISSION								
-- COLUMBIA	Questionnaire							
-- FLORENCE	Questionnaire							
-- KINGSTREE	On-Site (4/11/96)	S	S	S	S	U	BS	BS
-- MANCHESTER	Questionnaire							
-- NEWBERRY	Questionnaire							
-- NEIDERHOF	Questionnaire							
--ORANGEBURG	Questionnaire							
-- SANDHILL	Questionnaire							
-- SPARTANBURG	Questionnaire							
-- TAYLOR	Questionnaire							
-- WALTERBORO	Questionnaire							
FRANCIS MARION	Questionnaire							
GENERAL SERVICES								
-- STATE FLEET MGMT	Questionnaire							

**MAINTENANCE FACILITY CERTIFICATION RATING BY STATUTORY AREA
FY 96**

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
JOHN DE LA HOWE	On-Site (2/15/95)	S	S	S	S	S	S	S
MENTAL HEALTH								
-- CRAFT FARROW	Questionnaire							
-- MAIN FACILITY	Questionnaire							
-- P.B. HARRIS HOSPITAL	On-Site (3/18/96)	S	S	S	S	S	S	S
DEPT. DIS. & SP. NEEDS								
-- MIDLANDS CENTER	Questionnaire							
-- COASTAL CENTER	On-Site (4/16/96)	S	U	U	S	U	S	U
-- PEE DEE CENTER	Questionnaire							
-- WHITTEN CENTER	Questionnaire							
SLED	Questionnaire							
USC	On-Site (2/21/96)	S	S	S	S	BS	S	S
NATURAL RESOURCES	Questionnaire							
DEPT OF JUVENILE JUSTICE	Questionnaire							
<p>0 = OUTSTANDING = EXCEEDS ESTABLISHED STANDARDS</p> <p>S = SATISFACTORY MEETS ESTABLISHED STANDARDS.</p> <p>BS = BORDERLINE SAT = FAILS TO FULLY MEET ESTABLISHED STANDARDS , BUT NOT TO THE POINT OF BEING UNSATISFACTORY.</p> <p>U = UNSATISFACTORY. FAILS TO MEET ESTABLISHED STANDARDS. FACILITY MUST BE IMPROVED IMMEDIATELY OR POSSIBLE CLOSURE.</p>								

**MAINTENANCE COST PER MILE
AS REPORTED BY AGENCIES (FY96)**

AGENCIES	TOTAL				TOTAL MAINT COST	MCPM	****MAINTENANCE COST PER MILE BY TYPE VEHICLE****							SEE NOTES	PM INTERVALS	
	LEASED MILES	OWNED MILES	NUMBER MILES	FUEL			MCPM SEDAN	MCPM POLICE	MCPM PICKUP	MCPM UTILITY	MCPM VANS	OVER 10000 GVW	MCPM OTHER		MONTHS	MILES
ADJUTANT GENERAL	57,483	42,725	100,208	3,828	\$ 8,153	0.191			\$0.110	\$0.040		\$0.110		11	3	3000
ADJUTANT GENERAL EMERG PREP	89,012		89,012	2,921												
AGRICULTURE DEPARTMENT	30,685	284,322	315,007	70,157	\$ 8,905	0.031									4	4000
ALCOHOL & OTHER DRUG ABUSE	67,905		67,905	970												
ARCHIVES AND HISTORY	17,471	85,854	103,325	3,674	\$ 3,452	0.040	\$0.400			\$0.042					6	5000
ARTS COMMISSION	73,786		73,786	1,673										8		
ATTORNEY GENERAL	80,376		80,376	1,496												
B&CB ADVIS COMM/INTER GOV REL	27,222		27,222	599												
B&CB INTERNAL OPS (IO)	32,191		32,191	1,066												
B&CB LOCAL GOVERNMENT	28,128		28,128	1,084												
B&CB OFFICE HUMAN RES (OHR)	12,607	2,764	15,371	463	\$ 936	0.339	\$0.340							7	6	7000
B&CB OGS EXEC MGT	77,121	942,003	980,034	75,311	\$ 142,238	0.151								6	3	3/12000
B&CB OGS SFM		1,417,125	1,417,125	91,086	\$ 749,048	0.029	\$0.024	\$0.046	\$0.026	\$0.037	\$0.033	\$0.127	\$0.157		6	5000
B&CB OIR	193,230		193,230	10,444												
B&CB RESH & STATS	34,150	98,242	132,392	3,900	\$ 3,865	0.039			\$0.018	\$0.053			\$0.022		3	5000
B&CB RETIREMENT SYSTEM	57,563		57,563	1,939												
BABCOCK CENTER	399,862	2,409,563	2,809,425	202,723	\$ 95,410	0.040								4	1	20000
BLIND COMMISSION	252,156	363,174	615,330	25,776	\$ 13,860	0.038			\$0.030		\$0.040				6	5000
CCIC	80,891		80,891	2,610												
CENTRAL MIDLANDS COUN. OF GOVT.	33,409	10,800	44,209	1,355	\$ 2,394	0.222	\$0.222							10	0	5000
CIVIL AIR PATROL																
COM DEPT - AERONAUTICS		153,922	153,922	12,383	\$ 42,062	0.273	\$0.054		\$0.042	\$0.055		\$0.084			6	5000
COM DEPT - ADMINISTRATION	378,859	6,919	385,778	8,038		0.000								6	6	5000
COMPTRROLLER	40,437		40,437	929												
CONSUMER AFFAIRS	165,723		165,723	2,435												
CORRECTION DEPT.	315,988	11,500,000	11,815,988	1,019,617	\$ 1,031,271	0.090	\$0.060	\$0.070	\$0.075	\$0.055	\$0.090	\$0.149			6	5000
DEAF & BLIND SCHOOL	133,668	607,513	741,181	67,511	\$ 92,784	0.153	\$0.072		\$0.203	\$0.223	\$0.102	\$0.213			6/12	5/9000
DHEC	2,756,950	6,748,960	9,505,910	483,351	\$ 273,712	0.041	\$0.041								6	4000
DOT		44,253,444	44,253,444	3,627,567	\$ 4,407,469	0.100	\$0.044		\$0.061	\$0.046	\$0.020	\$0.158	\$0.027		6	5000
EDUCATION DEPARTMENT	52,259	74,145,785	74,198,044	11,498,603	\$ 4,109,685	0.055	\$0.015		\$0.035				\$0.056	3	4	3000
ELECTION COMMISSION		15,213	15,213	683	\$ 3,102	0.204	\$0.060				\$0.731			1		3000
EMPLOYMENT SECURITY COMM		193,278	193,278	8,887	\$ 4,208	0.022	\$0.017				\$0.020	\$0.128		1		3000
ETHICS COMMISSION	15,690		15,690	392												
ETV		962,635	962,635	40,471	\$ 64,484	0.067	\$0.061		\$0.048		\$0.062	\$0.969				
FORESTRY COMMISSION	9,471	2,007,403	2,016,874	227,889	\$ 243,024	0.121	\$0.026		\$0.059	\$0.023	\$0.077	\$0.295			6	5000
GOV'S SCHOOL OF ARTS	19,847		19,847	466												
GOV'S SCHOOL OF SCI & MATH	16,292	24,141	40,433	1,930	\$ 1,514	0.063					\$0.063			12	1.5	
GOVERNOR'S OFFICE	996,970	50,706	1,047,676	53,134	\$ 283	0.006	\$0.005				\$0.007				6	5000
HEALTH & HUMAN SERVICES	163,803	4,632,096	4,795,899	419,075	\$ 313,563	0.068					\$0.068			9		
HIGHER ED. COMMISSION	26,626		26,626	900												
HOUSING AUTHORITY	388,947		388,947	9,190												
HUMAN AFFAIRS	65,219		65,219	1,623												
INSURANCE DEPT.	1,829		1,829	101												
JOHN DE LA HOWE		180,214	180,214	13,682	\$ 12,350	0.069	\$0.086		\$0.084		\$0.041	\$0.022			6	5000
JUVENILE JUSTICE	779,307	881,506	1,660,813	72,009	\$ 80,273	0.091									6	5000
LABOR, LICENSING & REG.	1,176,676	55,977	1,232,653	26,056	\$ 12,590	0.225								6		
LIBRARY STATE		28,550	28,550	1,344	\$ 418	0.015	\$0.027							5	6	5000
MENTAL HEALTH DEPT.	1,816,675	6,412,037	8,228,712	384,818	\$ 566,305	0.088	\$0.071	\$0.128	\$0.159	\$0.182	\$0.092	\$0.269	\$0.493		12	5000
MINORITY AFFAIRS	5,605		5,605	27												
MUSEUM COMMISSION	58,576	4,268	62,844	1,543	\$ 462	0.108					\$0.108			2	3	3000
NATURAL RESOURCE	475,724	7,806,030	8,281,754	774,659		0.000								6	3	5000
OPPORTUNITY SCHOOL (WIL LOU)		75,889	75,889	6,702	\$ 6,350	0.084	\$0.069		\$0.054	\$0.059	\$0.056	\$1.090	\$0.057		6	
PATRIOTS POINT	3,036	2,550	5,586	408	\$ 1,335	0.524			\$0.582					7	6	3500

