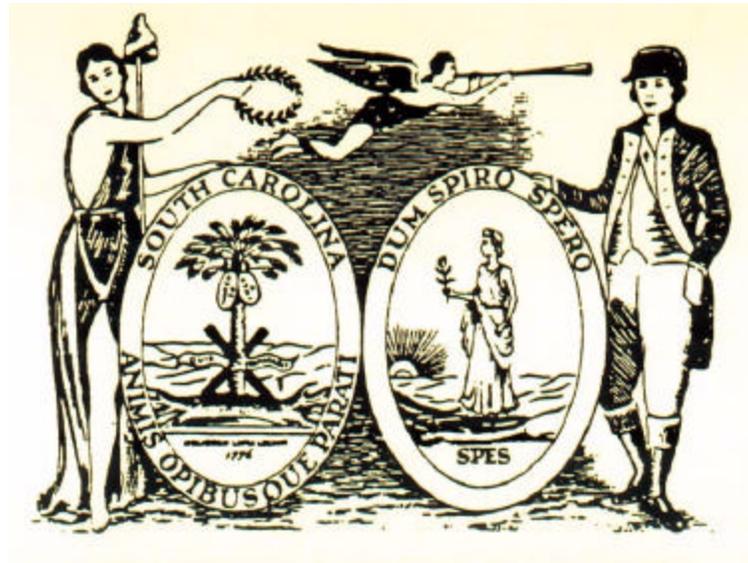


STATE VEHICLE MANAGEMENT REVIEW FY98



PRESENTED TO

THE SOUTH CAROLINA GENERAL ASSEMBLY

AND

THE STATE BUDGET AND CONTROL BOARD

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Executive Summary

Fiscal Year 1998 was a year of continuing progress and refinement for State Fleet Management. Several SFM projects will lead to cost savings and/or improved management, including the State Fuel System, the South Carolina Equipment Management Information System (SCEMIS), and the continued emphasis on Alternative Fuel Vehicles (AFVs). The Statewide Fuel System, also referred to as the Fuel Card system, will save costs by eliminating personal and/or unauthorized use and excessive diversion. SCEMIS will save time, energy and costs by presenting agency fleet managers with complete and accurate information regarding their vehicle fleets. AFVs will save costs in the long run by helping the State turn to cleaner burning fuels such as natural gas. The AFV program will also result in controlled compliance with the federal mandates included in the Energy Policy Act of 1992 (EPAAct 92).

Below are the major recommendations from the main body of the Management Review.

SECTION I: ADMINISTRATION

Administrative requirements of the State Fleet Management Program include the assignment of State vehicles; commuting issues; and complaints about the use or misuse of State vehicles. This section covers two main areas of concern: first, the assignment of vehicles, both personal and in motor pools; and second, vehicle use and complaints about misuse of State vehicles.

Area: Vehicle Assignment and Commuting

RECOMMENDATION 1

All vehicle assignments made to individuals should be periodically reviewed by Agency heads to ensure they 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.

RECOMMENDATION 2

State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized and, if appropriate, reassign the vehicles to more productive uses, enlarge the size of their respective motor pools, or dispose of the vehicles.

Area: Vehicle Use and Complaints

RECOMMENDATION 3

Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

RECOMMENDATION 4

Agencies should fully investigate all complaints received concerning their vehicles, and should take appropriate corrective action when warranted.

SECTION II: OPERATIONS

Operational requirements of the Motor Vehicle Management Act include the purchase, disposal, identification and operation of State vehicles; fleet safety; 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 vehicles owned the SC Department of Transportation).

The Operations section of the Management Review deals with Vehicle Acquisition, Vehicle Replacement, Fleet Operations, and the State Fleet Safety Program. Here are the recommendations made in each of the first two areas: no recommendations are made in the area of the State Fleet Safety Program.

Area: Vehicle Acquisition

RECOMMENDATION 5

When making new vehicle purchases, agencies should review their fleet composition and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform required tasks. Agencies should always purchase alternative fuel vehicles whenever such a vehicle is available and can perform in the application.

RECOMMENDATION 6

State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

Area: Fleet Operations

RECOMMENDATION 7

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

RECOMMENDATION 8

State agencies should periodically examine the utilization of passenger-carrying vehicles to determine whether they meet established utilization criteria.

SECTION III: MAINTENANCE

Section 1-11-220 of the South Carolina 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 operations of State vehicle maintenance facilities. In response to the general requirement of Section 1-11-220, State Fleet Management developed maintenance policies and procedures applicable to all agencies operating State vehicles.

The Maintenance section of the Management Review deals with these areas: Compliance Review Methods for Maintenance; Maintenance Facility Certifications; the Commercial Vendor Repair Program; Actual Maintenance Costs; Shop Performance Measures; and Other Cost-Saving Measures. Here are the recommendations made for the Maintenance section.

Area: Maintenance Facility Certifications

RECOMMENDATION 9

Agencies should periodically review their preventive maintenance programs to ensure continued compliance with the State-approved recommended guidelines.

Area: Commercial Vendor Repair Program

RECOMMENDATION 10

Agencies should use the Commercial Vendor Repair Program (CVRP) as a way to reduce maintenance costs and control vehicle repairs.

Area: Actual Maintenance Cost

RECOMMENDATION 11

Agencies should calculate their fully burdened incremental labor costs and attempt to allocate all direct and indirect shop operating costs through labor and parts charges shown on work orders.

Area: Shop Performance Measures

RECOMMENDATION 12

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

SECTION IV: CURRENT DEVELOPMENTS

The Office of General Services State Fleet Management section remains actively involved in several initiatives to ensure compliance with existing or recently enacted legislation. Each project discussed below will have a significant impact on agencies statewide.

The Current Developments section deals with several areas where exciting new developments are taking place at State Fleet Management. These include the South Carolina Equipment Management Information System (SCEMIS); developments in the area of Alternative Fuels; and the Optimal Fuel Management System.

Area: South Carolina Equipment Management Information System (SCEMIS)

RECOMMENDATION 13

Agencies not currently using SCEMIS or an approved alternative system should become SCEMIS users.

Area: Alternative Fuels

RECOMMENDATION 14

Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EPA 92.

SPECIAL AREA OF CONCERN

It is becoming increasingly difficult for the State to comply with the Alternative Fuel Vehicle (AFV) acquisition requirements mandated in the Federal Energy Policy Act of 1992 (EPA 92). The percentage of light duty vehicles that are purchased by the State which must be AFVs, continues to increase annually and will reach 75% by the model year 2001. The types of vehicles that can be procured to satisfy these mandates is severely limited by the absence of fuel infrastructure in South Carolina capable of dispensing alternative fuels. As a related issue, due to the imposition of more stringent air quality standards by the Environmental Protection Agency, South Carolina will reach a condition of air quality non-attainment in many areas during FY99-2000. It is critically important that a coordinated effort to address the development of alternative fuel infrastructure, and the associated availability and use of such fuels, be initiated at the highest levels.

RECOMMENDATION 15

Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EPA 92. Efforts to identify sources of alternative fuels should be pursued, and an examination of their usability should be conducted.

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).

The Division of Motor Vehicle Management 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 a 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.

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 and vehicle use and complaints. These areas of review are addressed in this section.

ASSIGNMENT OF VEHICLES/COMMUTING

State-owned vehicles are used for many purposes. Differing missions necessitate different types of vehicle assignment. Some vehicles are permanently assigned to individuals for their exclusive use, while other vehicles are assigned to (daily trip) motor pools. Assignment type explanations are as follows:

Individual Assignment

One objective of the Motor Vehicle Management Act is to minimize the individual assignment of State vehicles. The Budget and Control Board has developed assignment criteria to determine when an individual assignment should be made. The criteria, established in 1982 through Administrative Regulation 19-603 (later changed to Budget and Control Board Policy Directives) are:

- 1) Travel requirements of an appropriate number of miles as determined by the Board;
- 2) Vehicles required for the individual use of the Governor and statewide elected officials;
- 3) Full-time line law enforcement officers;
- 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 4,009 permanently assigned vehicles (1,899 law enforcement, 2,111 other), an increase of 770 (23.8%) over those reported in FY97. Reports from agencies on the number of individuals authorized to commute indicate that this number also increased to 2,131, an increase of 164 (8.3%) from those reported in FY97.

Recommendation 1: All vehicle assignments made to individuals should be periodically reviewed by Agency heads to ensure they 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. Conversely, the most efficient use of a vehicle generally occurs when it is pooled for the use of many persons. In FY98, only 13% (2,569) of the State fleet was pooled. At the same time, 17% of the fleet was permanently assigned to individuals. Appendix B shows the size of various agency motor pools.

Program or Section Assignment

The remaining 70% 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.

Recommendation 2: State agencies should periodically reexamine the assignment of all vehicles to ensure that the assignment of vehicles for the exclusive use of individuals is minimized 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 AND 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, provided examples of authorized and unauthorized use, and 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 FY94 through FY98. As the graph indicates, there was an **increase** in the number of complaints received this year when compared with FY97. Speeding complaints continue to dominate; 56 percent of complaints received this year were alleged speeding violations.

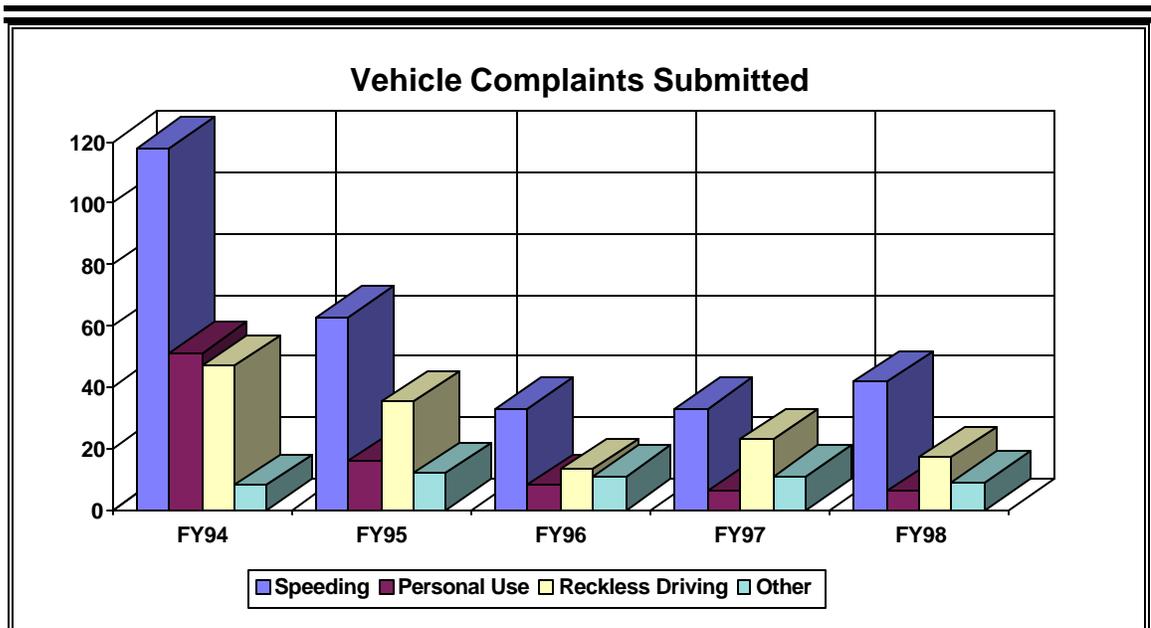


Figure I.A

When SFM receives a complaint, it forwards a letter and a form detailing the complaint to the head of the agency responsible for the vehicle cited. The letter asks 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. As public servants, it is incumbent upon State agencies to demonstrate that their employees are held accountable for their actions, especially when it is determined that the employees did not conduct themselves in a professional manner. Observance of State vehicle operation may, at times, be the only gauge by which citizens judge the performance of their State workers. Disregard for law and policy serves only to create a negative public perception of State employees.

Recommendation 3:

Agencies should regularly emphasize, and disseminate to their employees, information on the importance of abiding by all laws and directives concerning unauthorized and unofficial use when operating State vehicles.

Recommendation 4:

Agencies should fully investigate all complaints received concerning their vehicles, and should take appropriate corrective action when warranted.

Section II: Operations

Operational requirements of the Act include the purchase, disposal, identification and operation of State vehicles, fleet safety, 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 many different classes of motor vehicles. State contracts are binding and are mandatory for all State agencies and optional for all political subdivisions (city, county and regional governments) when making vehicle purchases.

The cycle begins in July, 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 Committee, the Materials 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 (those vehicles over 10,000 GVW) 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 to submit their orders for 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 1998, the State fleet consisted of slightly less than 20,000 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 continued to decrease slightly between FY97 and FY98. (See Appendix F, Analysis of Fleet Growth). In FY98, the State purchased 1,493 vehicles at an approximate cost of \$28 million, and disposed of 1405 vehicles. Individual agency vehicle purchases, categorized by source of funds, are shown at Appendix D.

Of a total of \$28,207,469 spent for vehicles in FY98, 42.7% (\$12,040,858) were State appropriated funds. The remaining 57.3% were either Federal funds or other funds, or a combination of the two.

To discharge its legislative mandate to “...achieve maximum cost-effectiveness [sic] 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).

Comment: Agencies should continue to monitor their vehicle purchases carefully 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.

In the acquisition process, State Fleet Management converts EPA fuel mileage estimates to a “Life Cycle” monetary figure in order to assign a weighted advantage to fuel efficient vehicles. SFM purchases vehicles with the lowest anticipated life cycle costs **within class**. SFM has a long-standing policy that existing vehicles must be replaced with vehicles of equal or smaller size. Requests to increase the size of replacement vehicles must be fully justified by agency directors.

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, sans written approval from the State Fleet Manager, 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 “downsized” the agency non-law enforcement sedan/station wagon fleets over time. Appendix G shows a detailed listing by agency of the size and composition of the State sedan/station wagon fleet as of June 30, 1998. Close examination of this information reveals that several agencies still have a disproportionate number of full-size sedans/station wagons in their fleets.

Recommendation 5: When making new vehicle purchases, agencies should review their fleet composition, and should purchase replacement vehicles having the lowest life-cycle costs, provided the vehicle can perform the required tasks. Agencies should always purchase alternative fuel vehicles whenever such a vehicle is available and can perform in the application.

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 perform his or her duties, 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

Non-essential optional equipment purchases increased from 307 items costing \$49,734 in FY 97, to 379 items, costing \$93,175 in FY98.

Recommendation 6: State agencies should continue to examine closely their optional vehicle equipment needs when ordering new vehicles. Agencies should order only those optional equipment items necessary for the vehicle to perform its intended task.

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 government property.

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 19384 State vehicles reported in the 1998 Management Review questionnaires, 17,921 carried the SG license plate. Additionally, approximately 1600 Highway Patrol vehicles carry the new “HP” 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 Enforcement	Human Service	Other	Total
Confidential Tag	1,042	12	111	1,165
Seal Exemption	0	4	30	34
TOTALS	1,042	16	141	1,199

Table II.A

Total Identification Exemptions decreased from 1,206 in December 1997 to 1,199 in June 1998.

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

VEHICLE UTILIZATION

The issue of vehicle utilization is closely related to the assignment practices discussed in Section I. SFM estimates that effective utilization of a passenger-carrying vehicle occurs when a vehicle accrues 1,200 miles per month (14,400 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 (for example, a university building utility 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

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

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

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

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. It should be noted that the SC Fleet AFR has been substantially less than the national Fleet AFR since FY91. (See Figure II. A) Individual agency accident data from FY98 is shown at Appendix J.