**MAINTENANCE COST PER MILE
AS REPORTED BY AGENCIES (FY96)**

AGENCIES	TOTAL				TOTAL MAINT COST	MCPM	****MAINTENANCE COST PER MILE BY TYPE VEHICLE****							SEE NOTES	PM INTERVALS	
	LEASED MILES	OWNED MILES	NUMBER MILES	FUEL			MCPM SEDAN	MCPM POLICE	MCPM PICKUP	MCPM UTILITY	MCPM VANS	OVER 10000 GVW	MCPM OTHER		MONTHS	MILES
						MAINT	Note 10: SFM is available to discuss Maintenance procedures and policies.									
							Note 11: All state maintenance shops require certification except National Guard Shops.									
						CVRP	Note 12: The Commercial Vendor Repair Program may be of benefit to your agency.									

**STATE FLEET ACCIDENTS
FY95 - 96**

AGENCIES	FY95 ACCIDENTS	FY95 INJURIES	FY95 FATALITIES	FY96 ACCIDENTS	FY96 INJURIES	FY96 FATALITIES
ADJUTANT GENERAL	2	0	0	0	0	0
ADJUTANT GENERAL EMERG PREP						
AGRICULTURE DEPARTMENT	0	0	0	0	0	0
ALCOHOL & OTHER DRUG ABUSE	0	0	0	0	0	0
ARCHIVES AND HISTORY	0	0	0	0	0	0
ARTS COMMISSION	0	0	0	1	0	0
ATTORNEY GENERAL	0	0	0	0	0	0
B&CB ADVIS COMM/INTER GOV REL						
B&CB INTERNAL OPS (IO)						
B&CB LOCAL GOVERNMENT						
B&CB OFFICE HUMAN RES (OHR)						
B&CB OGS EXEC MGT	10	1	0	11	3	0
B&CB OGS SFM						
B&CB OIR						
B&CB RESH & STATS						
B&CB RETIREMENT SYSTEM						
BABCOCK CENTER	0	0	0	2	0	0
BLIND COMMISSION	0	0	0	1	0	0
CCIC	0	0	0	0	0	0
CENTRAL MIDLANDS REG.PLNING						
CIVIL AIR PATROL						
COM DEPT - AERONAUTICS						
COM DEPT - ADMINISTRATION	3	0	0	1	0	0
COMPROLLER						
CONSUMER AFFAIRS	0	0	0	0	0	0
CORRECTION DEPT.	71	36	0	54	6	0
DEAF & BLIND SCHOOL	6	4	0	4	0	0
DHEC	42	8	0	29	6	0
DOT	135	49	0	219	51	0
EDUCATION DEPARTMENT	12	0	0	5	0	0
ELECTION COMMISSION	0	0	0	0	0	0
EMPLOYMENT SECURITY COMM	3	0	0	0	0	0
ETHICS COMMISSION						
ETV	6	0	0	2	0	0

**STATE FLEET ACCIDENTS
FY95 - 96**

FORESTRY COMMISSION	8	3	0	4	1	0
GOV'S SCHOOL OF ARTS						
GOV'S SCHOOL OF SCI & MATH						
GOVERNOR'S OFFICE	55	29	0	51	29	0
HEALTH & HUMAN SERVICES	1	0	0	0	0	0
HIGHER ED. COMMISSION	1	0	0	0	0	0
HOUSING AUTHORITY	0	0	0	1	1	0
HUMAN AFFAIRS	0	0	0	0	0	0
INSURANCE DEPT.	0	0	0	0	0	0
JOHN DE LA HOWE	0	0	0	1	0	0
JUVENILE JUSTICE	8	0	0	6	0	0
LABOR, LICENSING & REG.	1	0	0	2	0	0
LIBRARY STATE	0	0	0	0	0	0
MENTAL HEALTH DEPT.	69	15	0	65	7	2
MINORITY AFFAIRS						
MUSEUM COMMISSION	0	0	0	1	0	0
NATURAL RESOURCE	28	2	0	42	5	0
OPPORTUNITY SCHOOL (WIL LOU)	1	0	0	0	0	0
PATRIOTS POINT	0	0	0	0	0	0
PROBATION, PAROLE & PARDON	15	13	0	16	1	0
PRT	3	4	0	5	0	0
PUBLIC SAFETY DEPARTMENT	305	82	5	319	97	5
PUBLIC SERVICE COMMISSION	3	3	0	0	0	0
REVENUE, DEPT.	1	0	0	2	0	0
SCDDSN (CENTRAL OFFICE)	31	6	0	13	0	0
SCDDSN (COASTAL CENTER)						
SCDDSN (MIDLANDS CENTER)						
SCDDSN (PEE DEE CENTER)						
SCDDSN (WHITTEN CENTER)						
SEA GRANT CONSORTIUM	0	0	0	0	0	0
SECOND INJURY FUND	0	0	0	0	0	0
SECRETARY OF STATE						
SLED	21	1	1	34	7	1
SOCIAL SERVICES DEPT.	44	0	0	57	0	0
SPRINGDALE RACE COURSE						
STATE ACCIDENT FUND	0	0	0	1	1	0
TECH TRIDENT TECH COLLEGE						

STATE FLEET ACCIDENTS FY95 - 96

TECH-COMP EDUCATION	0	0	0	2	0	0
TECH-DENMARK TECH COLLEGE						
TECH-FLOR/DAR TECH COLLEGE						
TECH-GREENVILLE TECH						
TECH-LOW COUNTRY TECH COLL						
TECH-ORANGEBURG TECH COLL						
TECH-WILLIAM TECH COLLEGE						
U-CITADEL	6	0	0	7	0	0
U-CLEMSON UNIVERSITY	33	4	0	30	0	0
U-COASTAL CAROLINA UNI.	2	1	0	2	0	0
U-COLLEGE OF CHARLESTON	0	0	0	2	0	0
U-FRANCIS MARION UNIV.	4	1	0	3	0	0
U-LANDER UNIVERSITY	0	0	0	1	0	0
U-MEDICAL UNIVERSITY	0	0	0	17	0	2
U-SCSU	0	0	0	0	0	0
U-WINTHROP UNIVERSITY	3	0	0	0	1	0
USC	30	0	0	15	0	0
VOCATIONAL REHABILITATION	12	10	0	9	12	0
WORKERS' COMP COMM	2	0	0	4	3	0
TOTALS	977	272	6	1041	231	10

ALTERNATIVE FUEL PURCHASE REQUIREMENTS

ENERGY POLICY ACT (EPAct)				
YEAR	FEDERAL REQUIREMENTS	STATE REQUIREMENTS	FUEL PROVIDER REQUIREMENTS	MUNICIPAL PRIVATE REQUIREMENTS
1996	25%	10%	30%	
1997	33%	15%	50%	
1998	50%	25%	70%	
1999	75%	50%	90%	20%
2000	75%	75%	90%	20%
NOTE: THE ABOVE DATA DEPICTS PERCENT OF NEW VEHICLE PURCHASED THAT MUST USE ALTERNATIVE FUEL.				
<p>Department of Energy State Government Advisory (dtd. March 13, 1996)</p> <p>In response to public comments and consistent with the Act, the principal modifications to the proposed rule published Feb. 28, 1995, include.</p> <p>*Delaying for one year, until Model Year 1997 (September 1, 1996), the start date of the statutory Alternative Fuel Vehicle acquisition schedule.</p> <p>* A 12-month period to allow a state time to apply for and obtain approval of an Alternative State Plan for state fleets.</p> <p>*Allocation of credits to state government fleets and covered fuel providers for newly acquired medium and heavy duty alternative fueled vehicles if their acquisition requirements are exceeded.</p>				