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. Therefore, there are 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 initiative is expected to lead to an increase in driver safety 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 seven years. The 3,228 employees who received awards for 1998 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 1998, 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:** State Forestry Commission
- **Best Large Agency:** Department of Health and Environmental Control
- **Best Medium Agency:** State Housing, Finance, and Development Authority
- **Best Small Agency:** State Museum Commission

The State Fleet Safety Program has made significant progress toward achieving the established objectives, and results in significant savings to the State. In FY 97/98, the National Fleet Accident Frequency Rate (AFR - number of accidents per million miles) was 13.17, whereas the state fleet AFR was 6.01. The state fleet traveled 165,507,000 miles during the fiscal year. Had it experienced the National AFR, the state would have had 2180 accidents. Actually, the state fleet was involved in only 994 accidents, an “avoidance” of 1186 accidents. Figuring an average cost of \$2000 per accident, this translates into a “cost avoidance” of \$2,372,000 for the fiscal year. 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.

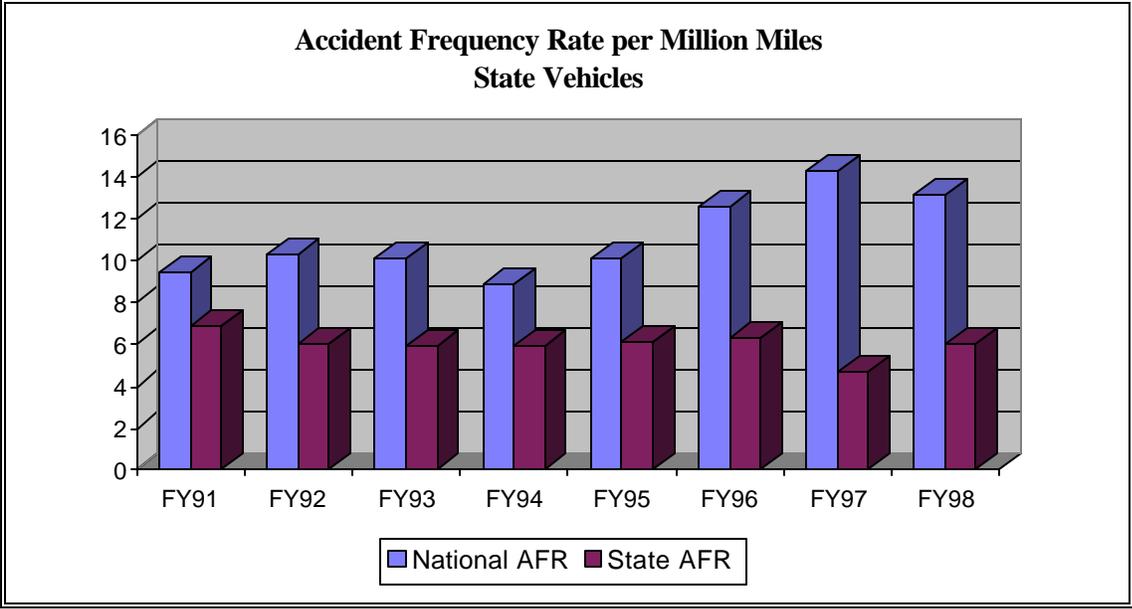


Figure II.A

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:

- 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;
- Preventive maintenance programs for all types of vehicles;
- Cost-effective facility operations; and
- Shop Safety.

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 to ensure that agencies *operating State vehicle maintenance facilities* were complying with the minimum requirements of the Act. These regulations have now been replaced by SC Budget and Control Board Policy Directives Subarticle 2-1 through 2-4. 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, circulated it through agencies owning maintenance facilities. This manual is 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:

- Agencies *not operating maintenance facilities* are reviewed during the annual Management Review process. SFM conducts this review by questionnaire.
- 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:

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

Review via questionnaire for:

- Facilities not included in on-site reviews

Facilities that meet the requirements of the program may continue operation. If a facility fails to meet program standards, the Board may withdraw the facility’s certification can be withdrawn and/or take other action.

MAINTENANCE FACILITY CERTIFICATIONS

Agencies with Maintenance Facilities

During FY98, a total of 83 (98%) of the 87 facilities were re-certified. (See Figure III.A). SFM conducted 42 on-site reviews, with 45 facilities being certified via the questionnaires. No courtesy reviews were conducted.

Appendix H shows the ratings attained during the on-site review for each facility. Three Department of Transportation facilities, Beaufort, Chesterfield and Greenville, were found unsatisfactory. One Department of Disabilities and Special Needs (DDSN) facility, the Whitten Center near Clinton, was found unsatisfactory. SFM provided assistance to these facilities in order to correct problems indicated on the reports so they could again meet standards. The framework of the review process is listed on page 21. 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.

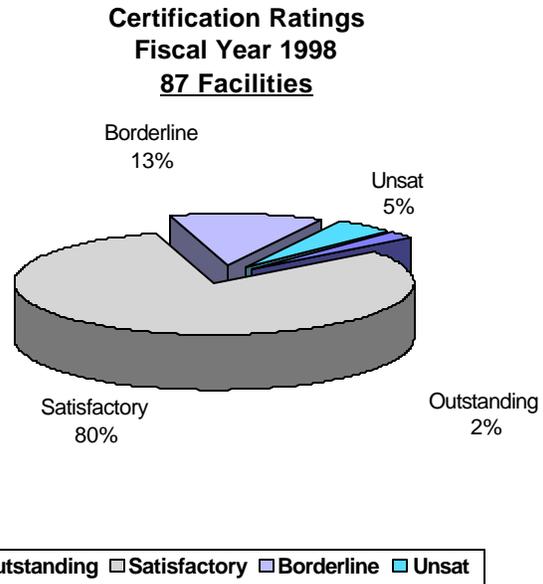


Figure III A

Two facilities, the Department of Transportation Edgefield County and the DDSN's Pee Dee Center, were awarded **Outstanding Maintenance Facility Certifications** during FY98. For a facility to receive an overall rating of outstanding (exceeds requirements), it must have received an on-site review with no prevalent discrepancies. 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 FY98 are listed as follows.

Work orders and record-keeping

- Some Shop Service tickets were open for as long as three months.
- Some technicians were not completing the technician worksheet.
- Oil was not listed on some Shop Service Tickets even though the vehicle had received a PM service.
- The Work Request Forms were not being initiated when vehicles entered the maintenance facility, and the Work Request Forms could not be located for a number of Shop Service Tickets.
- The filter types were not being identified on the Shop Service Tickets.
- It appeared that the Shop Supervisor was not reviewing the completed Shop Service Tickets.

Inventory control

- The Parts Request Form was not being completed properly, and the Shop Supervisor's employee number was being placed on the Shop Service Tickets for all parts issued.
- A pressure plate was found in a mechanic's toolbox. According to the Supply Specialist, the part was supposed to have been placed on a vehicle that was returned to another county.
- The Parts Request Form was not being completed or not filled out at all in accordance with DOT guidelines. Parts were not being placed on the form as they were issued and the employee's number of the technician receiving the part was not entered on the form.
- There were obsolete parts on hand.

Purchasing of parts and supplies

- Maintenance facility personnel not using the State Contract for Miscellaneous Vehicle/Automotive Replacement Parts or personnel not verifying prices to ensure the State was receiving the correct discounts.