NUMBER OF EPAct AFFECTED VEHICLES PER AGENCY
(EXAMPLE DHEC)

4/27/00 3:19 PM

1996 ALTERNATIVE FUEL VEHICLES - EPAct NEW BUY CRITERIA								
Sub Agency	POC/Telephone	County	# of MV	# of LDMV	# of LDMV CF	# of LDMV CF/CCF 75% of the Time	# of LDMV CF/CCF 75% of the Time & 75% of the Miles in OPS Range	# of LDMV CF/CCF 75% of the Time & 75% of the Miles In OPS Range & With-In MSA/CMSA
	Jan Smoak 734-5492	Aiken	35	35	35	35	35	35
		Anderson	19	19	19	19	19	19
		Greenville	23	23	23	23	23	23
		Pickens	0	0	0	0	0	0
		Spartanburg	10	10	10	10	10	10
		Berkeley	3	3	3	3	3	3
		Charleston	57	57	57	57	57	57
		Dorchester	0	0	0	0	0	0
		Lexington	0	0	0	0	0	0
		Richland *	331	331	300	300	300	300
		York	0	0	0	0	0	0
		Abbeville	0	0	0	0	0	0
		Allendale	0	0	0	0	0	0
		Bamberg	0	0	0	0	0	0
		Barnwell	0	0	0	0	0	0
		Beaufort	24	24	24	24	24	0
		Calhoun	0	0	0	0	0	0
		Cherokee	0	0	0	0	0	0
		Chester	0	0	0	0	0	0
		Chesterfield	0	0	0	0	0	0
		Clarendon	0	0	0	0	0	0
		Colleton	0	0	0	0	0	0
		Darlington	0	0	0	0	0	0
		Dillon	0	0	0	0	0	0
		Edgefield	0	0	0	0	0	0
		Fairfield	0	0	0	0	0	0
		Florence	30	30	30	30	30	0
		Georgetown	0	0	0	0	0	0

LDMV - Light Duty Motor Veh
CF - Centrally Fueled
CCF - Capable of being Centrally Fueled

MSA - Metropolitan Statistical Area
CMSA - Consolidated MSA
OPS - Operational

APPENDIX L

NUMBER OF EPA^{act} AFFECTED VEHICLES PER AGENCY
(EXAMPLE DHEC)

4/27/00 3:19 PM

	Greenwood	17	17	17	17	17	0
	Hampton	0	0	0	0	0	0
	Horry	44	44	44	44	44	0
	Jasper	0	0	0	0	0	0
	Kershaw	0	0	0	0	0	0
	Lancaster	39	39	39	39	39	0
	Laurens	0	0	0	0	0	0
	Lee	0	0	0	0	0	0
	Marion	0	0	0	0	0	0
	Marlboro	0	0	0	0	0	0
	McCormick	0	0	0	0	0	0
	Newberry	0	0	0	0	0	0
	Oconee	0	0	0	0	0	0
	Orangeburg	8	8	8	8	8	0
	Saluda	0	0	0	0	0	0
	Sumter	17	17	17	17	17	0
	Union	0	0	0	0	0	0
	Williamsburg	0	0	0	0	0	0
Total		657	657	626	626	626	447
	*<10% of the vehicles are permanently assigned						
	Counties in Bold Represent MSA'S						

LDMV - Light Duty Motor Veh
CF - Centrally Fueled
CCF - Capable of being Centrally Fueled

APPENDIX L

MSA - Metropolitan Statistical Area
CMSA - Consolidated MSA
OPS - Operational

SUMMARY OF AGENCY PURCHASE REQUIREMENTS

1996 ALTERNATIVE FUEL VEHICLES - EPACT NEW BUY CRITERIA								
Agency	LDMV	Affected Vehicles	Percentage	96 New Buy	New Buy Affected	EPact 10%	Lease Fare Share	Total Assessment by Agency
Adjutant General	5	5	1.00	0	0.00	0.00		0
Adjutant General Emerg Prep								0
Agriculture Department	25	20	0.80	7	5.60	0.56		1
Alcohol & Other Drug Abuse								0
Archives & History	6	2	0.33	0	0.00	0.00		0
Arts Commission						0.00		0
Attorney General						0.00		0
B&CB Advis Comm/Inter Gov Rel						0.00		0
B&CB Internal Ops (IO)								0
B&CB Local Government								0
B&CB Office Human Res (OHR)								0
B&CB Rech & Stats								0
B&CB OGS Exec. Mgmt.	38	18	0.47	2	0.95	0.09		0
B&CB - SFM	50	38	0.76	318	241.68	24.17	5	5
B&CB Retirement System								0
Babcock Center							2	2
Blind Commission	20	0	0.00	0	0.00	0.00		0
CCIC								0
Central Midlands Council of Gov.								0
College of Charleston	45	45	1.00	4	4.00	0.40		0
Citadel	38	38	1.00	1	1.00	0.10	1	1
Civil Air Patrol	10	0	0.00	0	0.00	0.00		0
Clemson University	694	614	0.88	51	45.12	4.51		5
Coastal Carolina University	29	0	0.00	1	0.00	0.00		0
Commerce Department	11	11	1.00	1	1.00	0.10		0
Comptroller								0
Consumer Affairs							1	1
Corrections	797	564	0.71	80	56.61	5.66		6
Deaf & Blind School	36	5	0.14	2	0.28	0.03		0
DHEC	657	447	0.68	41	27.89	2.79		3
Disabilities & Special Needs	201	34	0.17	10	1.69	0.17		0
DNR	647	165	0.26	112	28.56	2.86		3
DOT	1555	332	0.21	71	15.16	1.52		2
DSS	364	0	0.00	3	0.00	0.00		0
Education*	30	15	0.50	0	0.00	0.00		0
Election Commission	3	1	0.33	0	0.00	0.00		0
ESC	12	4	0.33	1	0.33	0.03		0
Ethics Commission								0
ETV	0	0	0.00	2	0.00	0.00		0
Forestry	122	0	0.00	36	0.00	0.00		0
Francis Marion	38	0	0.00	2	0.00	0.00		0
Gov's School of Arts								0
Gov's School of Science & Math								0
Governors Office	25	15	0.60	40	24.00	2.40		2
Health & Human Services	4	0	0.00	0	0.00	0.00		0
Higher Ed. Commission								0
Housing Authority							1	1
Human Affairs								0
Insurance Dept.								0
John de la Howe	15	0	0.00	0	0.00	0.00		0
Juvenile Justice	135	75	0.56	14	7.78	0.78		1
Lander University	22	0	0.00	0	0.00	0.00		0
LLR	14	2	0.14	7	1.00	0.10		0
Mental Health	622	260	0.42	25	10.45	1.05	4	5
Minority Affairs								0
MUSC	95	95	1.00	15	15.00	1.50		2

SUMMARY OF AGENCY PURCHASE REQUIREMENTS

Museum Commission	1	1	1.00	0	0.00	0.00		0
Opportunity School	10	4	0.40	1	0.40	0.04		0
Patriot Point	1	1	1.00	0	0.00	0.00		0
PPP	84	53	0.63	0	0.00	0.00		0
Parks, Recreation, & Tourism	151	55	0.36	16	5.83	0.58		1
Port Authority	87	34	0.39	0	0.00	0.00		0
Public Safety*	1332	0	0.00	262	0.00	0.00	5	
Public Service Authority (Santee)	398	25	0.06	0	0.00	0.00		0
Public Service Commission							1	1
Revenue							1	1
Sea Grant Consortium	1	0	0.00	0	0.00	0.00		0
Secretary of State								0
SLED*	0	0	0.00	80	0.00	0.00		0
State Library	4	1	0.25	0	0.00	0.00		0
State Accident Fund								0
SC State	50	0	0.00	5	0.00	0.00		0
Tech & Comp Education	39	21	0.54	1	0.54	0.05		0
Tech-Williamburg Tech College								0
Tech-Flor/Dar Tech College							1	1
Tech-Low Country Tech College							1	1
USC	285	255	0.89	23	20.58	2.06		2
Vocational Rehabilitation	6	2	0.33	13	4.33	0.43		0
Winthrop	55	55	1.00	0	0.00	0.00		0
Worker's Comp Comm							1	1
TOTALS	8869	3312	20.16	1247	519.79	51.98	24	46.81
						ROUNDED		47.00
*Agency exempt from EPAAct regulations								

**ALTERNATIVE FUEL VEHICLE CREDITS
BY AGENCY**

Organization	Type Vehicle	Year of Conversion or OEM Year	Credit Equivalent	Number of AFV Acquired	Total Credits	Remarks
DHEC	S-10	1992	4	4	16	LPG
York Tech	GL Metro	1993	3	1	3	Elect
York Tech	Ford Escort	1993	3	1	3	Elect
York Tech	S-10	1993	3	1	3	Elect
York Tech	Sedan	1995	1	2	2	CNG
Clemson	FS Van	1994	2	1	2	CNG-OEM
Clemson	Sedan	1993	3	2	6	CNG
USC	P/UP	1994	2	1	2	CNG
DOT	P/UP	1994	2	1	2	CNG
DOT	Minivan	1994	2	1	2	CNG
DOT	P/UP	1995	1	4	4	LPG
Forestry Comm	Minivan	1994	2	1	2	CNG-OEM
Gen. Service IMS	Minivan	1995	1	1	1	CNG-OEM
State Energy Off	Sedan	1995	1	1	1	CNG
		Total Credits for FY 96			49	
AFV - Alternative Fuel Vehicle						

APPENDIX P

STATE OF SOUTH CAROLINA **VEHICLE UTILIZATION CRITERIA**

The following utilization criteria are established for the categories of vehicles indicated.

Special Purpose Vehicles

Definition: Special purpose vehicles are those designed or adapted for specialized use other than providing transportation for personnel, supplies, or equipment. Such vehicles have limited or no capacity for practical utilization in a general-purpose role. Includes marked and unmarked police vehicles; fire, ambulance and emergency vehicles; utility maintenance trucks, refuse trucks, and similar vehicles with specialized engine or mounted equipment designed for specified task accomplishment.

Utilization Criteria: No specific utilization criteria are set for special purpose vehicles. Instead, the need for these vehicles will be determined on a case-by-case basis, taking into consideration such factors as the purpose of the vehicle, the organization's mission, and statutory requirements for such vehicles.

General Purpose Vehicles

Definition: General purpose vehicles are vehicles designed for normal

commercial or private ownership and use in transporting personnel and cargo.

Utilization Criteria: The following utilization criteria are established for general purpose vehicles of 10,000 pounds Gross Vehicle Weight Rating (GVWR) or less:

Vehicles Within Their Life Cycle (As defined by State Fleet Management in the *State Motor Vehicle Management Manual* - extract attached). In order for these vehicles to be considered efficiently utilized, records must indicate that they satisfy either a minimum “mileage” utilization criteria or a minimum “frequency of use” criteria.

Mileage Utilization Criteria: Whenever a vehicle is reviewed to determine if it meets the mileage utilization criteria, the reviewer should examine the utilization of that vehicle over its entire life, up to the date of the review. This criteria is determined by dividing the expected lifetime mileage of a particular class of vehicle by the expected lifetime *maximum* age of that class (in months) (Appendix K - *Motor Vehicle Management Manual* - attached), then multiplying the result by the number of months the vehicle has been in service.

Example: A compact sedan which has been in service thirty-two months is reviewed for utilization. At the time of the review, the sedan has accrued 24,000 miles.

$$75,000 \text{ miles} / 72 \text{ months} = 1042 \times 32 \text{ months} = 33,344$$

During its time in service, the sedan should have accrued 33,344 miles; therefore, it *does not meet* the minimum mileage utilization criteria.

Frequency of Use Criteria: For all classes of vehicles, the vehicle must have been used an average of 75% of the State workdays during the twelve calendar months preceding the review.

Example: Same compact sedan, 24,000 accrued miles, used on 200 days during the last twelve calendar months.

$$260 \text{ annual workdays} \times .75 = 190 \text{ days}$$

Vehicle *meets* minimum “frequency of use” criteria.

Vehicles Beyond Their Expected Life Cycle: The retention of vehicles beyond their recommended life (in age or mileage) is discouraged, since these vehicles will inevitably lead to increased fleet maintenance costs. It is recognized, however, that some agencies' budget constraints necessitate retention of older vehicles. Therefore, those vehicles must meet *either* of the following utilization criteria:

Frequency of Use Criteria: The vehicle must have been used an average of 50% of the State workdays during the last twelve calendar months preceding review.

Cost Benefit Criteria: The total current cost per mile (CPM)

of retaining and operating the vehicle must not exceed the total average CPM of the same class of “within life cycle” vehicles. In the event it is necessary to repair these vehicles, the Economic Repair Criteria established by State Fleet Management applies, and agencies should follow the current announced procedures for using that criteria. The following types of vehicles are exempted from these utilization criteria:

- ❖ Special purpose vehicles (see preceding definition)
- ❖ Vehicles of more than 10,000 pounds GVWR.
- ❖ Vehicles assigned to law enforcement Officers
- ❖ Vehicles assigned to statewide elected State officials.
- ❖ Vehicles assigned to agency heads.
- ❖ Vehicles assigned to employees for emergency response purposes.

Exception: Agencies having vehicles which do not meet the utilization criteria established above may submit justification, by letter, to SFM, for retention of these vehicles. This justification should be sufficiently detailed to allow SFM to make an informed decision concerning the agency’s need for the vehicle.

POLICY DIRECTIVES
STATE BUDGET AND CONTROL BOARD
OFFICE OF GENERAL SERVICES
MOTOR VEHICLE MANAGEMENT SECTION

Subarticle 1. Fleet Management

Subarticle 2. State Vehicle Maintenance Program

Subarticle 3. State Fleet Safety Program

Statutory Authority: 1976 Code sects. 1-11-220 through 1-11-340.

Subarticle 1
Fleet Management

Policy Directive

- 1-1. Purpose and Scope
- 1-2. Organizational Authority
- 1-3. Definitions and Exempt Agencies
- 1-4. Assignment and Use
- 1-5. Acquisition of State Vehicles
- 1-6. Vehicle Inventory System
- 1-7. Registration and Licensing of State Vehicles
- 1-8. Disposal of State Vehicles
- 1-9. Reimbursement Policy for Use of Privately-owned Vehicles
- 1-10. Complaints as to Use of State Vehicles
- 1-11. Credit Cards
- 1-12. Insurance
- 1-13. Appeals Procedure
- 1-14. Commuting
- 1-15. Identification

POLICY DIRECTIVES
STATE BUDGET AND CONTROL BOARD
MOTOR VEHICLE MANAGEMENT

Subarticle 2

State Vehicle Maintenance Program

Policy Directive

- 2-1 Purpose and Scope.
- 2-2 Vehicle Maintenance.
- 2-3 Maintenance Facility Criteria.
- 2-4 Facility Certification.

Subarticle 3

State Fleet Safety Program

Policy Directive

- 3-1. Purpose and Scope.
- 3-2. Driver Qualifications and Screening.
- 3-3. Driver Education.
- 3-4. Driving Practices and Safety Maintenance.
- 3-5. Accident Reporting and Review Procedures.

1-1. Purpose and Scope.

- A. These policy directives issued by the State Budget and Control Board (Board) establish the requirements to be followed to acquire, assign, identify, replace, dispose of, maintain, and operate state vehicles. State vehicles are those vehicles operated, maintained, purchased or otherwise acquired by State agencies, in whole or in part, with state funds pursuant to an appropriation or grant from the State of South Carolina. State vehicles also include those purchased with other funds and titled to the State and those donated to or confiscated by the State.
- B. Nothing contained in these policy directives shall be construed to waive any rights, remedies or defenses the State might have under the laws of South Carolina.

1-2. Organizational Authority

- A. The Board is authorized and directed to develop and administer a comprehensive fleet management program for the state's vehicle fleet. The Board has delegated this administrative authority to the State Fleet Manager to act in its behalf, pursuant to these policy directives.
- B. The Motor Vehicle Management Council shall advise the Board and the State Fleet Manager on matters relating to the overall operation of the state's vehicle fleet, and shall act as a hearing panel to advise the Board on all disputes, complaints and other grievances arising under these policy directives.
- C. Motor Vehicle Management (MVM), headed by the State Fleet Manager, shall manage the state's motor vehicle fleet, pursuant to these policy directives, as directed by the Board.
- D. MVM shall monitor compliance by agencies and institutions with the Motor Vehicle Management Act and these policy directives. MVM shall periodically, as specified by law, prepare and submit a Management Review Report to the Budget and Control Board and General Assembly concerning the performance of each state agency and institution in complying with the Motor Vehicle Management Act and these policy directives. Agencies shall supply sufficient and accurate information as requested by MVM to evaluate compliance and prepare the Management Review. MVM may deny purchasing of new vehicles to any agency failing to comply with these policy directives or any other fleet management directive issued by the State Fleet Manager until such time as the agency complies with said directive(s).