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).
- A number of PM services were performed within one month on the same vehicle, but the mileage requirements had not been met.
- Vehicles were taken from the maintenance area, without the Shop Supervisors knowledge, after a Work Request was submitted on the vehicle but before the required maintenance was performed.
- Three tune-ups were performed on a vehicle in one year.
- Maintenance facility personnel were not observing the "Next Service Due" miles shown on the technician worksheet.
- Incorrect mileage was entered into SCEMIS for vehicles when a service order was initiated.
- Incorrect task codes were entered on service orders.

Cost-effective facility operations

- An exorbitant amount of labor being charged on work orders for work performed (i.e. replace battery-four hours).

Safety

- Stockrooms and shops were cluttered and dirty, and therefore unsafe.
- The path to the fire extinguishers was blocked.

- The parts room was not using an OSHA approved ladder. The Supply Specialist was standing on a large filter to reach high items.
- Material Safety Data Sheets (MSDS) could not be located for chemicals being used in the facility.

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 FY98 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 which 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 also provides a means to receive reimbursement or extended warranty from manufacturers. A full explanation detailing the benefits of the CVRP is presented later in this section.

Most agencies indicated in the FY98 Management Review Questionnaire that their maintenance and lubrication services were performed in accordance with the published guidelines. However,

it is suggested that agencies review Appendix I 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 regular interval, either by months or mileage, whichever comes first. They usually will recommend one of two intervals, “Severe Service”, or “Normal Service” based on the way the vehicle is operated, or conditions the vehicle is operated under. Over-maintaining a vehicle can be as expensive as under-maintaining and managers must be aware of the intervals and choose 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 which ever comes first. 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 (12 months or 5,000 miles). Contrary to what some oil sales people might claim, the vehicle manufacturers have not approved extended oil changes just because synthetic oil is used. An Oil Analysis Program must be initiated if intervals are extended well past the manufacturers’ recommendations.

In order to standardize the Preventive Maintenance (PM) intervals recommended by the various vehicle manufacturers, SFM published recommendations that will meet the warranty requirements. The State recommendations on PM intervals, for vehicles operated under **normal conditions**, is currently 6 months or 5,000 miles, with a 10% factor that will allow the vehicle to be serviced at 5 1/2 to 6 1/2 months, and 4,500 to 5,500 miles. The State PM interval, for vehicles placed in **severe service conditions** (police sedans, delivery vehicles etc.), is 3 months or 4,000 miles. Diesel fueled vehicles may require a different PM interval and the manufacturer’s recommendation should be applied if drastically different than those outlined above. As a minimum, during the PM, the engine oil and filter must be changed, the vehicle safety items checked, fluid levels replenished, belts, hoses, tires inspected, and the tires rotated if necessary. It is desirable to have a more in-depth inspection made at least once a year or at

every 3rd service. This includes having the brake lining and/or pads inspected, tires rotated, and a general overall check made on the vehicle in order to avoid costly future repairs.

Recommendation 9: Agencies should periodically review their preventive maintenance program performance to ensure continued compliance with the State approved recommended guidelines.

Many agencies reported that they are manually maintaining maintenance cost per mile data on their vehicles. In many cases, this method is outdated and allows fewer management options than an automated system. However, **after analyzing the questionnaires, it is apparent that reporting has improved and only a few agencies are reporting inaccurately.**

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 assisting with its total development. SCEMIS is complete for vehicles, although some modules will continue to be improved. The Equipment portion is scheduled to start in development in mid 1999. Statewide implementation of SCEMIS should help to eliminate agencies' non-compliance with the requirements of the State Vehicle Maintenance Program.

COMMERCIAL VENDOR REPAIR PROGRAM

In 1989, SFM implemented the Commercial Vendor Repair Program (CVRP), which established competitive repair and service agreements or 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. In FY98, SFM had more than 500 vendors in South Carolina covering all 46 counties. Many counties have several vendors, making it more convenient for the vehicle operator to obtain repairs or service. SFM solicits bids 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 in which SFM has received refunds from a manufacturer for vehicle repairs that were outside the standard 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 at no charge.
3. Confirming field repairs are necessary before repairing.
4. Directing the vehicle operator to the most responsive facility, with the best 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 approve/disapprove repairs.
7. Reduction 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 to repair services statewide, for vehicle operators travelling 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 the CVRP, which services hundreds of vehicles of the same type, small and large agencies can achieve equal maximum savings from these services. Since FY91, SFM has offered participation in this program to other State agencies. The Program continues to grow and reduce vehicle maintenance costs. There are currently eighteen agencies participating in the Program and other agencies have expressed an interest in the CVRP.

In FY98 the CVRP saved the State over \$871,141.00 in maintenance cost for the 3,396 vehicles supported. This did not include savings in the Accident Repair Program where it is estimated that the CVRP saved an additional \$104,000.00 (20%).

Recommendation 10: Agencies should use the Commercial Vendor Repair Program as a way to reduce maintenance cost and control vehicle repairs.

ACTUAL MAINTENANCE COST

For the past ten 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 88 maintenance facilities in support of 10,905 vehicles and 22,370 units of equipment in FY98 is estimated at \$27,464,043.00. Figure II.C shows an actual cost reduction per item supported of \$197.00 since FY88, or a true savings of \$4,603,890.00. This decrease is caused by many factors, but can be attributed primarily to better maintenance management, the statewide parts contract, and better equipment.

The CPI for transportation (maintenance and repairs) has increased 39.1% since 1988. If the CPI increase were applied annually to the FY88 actual average cost of \$1,425 per item, the FY98 cost per item would have been \$1982.00, or \$557.00 higher than the current \$1228.00. By aggressively applying the standards of the State Vehicle Maintenance Program in support of

**Annual Maintenance Expenditure
Per Item Supported**

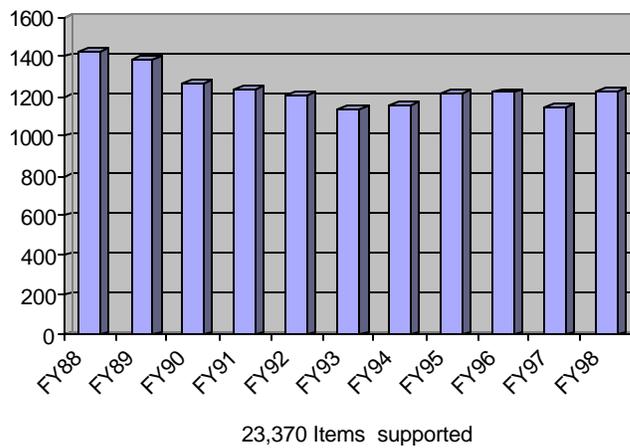


Figure II C

22,370 units of equipment during FY98, the cost avoidance was approximately \$12,464,000.00.

These facilities support many types of equipment other than vehicles. In fact, in FY98 only 48.75% of items supported by these facilities were vehicles. The non-vehicle equipment ranges from chainsaws to bulldozers. Most of the facilities now use the same parts and work order accountability methods as required for vehicles, and the Certification Process looks at all equipment supported when performing a review.

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 about \$4.8 million less than the actual cost of salaries and fringe of assigned personnel. Although this 4.8 million deficit is less than FY97, it still indicates that more agencies need to measure productivity, ensure work order time is being properly annotated, and verify that labor rates are properly calculated and charged. 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 11: 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. “*Motors*” and “*Mitchell*” publish the two guides used primarily by non-dealer, after market repair garages. 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 a 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 12: 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 technician has to travel away from his or her work area. During FY98, 194 technicians received training through this program.

Also, as part of the program, over 2,000 service bulletins were analyzed and 337 bulletins were sent to 87 state shop supervisors. Service bulletins from major American manufacturers are catalogued and maintained in SFM's Maintenance Section.

Negotiated Warranties and Reimbursements

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.

During FY98, SFM was successful in negotiating over \$52,000 in repair reimbursements or warranties from vehicle manufacturers. These reimbursements or extended warranties were for repairs made after the original warranty had expired.