1-3. Definitions and Exempt Agencies.

- A. The following definitions should be used in conjunction with the appropriate sections of Budget and Control Board Motor Vehicle Management Policy Directives 1-1 through 3-5.
 - 1) Board - State Budget and Control Board.
 - 2) Council - Motor Vehicle Management Council.
 - 3) MVM - The Motor Vehicle Management section of the State Budget and Control Board.

- 4) State Fleet Manager - The Director of Motor Vehicle Management.
- 5) State Agency - All officers, departments, boards, commissions, institutions, universities, colleges, technical colleges and all persons and administrative units of state government that operate motor vehicles purchased, leased, or otherwise held with the use of state funds pursuant to an appropriation, grant or encumbrance of state funds, or operated pursuant to authority granted by the State.
- 6) Vehicle - Any vehicle, self propelled or drawn by mechanical power, designed to be principally operated on the highway in the transportation of property or passengers, and which requires registration and licensing in accordance with the laws of the State of South Carolina.
- 7) Motor Pool - Any vehicle or group of vehicles not permanently assigned to a single individual and available for official use by several individuals licensed and eligible to operate such vehicle(s).
- 8) State Vehicle Maintenance Facility - A maintenance facility that provides maintenance to state vehicles and operates with State funds, according to the authority granted by the State to all State agencies.
- 9) Facility Certification - A certificate issued by MVM in recognition of meeting State Vehicle Maintenance Facility Management and Certification Program standards.
- 10) Law Enforcement Officer - An individual who is employed on a full-time basis by a governmental unit that is responsible for the prevention or the investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work).

B. These policy directives shall not apply to the Public Service Authority or the State Ports Authority. School buses and service vehicles operated by the State

Department of Education are also exempt, except for compliance with requirements providing for a central inventory system.

1-4 Assignment and Use.

Assignment of a state vehicle for individual use shall not be made as a perquisite of office, except for statewide elected state officials and agency heads, or for the personal convenience of an individual, official or employee, nor shall personal assignment of a vehicle continue if there is no official need.

A. Assignment Criteria. The assignment of a state vehicle to an individual for exclusive use shall be based on the following criteria:

- 1) Travel requirements of an appropriate number of annual official miles as determined by the Board. Travel between home and a place of employment is not considered official travel unless authorized by regulation;
- 2) Vehicles required for the individual use of the Governor, and statewide elected state officials and agency heads shall be provided based solely on their office;
- 3) Vehicles may be assigned individually to full-time line law enforcement officers, as defined by agency heads. Full-time line law enforcement officers eligible for vehicle assignment shall be designated by each agency in accordance with Board guidelines and assignments reevaluated annually during Management Review.
- 4) Vehicles essential to the performance of official duties by individuals whose remote location or total official business use requirements are such that they preclude shared or part-time use by members of the same or other work units;
- 5) Highly specialized vehicles and heavy equipment where operator training or technical skill requirements preclude use of the vehicle by individuals not possessing such training or skills;
- 6) Circumstances, as determined by the agency head, which warrant individual assignment in the best interests of the State;

- 7) When vehicles are permanently assigned to individuals the agency shall complete MVM Form 980-1 to be reviewed when either the vehicle or the employee changes. One copy of Form 980-1 will be forward to MVM.
- B. Agencies operating motor pools under this authority shall develop appropriate management procedures. This procedure shall be forwarded to the State Fleet Manager for approval.
- C. State 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 capacity of the vehicle. Use is not authorized for unofficial travel, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.
- D. Authorized Use.
- 1) Non-state employees such as students, volunteers, contractual services personnel, inmates or industry representatives may be permitted to operate state vehicles only if such operation is on official business of the State, is within the insurance coverage provided on the vehicle, and is authorized by the agency head or his designated representative.
 - 2) Authorized uses of state vehicles include, but are not limited to:
 - 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 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 any 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.

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

- 1) Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capacity of the vehicle;
- 2) Transport of other persons not serving the interests of the State;
- 3) Transport of hitchhikers;
- 4) Transport of items or cargo having no relation to the conduct of official business;
- 5) 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;

- 6) 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;
- 7) Extending the length of time or travel beyond that required to complete the official purposes of the trip;
- 8) 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 the MVM in order to qualify as authorized use;
- 9) Travel to or from social events unless acting as an official representative of the State.
- 10) Use of a vehicle while on vacation.

F. Use of Trip Logs and Exceptions Reports.

- 1) Trip Logs: Trip logs, approved by the Board, shall be used by all individuals using motor pool vehicles, whether or not permanently assigned. The log shall specify beginning and ending mileage and the job function performed. This does not pertain to the Governor, statewide elected state officials, nor to full-time line law enforcement officers, if such law enforcement officers are properly exempted by the Board. Also excluded are school buses and service vehicles assigned to the Department of Education and all vehicles above 10,000 Gross Vehicle Weight.
- 2) Exceptions Reports: Full-time agency directors and commissioners to whom vehicles are assigned may maintain an Exceptions Report in lieu of trip logs. These reports may be maintained on either a monthly or quarterly basis and will specify only total mileage, total official mileage, and total commuting mileage.
- 3) Retention Period: Copies of trip logs and Exceptions Reports shall be maintained by the agency on whose property account the vehicle appears for

a minimum three-year period and shall be made available during the annual Management Review by MVM and to other appropriate authorities with auditing functions. These reports should be maintained in an active file for the current fiscal year, but may be placed in an inactive file for the last two fiscal years.

1-5. Acquisition of State Vehicles

- A. A vehicle specifications committee shall be appointed by the Board to advise the State Fleet Manager and the State Materials Management Officer on purchases of state vehicles. The committee shall provide technical advice and expertise to ensure that proper vehicles and equipment are available for official state use. The committee shall be composed of the State Fleet Manager as chairman and the State Materials Management Officer or his/her designee as secretary. The number and qualification of additional members of the committee shall be determined by the Board.
- B. All agencies seeking to purchase, lease, or otherwise acquire vehicles, regardless of the source of funding, shall do so in accordance with the Consolidated Procurement Code. Under the direction of the Board, MVM shall annually establish classes of vehicles, with appropriate equipment, to be placed on contract by Materials Management for use in conducting official state business. MVM shall develop vehicle type and size procurement criteria which shall be based solely on the functional task(s) to be performed by the vehicle. No deviations from the approved annual listing shall be permitted without prior written approval of the State Fleet Manager. In the event a special purpose vehicle is required and not shown on the approved listing, the requesting agency shall inform the State Fleet Manager who shall, in conjunction with that agency, determine the proper vehicle and equipment to be purchased. The approved annual listing shall be provided to each state agency.

- C. Purchase orders must be submitted to MVM prior to the expiration of the annual state contract for the class of vehicle requested. If purchase orders are submitted during the period when no general vehicle purchase contracts are in effect, complete justification for off-cycle purchasing must be forwarded with a purchase requisition containing the desired specifications. Purchase of a motor vehicle to prevent loss of funds will not be considered valid justification.
- D. The following requirements shall apply when purchasing new vehicles.
- 1) Purchase orders for motor vehicles shall be forwarded to MVM. Agencies shall supply any additional information necessary for MVM to order vehicles on the agencies' behalf. Agencies shall indicate if the requested vehicle is a replacement for an existing vehicle. Justification must be provided for additional vehicles above current allowance. Existing vehicles to be replaced with a newly purchased vehicle shall be sent for disposal within ninety (90) days of delivery, or placement in service of the existing vehicle's replacement, unless written permission to retain the existing vehicle is obtained from MVM. Full-size non-police sedans and station wagons shall not be purchased without sufficient justification and the State Fleet Manager's written approval.
 - 2) MVM shall notify the requesting agency of the status of each request and forward approved purchase orders to the appropriate motor vehicle vendor. Only MVM shall submit purchase orders directly to motor vehicle vendors.
 - 3) All new vehicles delivered to the State shall be inspected by MVM to ensure purchase orders have been properly filled. Vehicles purchased by the Department of Transportation and school buses and service vehicles purchased by the Department of Education shall be delivered to these agencies' designated facilities for inspection. Other vehicles delivered to State agencies may be inspected locally, upon prior approval by MVM.
 - 4) When a vehicle is delivered to the receiving agency, modifications shall not be made to the vehicle or optional equipment added that will alter the vehicle,

without prior written approval of MVM. Addition of lights, sirens, radios, and similar equipment used on law enforcement or emergency vehicles shall not require prior approval, nor shall installation of utility bodies and features on cab and chassis-type vehicles.