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 billed for 5,739.7 hours in direct labor in FY98.

Section IV: Current Developments

The Office of General Services, State Fleet Management (SFM) remains actively involved in several initiatives to ensure compliance with existing or recently enacted legislation. Each project discussed below will have a significant impact on 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. Several years ago, SFM researched the alternatives available to the State to satisfy this requirement. 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 employed by 186 users at 18 state agencies (Appendix N). 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.

Recommendation 13: Agencies not currently using SCEMIS or an approved alternative system, should become SCEMIS users.

ALTERNATIVE FUEL DEVELOPMENTS

In July of 1992, the South Carolina Energy Conservation and Efficiency Act (SCECEA) 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. After enactment of the SCECEA, SFM secured a grant from the State Energy Office and placed several AFVs with state agencies. Early placement of these vehicles resulted in the state receiving 49 “credits” with the federal Department of Energy (Appendix L).

In 1992, the Federal Government passed the Energy Policy Act of 1992 (EPA 92) which required a specified percentage of AFV purchases beginning in Model Year 1996 (later delayed until Model Year 1997). This percentage increases each year until, by Model Year 2001, 75% of state government light-duty “affected” vehicle purchases must be AFVs.

State Fleet Management calculated the number of AFVs each state agency should purchase in Model Year 1998 (Appendix L). During Model Year 1998, the State met its annual purchase requirement of AFVs, however it has now exhausted its supply of available AFV credits. A very limited number of AFV models are available on state vehicle contracts, because separate contracts for AFVs are not requested. Bidders are

only required to list an AFV option and its cost, if it is available on the particular model they are offering in their bid.

Unfortunately, Federal mandates only address the purchase of AFVs. Very little infrastructure exists to distribute alternative fuels. To address this concern, the purchase of “Flex-Fuel” vehicles (vehicles that operate on more than one type of fuel), was incorporated when making an AFV purchases. Now that a small number of AFVs exist in the state fleet, the State can begin to identify sources of alternative fuels to power these vehicles.

Recommendation 14: Agencies should pursue the purchase of AFVs in every situation where an AFV can be substituted for a regular vehicle, keeping in mind the acquisition requirements of EPAct.

Special Area of Concern

It is becoming increasingly difficult for the State to comply with the Alternative Fuel Vehicle (AFV) acquisition requirements mandated in the Federal Energy Policy Act of 1992 (EPAct92). The percentage of light duty vehicles that are purchased by the State which must be AFVs, continues to increase annually and will reach 75% by the model year 2001. The types of vehicles that can be procured to satisfy these mandates is severely limited by the absence of fuel infrastructure in South Carolina capable of dispensing alternative fuels. As a related issue, due to the imposition of more stringent air quality standards by the Environmental Protection Agency, South Carolina will reach a condition of air quality non-attainment in many areas during FY99-2000. It is critically important that a coordinated effort to address the development of alternative fuel infrastructure, and the associated availability and use of such fuels, be initiated at the highest levels.

Recommendation 15: Future solicitations for bids on vehicles should include separate solicitations for Alternative Fueled Vehicles for those vehicle classes covered under EPAct 92. Efforts to identify sources of Alternative fuels should be pursued, and an examination of their usability conducted.

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 was comprised of Fleet Managers from several large state agencies offering several years of expertise. The group decided to conduct a pilot program (Dec. 95 - Nov 96) to test three major fuel card systems. The intent of the pilot program was to determine the advantages each card system had to offer. At the termination of the pilot program, several shortfalls and limiting factors were exposed, and the lessons learned formed the basis for the issuance of a Request For Proposal (RFP) for a new fuel card.

During this process, the Department of Transportation (DOT) started to experience a rapid deterioration of its TECH 21 Fuel control system. Realizing that any new fuel card system would need to be compatible with the DOT system, they requested the incorporation of the replacement of their system into the new Fuel System RFP.

Responses to the RFP were evaluated and the contract was awarded to Petroleum Source and Systems Group, Inc. The proposal offered a Corporate Fleet MasterCard™ that will be usable at both retail and On-site fueling facilities. The proposal also included the installation of new Gasboy fuel control terminals at all identified state fuel sites. This contract allows drivers to fuel state vehicles without having to deviate significantly from their normal routes. The price for fuel purchased at both commercial and State facilities, is tied directly to the wholesale price of fuel as published in the weekly Oil Price Information Service (OPIS) newsletter.

Contract implementation began in early February with educational briefings held in Columbia to explain the new contract to agencies, and to disseminate information on how the new system should operate. The initial card distribution and the installation of fuel control terminals occurred during May 1998. Total phase in of the new system is expected to occur by September 1998.

The benefits from the new card system are numerous. The most significant benefit comes with the "diversion cost" savings provided under the new system. The card is

currently usable at over 3500 sites within South Carolina, and will soon be accepted at over 100 state owned on-site fueling facilities. Estimates for this cost savings alone are calculated at over \$1 million. Additional benefits and savings come by way of elimination of accounting and billing overhead for the Department of Transportation, inventory interest savings, and cost avoidance for tank system upgrades amounting to more than \$900,000.

SECTION 17B.3 of the 1997 Appropriations Act of the general assembly states that:

“It is the intent of the general Assembly that the Division of Operations establish a cost allocation plan to recover the cost of operating the comprehensive statewide Fleet Management Program. The Division shall collect, retain, and carry forward funds to ensure continuous administration of the program.”

The new fuel system contract provides for the collection of a contract administration fee incorporated into the price per gallon an agency pays for fuel. This allows agencies to pay a proportional share of the administration costs associated with administering the Statewide Fleet Management Program. It is important to note that in using this method of cost allocation the SFM lease fleet will pay its fair share of the Statewide Fleet Management Program costs at the same rate as other agencies.

During this year, the General Assembly passed a revision to section 1-11-300 of the South Carolina 1976 code of laws. Section 1-11-300 of the 1976 Code is amended to read:

Section 1-11-300. 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. All expenditures on a vehicle for gasoline and oil shall be purchased in one of the following ways:

1. From state-owned facilities and paid for by the use on Universal State Credit Cards except where agencies purchase these products in bulk;

2. From any fuel outlet where gasoline and oil are sold regardless of whether the outlet accepts a credit or charge when the purchase is necessary or in the best interest of the State; and
3. From a fuel outlet where gasoline and oil are sold when that outlet agrees to accept the Universal State Credit Card.

These provisions regarding purchase of gasoline and oil and usability of the state credit card also apply to alternative transportation fuels where available. The Budget and Control Board Division of Operations shall adjust the appropriation in Part 1A, Section 63B, for 'Operating Expenses-lease Fleet' to reflect the dollar savings realized by these provisions and transfer such amount to other areas of the State Fleet Management Program. The Board shall promulgate regulations regarding the purchase of motor vehicle equipment and supplies to ensure that agencies within a reasonable distance are not duplicating maintenance services or purchasing 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."

Prior to this change in the law, agencies were directed to use only State-owned fueling facilities, and could only purchase fuel from commercial facilities in emergencies when there were no other State facilities available. The issuance of the Fuel System RFP and subsequent contract allows State agencies to operate in total compliance with changes in the fueling provisions of this amended law. Agency response to the new fueling system has been overwhelmingly positive. The expected benefits from this program are consolidated comprehensive purchase data, competitive pricing, and universal acceptance at retail fueling establishments.

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
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AGENCIES	TOTAL	TOTAL	TOTAL		PERMANENTLY ASSIGNED			NUMBER OF		NUMBER OF VEHICLES IDENTIFIED			Total		
	NUMBER OWNED	NUMBER LEASED	NUMBER VEHICLES	Trip Logged	OTHER	Law Enforcmt.	TOTAL	EMPLOYEES COMMUTING	VEHICLES POOLED	WITH SG TAGS	WITHOUT SG TAGS	WITH DECALS	Leased Miles	Owned Miles	Number Miles
ADJUTANT GENERAL	27	6	33	33	1	0	1	1		43	1	43	0	79,824	79,824
ADJUTANT GENERAL EMERG PREP		5	5	5	1		1	1	4	5		4	95,273		95,273
AGRICULTURE DEPARTMENT	44	1	45	42			0		8					Not reported	
ALCOHOL & OTHER DRUG ABUSE		3	3	3			0		3	3		3	58,222	0	58,222
ARCHIVES AND HISTORY	7	1	8	8			0		8	8		8	0	80,526	80,526
ARTS COMMISSION	2	4	6	4			0		4	6		4	64,808	Trailers	64,808
ATTORNEY GENERAL		9	9	5	4		4	4		1	8		122,962	0	122,962
B&CB ADVIS COMM/INTER GOV REL		1	1	1	1		1	1		1		1	26,594	0	26,594
B&CB INTERNAL OPS (IO)		2	2	2			0			2		2	12,128	0	12,128
B&CB LOCAL GOVERNMENT		2	2	2	1		1	1	1	1	1		26,395	0	26,395
B&CB OFFICE HUMAN RES (OHR)	1	1	2	1			0		2	2		2	11,444	1,233	12,677
B&CB OGS EXEC MGT	28	9	37	37	7		7		14	37		37	82,984	1,006,820	1,089,804
B&CB OGS SFM	59		59	59			0		59	59		59	1,305,583	28,894,464	30,200,047
B&CB OIR		21	21	21	19		19	4	2	21		21	180,153	4,275	184,428
B&CB RESH & STATS	8	2	10	10			0		3	10		15	30,439	112,403	142,842
B&CB RETIREMENT SYSTEM		4	4	4	3		3			4		4	93,491	0	93,491
BABCOCK CENTER	121	47	168	47	197		197			47	150		668,983	2,374,757	3,043,740
BLIND COMMISSION	18	17	35	35	1		1		12	35		35	367,467	405,595	773,062
CCIC		4	4	3	1		1	1	3	3	1		72,539	0	72,539
CENTRAL MIDLANDS COUN. OF GOVT.		3	3				0								0
CIVIL AIR PATROL			0				0								0
COM DEPT - AERONAUTICS	22		22				0			22		22	0	90,651	90,651
COM DEPT - ADMINISTRATION		24	24	24			0		24	5	19		436,904	0	436,904
COMPTRROLLER		2	2	2	1		1	1		2			37,391	0	37,391
CONSUMER AFFAIRS		10	10	10		1	1	1	9	3	7	3	157,180	0	157,180
CORRECTION DEPT.	942	8	950	0	62	40	102	50	23	843	99	769	134,749	13,185,671	13,320,420
DEAF & BLIND SCHOOL	73		73	76	7		7		24	75		144	152,140	607,705	759,845
DHEC	529	140	669	140	77	31	108	98	536	642	24	639	2,520,860	7,033,272	9,554,132
DOT	3564		3564	1808	397	1	398	266	320	3563	1	3557	0	39,002,843	39,002,843
EDUCATION DEPARTMENT	6148	3	6151	10			0		3	6148		1083	0	75,990,718	75,990,718
ELECTION COMMISSION	3		3	3			0		3	3		3	0	22,537	22,537
EMPLOYMENT SECURITY COMM	16		16	15	1	1	2	1	11	16		16	0	194,505	194,505
ETHICS COMMISSION		1	1	0		1	1	1			1		18,418	0	18,418
ETV	70		70	69	28		28		13	70		68	0	838,708	838,708
FORESTRY COMMISSION	330	1	331	1	240	4	244	52	3	346	4	347	10,473	2,175,637	2,186,110
GOV'S SCHOOL OF ARTS		2	2	2			0		2	2		2	15,127	0	15,127
GOV'S SCHOOL OF SCI & MATH		1	1				0						8,439	See note 13	8,439
GOVERNOR'S OFFICE	4	29	33	29			0		33	33		32	455,252	36,612	491,864
HEALTH & HUMAN SERVICES	275	90	365	90	1		1	1	9	365			635,709	6,408,932	7,044,641
HIGHER ED. COMMISSION		1	1				0						18,504	0	18,504
HOUSING AUTHORITY		19	19	19			0		19	19		19	277,335	0	277,335
HUMAN AFFAIRS		3	3				0						71,344	0	71,344
INSURANCE DEPT.		1	1	1			0		1	1		1	15,004	0	15,004
JOHN DE LA HOWE	20	2	22	22			0		6	22		22	8,387	168,158	176,545
JUVENILE JUSTICE	158	56	214	213	4	3	7	7	145	210	4	210	805,211	1,317,002	2,122,213
LABOR, LICENSING & REG.	31	73	104	103	50	2	52	12	15	103	1	95	1,437,493	216,124	1,653,617
LIBRARY STATE	4		4	4			0		4	4		4	0	34,343	34,343
MENTAL HEALTH DEPT.	782	55	837	836	1	7	8	8	663	824	13	835	598,816	5,947,366	6,546,182
MINORITY AFFAIRS		1	1				0						12,510	0	12,510
MUSEUM COMMISSION	1	2	3	2			0		3	3		4	52,374	4,507	56,881
NATURAL RESOURCE	756	11	767	457	192	299	491	21	117	649	118	639	209,631	9,845,793	10,055,424
OPPORTUNITY SCHOOL (WIL LOU)	16		16	16			0		8	16		17	0	96,093	96,093
PATRIOTS POINT	3		3				0							No report	
PROBATION, PAROLE & PARDON		111	111	111			0		111	14	97	14	2,395,524	0	2,395,524
PRT	221		221				0							No report	
PUBLIC SAFETY DEPARTMENT	1574	50	1624	158	78	1111	1189	1189	26	304	1328	1283	717,659	28,662,978	29,380,637
PUBLIC SERVICE COMMISSION		14	14	5	5		9	14		13	1	13	340,064	0	340,064
REVENUE		18	18	7			11	11	7	7	11	7	259,068	0	259,068