- 5) Agencies leasing non State vehicles for periods in excess of 30 days shall also comply with the Consolidated Procurement Code.

E. The following requirements shall apply when purchasing used state vehicles.

- 1) Requests to purchase used state vehicles shall be forwarded to MVM. Agencies shall supply information concerning the make, model, body style, and mileage of the vehicle. MVM shall consider each request and notify the requesting agency and the agency from which the vehicle will be purchased if the request is approved. The transfer of funds shall be conducted by the Surplus Property Officer.
- 2) As with the purchase of new vehicles, the following requirements shall apply.
 - a) Agencies shall indicate if the requested vehicle is a replacement for an existing vehicle.
 - b) Justification must be provided for additional vehicles above current allowance.
 - c) Existing vehicles to be replaced with a purchased vehicle shall be sent for disposal within ninety (90) days of delivery of or placement in service of the existing vehicle's replacement, unless written permission to retain the existing vehicle is obtained from MVM.
- 3) MVM shall request, and the agencies shall supply, information necessary for MVM to:
 - a) Transfer or obtain license plate and title.
 - b) Adjust the state's motor vehicle inventory.

F. MVM shall develop utilization criteria to ensure that state vehicles are used in the most cost-effective manner possible. Agencies shall submit vehicle utilization data to MVM in a format and at a frequency prescribed by MVM. If an agency fails to

submit required data, MVM shall deny that agency authority to purchase vehicles until the agency submits such data. MVM shall analyze agency utilization data to determine if agencies possess vehicles which do not meet established utilization criteria. If such vehicles are discovered, MVM shall advise the agency to take management action (reassignment, pooling, sale, etc.) on the vehicle. If the agency fails to take appropriate action, MVM shall deny that agency authority to purchase vehicles until the agency complies.

1-6. Vehicle Inventory System.

- A. MVM shall maintain a current inventory of the State's motor vehicles. Agencies shall assist MVM in keeping the inventory current. The inventory shall indicate make and type, acquisition cost and the manufacturers' identifying serial number for each vehicle.
- B. Vehicles shall be added to the inventory upon receipt of title and documentation as specified by MVM. Vehicles shall be deleted from the inventory upon receipt of bill of sale for each vehicle.

1-7. Registration and Licensing of State Vehicles.

- A. Every state vehicle shall be registered and licensed in accordance with State law regardless of the means by which the vehicle is acquired. All state vehicles shall be titled to the State. All such titles shall be received by and remain in the possession of MVM, except titles to vehicles specifically exempt from this requirement as specified by law. Vehicles used by state agencies or employees that are lent or leased from commercial sources, and federally-owned or registered vehicles are not considered state vehicles; however, all rules and policy directives relative to official use except identification, registration and licensing apply while such vehicles are under the control of the State.
- B. The following requirements shall apply to registration and licensing of state vehicles:

- 1) Requests for license plates, titles, and license plate renewals shall be submitted to MVM. MVM will obtain and forward license plates to the requesting agencies. Vehicles received through MVM's central receiving station for an agency will be registered and licensed without prior request from the agency.
 - 2) At the time of purchase or acquisition, all state vehicles, with the exception of the Department of Transportation and Department of Education vehicles, shall be registered with the Department of Revenue and Taxation, showing the State of South Carolina as the owner.
 - 3) All state vehicles are to be registered through MVM regardless of the means by which vehicles are acquired. Agencies purchasing used vehicles shall supply documentation and information necessary for MVM to register, license, and inventory such vehicles.
- C. Decals, signs, and stickers other than license plates and official decals may be displayed on state vehicles only under the following conditions:
- 1) Decals, signs, and stickers required by law or permitted by this policy directive;
 - 2) Parking lot decals;
 - 3) Agency administrative or control decals;
 - 4) Others as may be approved by the MVM.

1-8. Disposal of State Vehicles.

- A. MVM shall develop disposal criteria for all state vehicles. The sale of all state vehicles that qualify for disposal, or units declared to be excess to the needs of the State, shall be conducted as directed by State law, regulations and policy directives. MVM shall determine whether a vehicle is past advantageous useful life or excess to the needs of the State before allowing its sale or disposal.
- B. The following requirements shall apply to the disposal of state vehicles:

- 1) Agencies may request to dispose of a state vehicle once the vehicle has reached or exceeded the recommended minimum disposal criteria or is excess to the needs of the owning agency.
- 2) The State Fleet Manager shall determine whether the vehicle meets the minimum disposal criteria or is excess to the needs of the State. MVM shall notify the owning agency and the State Surplus Property Officer if the vehicle has been approved for disposal. Vehicles not excess to the needs of the State may be transferred between agencies.
- 3) The State Surplus Property Officer shall sell or transfer the vehicle for the agency unless otherwise provided by state law or regulation.
- 4) Seals, decals, and other identification strips as specified by the Surplus Property Officer shall be removed from vehicles before delivery for disposal.

1-9. Reimbursement Policy for Use of Privately-owned Vehicles.

- A. State vehicles are intended for use by officials, officers and employees of the State who are required to travel by motor vehicle in the performance of official business.
- B. Personal vehicles shall not be used to accomplish official travel on a reimbursable basis when a state vehicle is reasonably available and adequate to meet necessary travel requirements. Exceptions to this policy may be approved by the agency director authorizing the travel to meet agency requirements. When such an exception is granted, agencies shall reimburse employees at the lower privately-owned reimbursement rate as specified in the current Appropriations Act.
- C. This policy does not preclude the use of aircraft, trains, or car rental services.

I-10. Complaints as to Use of State Vehicles.

MVM is responsible for receiving complaints concerning the misuse of state vehicles. MVM shall obtain information concerning the circumstances of each incident, forward complaints to the controlling agency for investigation, and notify the complainant of action taken. Agencies receiving complaints not referred from MVM

shall investigate each incident, notify the complainant of action taken, and forward a copy of the complaint summary and correspondence to MVM.

1-11. Credit Cards.

- A. State credit card purchases shall be made under the following restrictions:
 - 1) Official State of South Carolina credit cards issued by MVM and agencies are valid for the purchase of fuel, oil, lubricants and other related petroleum products in an amount not to exceed the rated capacity of the vehicle or equipment. Restricted emergency repairs, not to exceed a limit set by the agency issuing the credit card, are also permitted.
 - 2) State credit card purchases shall be made by state employees, and other eligible operators, and limited to use in or by equipment owned or leased by the State. Use of this card to procure goods or services by unauthorized persons and for privately-owned vehicles is prohibited.
 - 3) State credit cards shall not be used at commercial outlets except when no state facility is reasonably available. In this event, purchases shall be in the amount to enable the user to obtain or reach available state sources.
 - 4) MVM and agencies shall not be responsible for any charges incurred through the use of state credit cards except for legitimate and authorized purchases directly related to the operation of state equipment.
- B. Vehicle operators shall protect cards against loss or theft. Missing cards shall be reported immediately to the agency financially responsible for purchases made with the missing card. Agencies may be authorized to establish commercial gasoline line credit card accounts if the agency is engaged in extensive travel in an area serviced by commercial oil companies not participating in the state credit card program. To establish such an account, prior written approval shall be obtained from MVM.

1-12. Insurance

- A. The Office of Insurance Services is designated by the Board as the agency responsible for insuring state vehicles against liability. Agencies shall insure State vehicles through the Office of Insurance Services for the cost of state vehicle repairs resulting from accidents or shall absorb the cost of such repairs within the agency budget. Non-state employee operators of state vehicles shall be covered as specified by the Office of Insurance Services.
- B. Employee-operators may be assessed in accordance with Fleet Safety Program criteria. Such an assessment may be imposed only if an Accident Review Board finds an employee-operator at fault in an accident involving a state vehicle.

1-13. Appeals Procedure.

Any agency or employee adversely affected by a decision or action of MVM may appeal that decision to the Motor Vehicle Management Council. The Council shall hear the dispute and render a decision. Decisions of the Council are appealable to the Board. The decision of the Board shall be final.

1-14. Commuting and De Minimis personal use.

- A. Commuting between home and place of official business shall be the only authorized personal use of a state vehicle. No state employee may commute in a state vehicle unless specifically authorized by his/her agency head.
- B. Commuting mileage shall be recorded on vehicle trip logs or exceptions reports, whichever is applicable. State employees shall report commuting use in accordance with Board instructions.
- C. De Minimis personal use may be allowed in those situations where it would not result in the operator substantially deviating from his/her normal business related route and where such use is either necessary or in the best interest of the State.

1-15. Identification.

- A. Unless specifically exempted by MVM, all State vehicles shall carry state-government (SG) license plates and display identifying decals. Identifying decals shall not be removed from the vehicle until the vehicle is sent for disposal. Decals that become unrecognizable or unsightly shall be replaced by the owning agency.
- B. Identification requirements shall not apply to vehicles operated by law enforcement officers involved in undercover law enforcement if the investigation or the investigator would be jeopardized if identified. MVM shall consult with the Chief of the State Law Enforcement Division to determine which vehicles shall be exempt. No vehicle is exempt unless MVM has made an exemption determination in writing.
- C. The following types of exemptions for vehicles not involved in undercover law enforcement work may be granted:
 - 1) A state vehicle may be exempt from the identifying decal requirement if such exemption is requested and approved in writing by the State Fleet Manager.
 - 2) A state vehicle may also be exempt from the SG license plate requirement if such exemption is requested and approved in writing by the State Fleet Manager. In such cases, the vehicle shall also be exempt from the identifying decal requirement.
- D. Exemptions involving vehicles not used in undercover law enforcement work shall not be granted unless it can be shown that an identified vehicle would substantially hinder the agency's ability to fulfill its mission.

Subarticle 2

State Vehicle Maintenance Program

- 2-1. Purpose and Scope
- 2-2. Vehicle Maintenance
- 2-3. Maintenance Facility Criteria
- 2-4. Facility Certification

2-1. Purpose and Scope.

These policy directives set forth the requirements for the establishment of a cost-effective State Vehicle Maintenance Program which shall apply to all State vehicles and State vehicle maintenance facilities.

2-2. Vehicle Maintenance.

- A. State agencies shall maintain vehicles in a cost-effective and safe manner by implementing a maintenance program applicable to each vehicle in their possession.
- B. MVM shall develop criteria to be used by agencies in implementing various maintenance programs and preventive maintenance schedules. State agencies shall take full advantage of manufacturer's warranties.
- C. State agencies shall indicate all maintenance costs incurred by each individual vehicle. This information shall be reported annually, or on request, to MVM. Effective July 1995 each agency owning state vehicles shall code all vehicle repairs, maintenance, and parts according to criteria published by MVM. This criteria is currently available at MVM or through the South Carolina Equipment Management Information System (SCEMIS). If an agency is not linked by computer to the Budget and Control Board where the SCEMIS files are maintained, they must code parts and repairs in an electronic format that can be downloaded to the SCEMIS files.

2-3. Maintenance Facility Criteria.

- A. MVM shall develop a manual of procedures setting forth standards to be used in operating State vehicle maintenance facilities. This procedures manual shall include, but not be limited to, standards for each of the following:
- 1) Purchasing of supplies and parts;
 - 2) Inventory control;
 - 3) Uniform work order and records-keeping assigning actual maintenance cost to each vehicle;
 - 4) Preventive maintenance program for each class of vehicle;
 - 5) Cost-effective facility operations;
 - 6) Safety;
 - 7) Establishing new maintenance facilities.
- B. Agencies operating a vehicle maintenance facilities shall comply with the criteria issued by MVM. An agency wishing to establish a new maintenance facility shall obtain prior approval from MVM and must show that the agency's needs cannot be met more economically by an existing facility, State or private. A cost analysis shall be required in order for MVM to make a final determination. The methodology by which to determine if the new facility is a cost-effective alternative to the State shall be developed and published in the manual referenced in 2-3 A above. Such request shall not be approved for uneconomical duplicative efforts, or the purchase of equipment that is not in the best interest of the State.

2-4. Facility Certification.

- A. MVM shall conduct an on-site review of each State Vehicle Maintenance Facility no less than once every three years to ensure compliance with program criteria. MVM shall monitor compliance in those years when an on-site review is not conducted.
- B. Facilities supporting fewer than twenty licensed vehicles shall not be subject to formal certification review. Agencies operating such facilities will be provided program criteria, and the agency directors will be responsible for certifying that these facilities meet program criteria. The facility will be monitored during the

Management Review or during other visits conducted by MVM. Agencies shall not arrange supported vehicle densities for the purpose of circumventing the intent of this policy directive.

- C. Those facilities found in compliance with program criteria shall be certified for continued operation. Facilities not meeting program criteria shall be issued conditional certification, informed of those areas where deficiencies exist and shall receive another on-site review within twelve months. Those facilities failing to meet program criteria for two consecutive on-site visits will be reported to the Board and General Assembly for corrective action as warranted.

Subarticle 3
State Fleet Safety Program

Policy Directive.

- 3-1. Purpose and Scope.
- 3-2. Driver Qualifications and Screening
- 3-3. Driver Education.
- 3-4. Driving Practices and Safety Maintenance.
- 3-5. Accident Reporting and Review Procedures.

3-1. Purpose and Scope.

These policy directives issued by the Board set forth the policies and requirements for the establishment of a State Fleet Safety Program. The Program shall apply to all operators of state vehicles.

3-2. Driver Qualifications and Screening.

- A. All operators of State vehicles shall have a valid driver's license appropriate to the type of vehicle being operated.
- B. Program criteria shall include procedures to screen the motor vehicle record (MVR) of all applicants for state employment, existing employees and individuals who, as a result of their work, operate or are likely to operate a state vehicle. Restrictions shall be placed on the privilege of operating a state vehicle for those applicants, employees and individuals whose MVRs indicate a history of involvement in motor vehicle accidents, who have a considerable number of current violation points as specified in program criteria, or whose driver's licenses have been suspended by the Department of Public Safety.

3-3. Driver Education

- A. Program criteria shall include driver education requirements for state employees and individuals who have an occasion to operate state vehicles. Such criteria shall,

at a minimum, take into consideration driving requirements associated with an employee's or individual's job duties, an employee's or individual's history of traffic violations or accidents involving the operation of state vehicles, and Accident Review Board findings and recommendations.

- B. Special provisions shall apply to law enforcement officers. All law enforcement vehicle operators shall abide by statutes and policy directives pertaining to the operation of authorized emergency and pursuit vehicles.

3-4. Driving Practices and Safety Maintenance.

- A. State vehicle operators shall abide by all applicable State and Federal laws while operating such vehicles. All traffic signs, signals, and speed limits shall be obeyed.
- B. State vehicles shall be maintained in accordance with State vehicle maintenance policies and procedures in order to minimize the possibility of mechanical failure causing or contributing to vehicle accidents.

3-5. Accident Reporting and Review Procedures.

- A. Operators of state vehicles involved in an accident resulting in property damage, injury, or death, shall give immediate notice of such accident to the appropriate local and/or state law enforcement authorities. The operator shall, as soon as practical, report the accident to the proper agency authority in accordance with program criteria. Any driver involved in a collision with an unattended vehicle shall immediately stop, and to the best of his/her ability, locate and notify the operator of the unattended vehicle.
- B. Agencies shall establish Accident Review Boards, in accordance with program criteria, to review and make recommendations concerning accidents involving state vehicle. Decisions of these boards shall be made available to MVM.
- C. The Fleet Safety Program shall include progressive corrective action criteria to be used by the agencies as a result of Accident Review Boards' decisions. Employee-

operators may be assessed in accordance with program criteria for each accident if found at fault by an Accident Review Board.

- D. MVM shall provide technical assistance to agencies as requested, gather and analyze data, and propose amendments to the program as necessary. State agencies shall provide fleet safety and accident-related data as required by MVM to perform these responsibilities.

1-4. Assignment and Use.

TO BE REVISED AT A LATER DATE

SHOWN HERE AS CURRENTLY IN EFFECT

19-603. Assignment and Use.