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AGENCIES	TOTAL	TOTAL	TOTAL		PERMANENTLY ASSIGNED			NUMBER OF		NUMBER OF VEHICLES IDENTIFIED			Total		
	NUMBER OWNED	NUMBER LEASED	NUMBER VEHICLES	Trip Logged	OTHER	Law Enforcmt.	TOTAL	EMPLOYEES COMMUTING	VEHICLES POOLED	WITH SG TAGS	WITHOUT SG TAGS	WITH DECALS	Leased Miles	Owned Miles	Number Miles
SCDDSN (CENTRAL OFFICE)	17		17	17			0		15	17		17		168,798	168,798
SCDDSN (COASTAL CENTER)	56		56	56			0			56		56		487,725	487,725
SCDDSN (MIDLANDS CENTER)	73		73	73			0		7	73		73		461,269	461,269
SCDDSN (PEE DEE CENTER)	47		47	46			0		23	47		47	142,240	355,811	498,051
SCDDSN (WHITTEN CENTER)	89		89	89			0		19	89		89		491,701	491,701
SEA GRANT CONSORTIUM		2	2	2			0		2	2			28,696	0	28,696
SECOND INJURY FUND			0		2		2	1		1	1	1	0	0	0
SECRETARY OF STATE		2	2	2			0						35,298	0	35,298
SLED	497		497	3	5	365	370	370		8	489		0	8,278,897	8,278,897
SOCIAL SERVICES DEPT.	13	691	704		664		664	1	39	694	10		8,928,620	104,782	9,033,402
SPRINGDALE RACE COURSE	6		6	0			0			6		2	0	17,500	17,500
STATE ACCIDENT FUND		3	3	3	1		1	1	2	3		3	43,392	0	43,392
STATE TREASURER		1	1	1	1			1		1			34,810	0	34,810
TECH TRIDENT TECH COLLEGE			0				0						0	0	0
TECH-COMP EDUCATION	9	1	10	1			0			10		10	5,763	91,935	97,698
TECH-DENMARK TECH COLLEGE	7	2	9	9		1	1		5	9		12	68,000	47,800	115,800
TECH-FLOR/DAR TECH COLLEGE	10	7	17	7	1		1	1	8	7	10	17	92,376	28,311	120,687
TECH-GREENVILLE TECH		1	1	1			0		1	1			14,793	0	14,793
TECH-LOW COUNTRY TECH COLL	4	8	12	8			0		9	11	1	15	116,943	21,817	138,760
TECH-SPARTANBURG TECH			0				0						0	0	0
TECH-ORANGEBURG TECH COLL	15		15				0			7	4	11	0	47,496	47,496
TECH-WILLIAMSBURG TECH COLLEGE	4	4	8	4	1		1	1		4	2	4	0	0	0
U-CITADEL	44	9	53	53	1		1		14	53		104	121,410	144,117	265,527
U-CLEMSON UNIVERSITY	927	1	928	0	40	5	45	12	77	912	5	917	3,146	5,311,512	5,314,658
U-COASTAL CAROLINA UNI.	42		42	42			0		7	42		44	0	215,404	215,404
U-COLLEGE OF CHARLESTON	40		40	40	1		1	1	14	36		70	0	405,601	405,601
U-FRANCIS MARION UNIV.	34		34	34			0		8	34		34	0	292,186	292,186
U-LANDER UNIVERSITY	26		26	0	1	2	3		5	24		36	0	156,392	156,392
U-MEDICAL UNIVERSITY	122	4	126	109	1	2	3	3	13	118	4	118	31,833	1,072,427	1,104,260
U-SCSU	106		106	106	5	1	6	5	14	106		106	0	582,377	582,377
U-WINTHROP UNIVERSITY	59		59	59	1		1		2	64	1	64	71,156	135,630	206,786
USC	412		412	326		2	2	2	59	374	11	396	0	2,467,981	2,467,981
VOCATIONAL REHABILITATION	172	18	190	190			0			190		190	506,867	1,932,287	2,439,154
WORKERS' COMP COMM		10	10	4	6		6		4	10		4	169,351	0	169,351
TOTALS	18688	1634	20322	5840	2111	1,899	4009	2131	2,608	17,624	2,427	12,526	25,435,725	248,159,808	273,595,533

**STATE FLEET MANAGEMENT PROGRAM
AGENCY STATUS REPORT
FY98**

AGENCIES	NUMBER OWNED	NUMBER LEASED	TOTAL NUMBER VEHICLES	COMPLIANCE USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	COMPLIANCE MOTOR POOL POLICY (NOTE 5)	I.D. Requirements	COMPLIANCE FLEET SAFETY PROGRAM	NON-COMPLIANCE FLEET SAFETY PROGRAM
									(SEE NOTES)
ADJUTANT GENERAL	27	6	33	Y	Y	N/A	Y	N	3
ADJUTANT GENERAL EMERG PREP		5	5	Y	Y	Y	N/A	Y	
AGRICULTURE DEPARTMENT	44	1	45	Y	N/A	Y	Y	Y	
ALCOHOL & OTHER DRUG ABUSE		3	3	Y	Y	Y	N/A	Y	
ARCHIVES AND HISTORY	7	1	8	Y	N/A	Y	N/A	Y	
ARTS COMMISSION	2	4	6	Y	N/A	Y	N/A	Y	
ATTORNEY GENERAL		9	9	Y	Y	N/A	Y	N/A	
B&CB ADVIS COMM/INTER GOV REL		1	1	Y	Y	N/A	N/A	Y	
B&CB INTERNAL OPS (IO)		2	2	Y	N/A	Y	N/A	Y	
B&CB LOCAL GOVERNMENT		2	2	Y	Y	N/A	Y	Y	
B&CB OFFICE HUMAN RES (OHR)	1	1	2	Y	N/A	Y	N/A	Y	
B&CB OGS EXEC MGT	28	9	37	Y	Y	Y	N/A	Y	
B&CB OGS SFM	59		59	N/A					
B&CB OIR		21	21	Y	Y	Y	N/A	Y	
B&CB RESH & STATS	8	2	10	Y	Y	N	N/A	Y	
B&CB RETIREMENT SYSTEM		4	4	Y	Y	N/A	N/A	Y	
BABCOCK CENTER (DDSN)	121	47	168	Y	N/A	N/A	N/A	Y	
BLIND COMMISSION	18	17	35	Y	N	Y	N/A	Y	
CCIC		4	4	Y	Y	Y	Y	Y	
CENTRAL MIDLANDS REG.PLNING		3	3	Y	N	N	N/A	N	1,2,3,4
CIVIL AIR PATROL			0						
COM DEPT - AERONAUTICS	22		22	Y	N/A	Y	Y	Y	
COM DEPT - ADMINISTRATION		24	24	Y	N/A	Y	Y	N	2
COMPTROLLER		2	2	Y	Y	N/A	N/A	N/A	
CONSUMER AFFAIRS		10	10	Y	Y	Y	Y	Y	
CORRECTION DEPT.	942	8	950	Y	Y	Y	Y	Y	
DEAF & BLIND SCHOOL	73		73	Y	Y	Y	N/A	Y	
DHEC	529	140	669	Y	Y	Y	Y	Y	
DOT	3564		3564	Y	Y	Y	Y	Y	
EDUCATION DEPARTMENT	6148	3	6151	Y	Y	Y	N/A	Y	
ELECTION COMMISSION	3		3	Y	N/A	Y	N/A	N	1,2,3
EMPLOYMENT SECURITY COMM	16		16	Y	Y	Y	N/A	N	3
ETHICS COMMISSION		1	1	Y	Y	N/A	Y	N/A	
ETV	70		70	Y	Y	Y	N/A	Y	
FORESTRY COMMISSION	330	1	331	Y	Y	Y	Y	Y	
GOV'S SCHOOL OF ARTS		2	2	Y	N/A	Y	N/A	N	2
GOV'S SCHOOL OF SCI & MATH		1	1	NO REPORT					
GOVERNOR'S OFFICE	4	29	33	Y	N/A	Y	N/A	Y	
HEALTH & HUMAN SERVICES	275	90	365	Y	Y	Y	N/A	Y	
HIGHER ED. COMMISSION		1	1	NO REPORT					
HOUSING AUTHORITY		19	19	Y	N/A	Y	N/A	Y	
HUMAN AFFAIRS		3	3	NO REPORT					
INSURANCE DEPT.		1	1	Y	N/A	Y	N/A	Y	
JOHN DE LA HOWE	20	2	22	Y	Y	Y	N/A	Y	
JUVENILE JUSTICE	158	56	214	Y	Y	Y	Y	Y	
LABOR, LICENSING & REG.	31	73	104	Y	Y	N/A	Y	N	1,2
LIBRARY STATE	4		4	Y	N/A	Y	N/A	Y	
MENTAL HEALTH DEPT.	782	55	837	Y	Y	Y	Y	Y	