- A. Assignment of a state vehicle for individual use shall not be made as a perquisite of office, except for statewide elected state officials and agency heads, or for the personal convenience of an individual, official or employee, nor shall personal assignment of a vehicle continue if there is no official need. The assignment of a state vehicle shall not be made as a part of an employee's compensation or benefits.
- B. The assignment of a state vehicle to an individual for exclusive use shall be based on the following criteria:
 - 1) Vehicles required for the individual use of the Governor, statewide elected state officials and agency heads shall be provided based solely on their office;
 - 2) Vehicles may be assigned individually to full-time line law enforcement officers. Full-time line law enforcement officers eligible for vehicle assignment shall be designated by each agency in accordance with the agency's definition. Individuals may not qualify as law enforcement officers if non-law enforcement duties comprise the majority of their duties and time.

- 3) Travel requirements of an appropriate number of annual official miles as determined by the Board. Travel between home and a place of employment shall not be considered in computing official travel or mileage;
 - 4) Vehicles essential to the performance of official duties by individuals whose remote work site or total official business use requirements are such that they preclude shared or part-time use by members of the same or other work units;
 - 5) Vehicles with special mounted equipment where operator training or technical skill requirements preclude use of the vehicle by individuals not possessing such training or skills;
 - 6) Vehicles essential for employees required to respond to urgent or emergency calls outside of regular working hours. Employee "on call" status does not, in itself, justify permanent assignment. Assignment under this criteria must be determined based upon documented frequency of actual recall.
- C. Agency heads may assign vehicles to individuals under criteria B. (1) and (2). No other employee shall be assigned a vehicle without prior approval from the Division. In order to request or make a permanent assignment, the agency shall complete a permanent assignment application as specified by the Division which shall be reviewed and updated when either the vehicle or the employee changes. Permanent assignment information shall be kept current and forwarded to the Division in accordance with its instructions.
- D. Agencies operating motor pools shall develop appropriate management and dispatch procedures. These procedures shall be forwarded to the Division for approval.
- E. State 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 capacity of the vehicle. Use is not authorized for unofficial travel, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle.
- F. State vehicles are authorized for use by individuals on official state business under the following conditions and circumstances.

- 1) Non-state employees such as students, volunteers, contractual services personnel, or inmates may be permitted to operate state vehicles only if such operation is on official state business is within the insurance coverage provided on the vehicle, and is authorized by the agency head or his/her designated representative.
- 2) Authorized uses of state vehicles include, but are not limited to:
 - 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 business, or between either of these places and:
 - 1) Places to obtain suitable meals within a reasonable distance;
 - 2) Places to obtain medical assistance, including drugstores;
 - 3) Places of worship;
 - 4) Beauty and Barber 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;
 - c) Transport of officers, official employees or official guests of the State;
 - d) Transport of professional or commercial representatives when on official State business;
 - e) Transport of materials, supplies, parcels, luggage, kits or other items belonging to or serving the interests of the State;
 - f) Transport of any person or item in any emergency situation, provided such movement does not endanger life or property;
 - g) 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/her designee for such travel.

G. State vehicles shall not be used to accomplish tasks unrelated to official state business. Unauthorized uses of state vehicles include, but are not limited to:

- 1) Travel or task of a personal nature having no connection with the accomplishment of official business or beyond the rated capacity of the vehicle;
- 2) Transport of other persons not serving the interests of the State;
- 3) Transport of hitchhikers;
- 4) Transport of items or cargo having no relation to the conduct of official business
- 5) 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 or employee acting within his or her assigned duty;
- 6) 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;
- 7) Extending the length of time or travel beyond that required to complete the official purposes of the trip;
- 8) Use of the vehicle to provide transportation between home and place of official business unless specifically authorized by the agency head.
- 9) Travel to or from social events unless acting as an official representative of the State;
- 10) Use of a vehicle while on vacation.

H. Trip Logs and Exceptions Reports shall be used as follows:

- 1) Trip logs, approved by the Division, shall be used by all individuals using state vehicles, whether or not permanently assigned. The log shall specify

beginning and ending mileage and the job function performed. This does not pertain to the Governor, statewide elected state officials, nor to full-time line law enforcement officers, if such law enforcement officers are properly exempted by the Division. Also, excluded are all vehicles above 10,500 Gross Vehicle Weight Rating.

- 2) Full-time agency directors and commissioners to whom vehicles are assigned may maintain an Exceptions Report in lieu of trip logs. These reports shall be maintained on a monthly basis and shall specify only total mileage, total official mileage, and total commuting mileage.
- 3) Copies of trip logs and Exceptions Reports shall be maintained by the agency on whose property account the vehicle appears for a minimum three-year period and shall be made available during the Management Review to the Division and to other appropriate authorities with auditing functions. These reports shall be maintained in an active file for the current fiscal year, but may be placed in an inactive file for the last two fiscal years.

**South Carolina Equipment Management Information System
(SCEMIS)**

AGENCIES	TOTAL	TOTAL	SCEMIS			SEE NOTES
	NUMBER VEHICLES	NUMBER MILES	ON LINE	WAITING	CONTACTED	
ADJUTANT GENERAL	31	100,208	N		Y	
ADJUTANT GENERAL EMERG PREP	5	89,012				
AGRICULTURE DEPARTMENT	38	315,007				
ALCOHOL & OTHER DRUG ABUSE	3	67,905				
ARCHIVES AND HISTORY	7	103,325	N		Y	
ARTS COMMISSION	5	73,786				
ATTORNEY GENERAL	5	80,376				
B&CB ADVIS COMM/INTER GOV REL	1	27,222				
B&CB INTERNAL OPS (IO)	6	32,191				
B&CB LOCAL GOVERNMENT	2	28,128				
B&CB OFFICE HUMAN RES (OHR)	2	15,371			N	
B&CB OGS EXEC MGT	104	981,034			Y	2
B&CB OGS SFM	60	1,417,125	Y		Y	
B&CB OIR	21	193,230				
B&CB RESH & STATS	12	132,392	N		Y	
B&CB RETIREMENT DIVISION	4	57,563				
BABCOCK CENTER	144	2,809,425	N		N	
BLIND COMMISSION	30	615,330	Y		Y	
CCIC	4	80,891				
CENTRAL MIDLANDS COUNCIL OF GOV.	5	44,209	N			
CIVIL AIR PATROL						
COM DEPT - AERONAUTICS	22	153,922	N		Y	
COM DEPT - ADMINISTRATION	21	385,778				
COMPTROLLER	2	40,437				
CONSUMER AFFAIRS	10	165,723				
CORRECTION DEPT.	1027	11,815,988	Y		Y	
DEAF & BLIND SCHOOL	78	741,141	N		Y	3
DHEC	669	9,505,910	Y		Y	
DOT	3644	44,253,444	N		Y	1,3
EDUCATION DEPARTMENT	6381	74,198,044	N		Y	3
ELECTION COMMISSION	3	15,213			N	
EMPLOYMENT SECURITY COMM	17	193,278	N		Y	
ETHICS COMMISSION	1	15,690				
ETV	68	962,635	Y		Y	
FORESTRY COMMISSION	357	2,016,874	Y		Y	
GOV'S SCHOOL OF ARTS	1	19,847				
GOV'S SCHOOL OF SCI & MATH	5	40,433	N		Y	
GOVERNOR'S OFFICE	55	1,047,676			N	
HEALTH & HUMAN SERVICES	263	4,795,899	N		Y	3
HIGHER ED. COMMISSION	1	26,626				
HOUSING AUTHORITY	19	388,947				
HUMAN AFFAIRS	3	65,219				
INSURANCE DEPT.	1	1,829				
JOHN DE LA HOWE	19	180,214	Y		Y	
JUVENILE JUSTICE	190	1,660,813	Y		Y	
LABOR, LICENSING & REG.	95	1,232,653	N		N	
LIBRARY STATE	4	28,550	N		N	
MENTAL HEALTH DEPT.	795	8,228,712	N		Y	3
MINORITY AFFAIRS	1	605				
MUSEUM COMMISSION	3	62,844			N	
NATURAL RESOURCE	718	8,281,754	N		Y	2
OPPORTUNITY SCHOOL (WIL LOU)	16	75,889	N		Y	
PATRIOTS POINT	4	5,586	Y		Y	
PROBATION, PAROLE & PARDON	95	2,090,574	Y			
PRT	223	2,466,724	N		Y	3
PUBLIC SAFETY DEPARTMENT	1872	29,600,100	Y		Y	