**STATE FLEET MANAGEMENT PROGRAM
AGENCY STATUS REPORT
FY98**

AGENCIES	NUMBER OWNED	NUMBER LEASED	TOTAL NUMBER VEHICLES	COMPLIANCE USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	COMPLIANCE MOTOR POOL POLICY (NOTE 5)	I.D. Requirements	COMPLIANCE FLEET SAFETY PROGRAM	NON-COMPLIANCE FLEET SAFETY PROGRAM
									(SEE NOTES)
MINORITY AFFAIRS		1	1	Y	N/A	N/A	N/A	N/A	
MUSEUM COMMISSION	1	2	3	Y	N/A	N/A	N/A	N	1,2,3,4
NATURAL RESOURCE	756	11	767	Y	Y	N	Y	Y	
OPPORTUNITY SCHOOL (WIL LOU)	16		16	Y	N/A	Y	N/A	Y	
PATRIOTS POINT	3		3	N	Y	N/A	N/A	N/A	
PROBATION, PAROLE & PARDON		111	111	Y	N/A	Y	Y	Y	
PRT	221		221	Y	Y	Y	Y	Y	
PUBLIC SAFETY DEPARTMENT	1574	50	1624	Y	Y	N	Y	Y	
PUBLIC SERVICE COMMISSION		14	14	Y	Y	Y	N/A	Y	
REVENUE		18	18	Y	Y	Y	Y	Y	
SCDDSN (CENTRAL OFFICE)	17		17	Y	N/A	Y	N/A	Y	
SCDDSN (COASTAL CENTER)	56		56	Y	N/A	Y	N/A	Y	
SCDDSN (MIDLANDS CENTER)*	73		73	Y	N/A	Y	N/A	Y	
SCDDSN (PEE DEE CENTER)	47		47	Y	N/A	Y	N/A	Y	
SCDDSN (WHITTEN CENTER)*	89		89	Y	N/A	N	N/A	Y	
SEA GRANT CONSORTIUM		2	2	Y	N/A	Y	N/A	N/A	
SECRETARY OF STATE		2	2	Y	Y	N/A	Y	N/A	
SLED	497		497	Y	Y	N/A	Y	Y	
SOCIAL SERVICES DEPT.	13	691	704	Y	Y	Y	Y	Y	
SPRINGDALE RACE COURSE	6		6	N	N/A	N/A	N/A	N	1,2,3,4
STATE ACCIDENT FUND		3	3	Y	Y	N	N/A	N	1
STATE TREASURER		1	1	N/A	Y	N/A	N/A	Y	
TECH TRIDENT TECH COLLEGE			0	Y	N/A	N/A	N/A	N/A	
TECH-COMP EDUCATION	9	1	10	Y	Y	N/A	N/A	Y	
TECH-DENMARK TECH COLLEGE	7	2	9	Y	Y	N	N/A	N	2,3,4
TECH-FLOR/DAR TECH COLLEGE	10	7	17	Y	N	Y	N/A	N	2
TECH-GREENVILLE TECH		1	1	Y	Y	N	N/A	N	1,3
TECH-LOW COUNTRY TECH COLL	4	8	12	Y	N/A	Y	N/A	N	1,2,4
TECH-SPARTANBURG TECH COLL			0	NO REPORT					
TECH-ORANGEBURG TECH COLL	15		15	N	N/A	N	N/A	N	2,4
TECH-WILLIAM TECH COLLEGE	4	4	8	Y	N/A	N	N/A	N/A	
U-CITADEL	44	9	53	Y	Y	Y	N/A	Y	
U-CLEMSON UNIVERSITY	927	1	928	Y	Y	Y	Y	Y	
U-COASTAL CAROLINA UNI.	42		42	Y	N/A	Y	N/A	Y	
U-COLLEGE OF CHARLESTON	40		40	Y	Y	Y	N/A	Y	
U-FRANCIS MARION UNIV.	34		34	Y	N/A	Y	N/A	Y	
U-LANDER UNIVERSITY	26		26	N	Y	Y	N/A	N	1,2,3,4
U-MEDICAL UNIVERSITY	122	4	126	Y	Y	Y	Y	Y	
U-SCSU	106		106	Y	Y	Y	N/A	Y	
U-WINTHROP UNIVERSITY	59		59	Y	Y	Y	N/A	Y	
USC	412		412	Y	Y	Y	Y	Y	
VOCATIONAL REHABILITATION	172	18	190	Y	Y	N/A	N/A	Y	
WORKERS' COMP COMM.		10	10	Y	Y	Y	N/A	Y	
TOTALS	18,688	1,634	20,322						
Y = YES	Note 1 = Driver Screening								
N = NO	Note 2 = Accident Review Board								
N/A = NOT APPLICABLE	Note 3 = Driver Training								

**STATE FLEET MANAGEMENT PROGRAM
AGENCY STATUS REPORT
FY98**

AGENCIES	NUMBER OWNED	NUMBER LEASED	TOTAL NUMBER VEHICLES	<u>COMPLIANCE</u> USE OF TRIP LOGS	PERMANENT ASSIGNMENT FORMS ON FILE	<u>COMPLIANCE</u> MOTOR POOL POLICY (NOTE 5)	I.D. Requirements	<u>COMPLIANCE</u> FLEET SAFETY PROGRAM	<u>NON-COMPLIANCE</u> FLEET SAFETY PROGRAM
									(SEE NOTES)
NA - NOT APPLICABLE									

Note 3 = Driver Training
 Note 4 = Accident Reporting
 Note 5 = Has Approved Motor Pool Policy on file at SFM

**STATE VEHICLE PURCHASES
FY98**

AGENCIES	TOTAL NUMBER VEHICLES	SOURCE OF FUNDS			TOTAL
		STATE	COMBINATION	OTHER	
ADJUTANT GENERAL					\$0
ADJUTANT GENERAL EMERG PREP					\$0
AGRICULTURE DEPARTMENT	4	\$49,692	\$40,040		\$89,732
ALCOHOL & OTHER DRUG ABUSE					\$0
ARCHIVES AND HISTORY	1			\$14,584	\$14,584
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)					\$0
B&CB OGS EXEC MGT					\$0
B&CB OGS SFM	370			\$5,781,955	\$5,781,955
B&CB OGS	7			\$112,330	\$112,330
B&CB RESH & STATS					\$0
B&CB RETIREMENT SYSTEM					\$0
BABCOCK CENTER					\$0
BLIND COMMISSION	3			\$46,923	\$46,923
CCIC					\$0
CENTRAL MIDLANDS REG.PLNING					\$0
CIVIL AIR PATROL					\$0
COM DEPT - AERONAUTICS					\$0
COM DEPT - ADMINISTRATION					\$0
COMPROLLER					\$0
CONSUMER AFFAIRS					\$0
CORRECTION DEPT.	65	\$158,751		\$1,056,198	\$1,214,949
DEAF & BLIND SCHOOL					\$0
DHEC	51	\$19,262	\$170,215	\$722,829	\$912,306
DOT	256			\$5,308,318	\$5,308,318
EDUCATION DEPARTMENT					\$0
ELECTION COMMISSION					\$0
EMPLOYMENT SECURITY COMM					\$0
ETHICS COMMISSION					\$0

**STATE VEHICLE PURCHASES
FY98**

AGENCIES	TOTAL NUMBER VEHICLES	SOURCE OF FUNDS			TOTAL
		STATE	COMBINATION	OTHER	
ETV	6	\$53,734		\$61,112	\$114,846
FORESTRY COMMISSION	52	\$1,402,279	\$95,670	\$128,237	\$1,626,186
GOV'S SCHOOL OF ARTS					\$0
GOV'S SCHOOL OF SCI & MATH					\$0
GOVERNOR'S OFFICE	1			\$16,411	\$16,411
HEALTH & HUMAN SERVICES	29	\$888,420			\$888,420
HIGHER ED. COMMISSION					\$0
HOUSING AUTHORITY					\$0
HUMAN AFFAIRS					\$0
INSURANCE DEPT.					\$0
JOHN DE LA HOWE	1	\$14,489			\$14,489
JUVENILE JUSTICE	60	\$886,290			\$886,290
LABOR, LICENSING & REG.	5	\$7,613			\$7,613
LIBRARY STATE					\$0
MENTAL HEALTH DEPT.	65	\$1,063,808		\$46,923	\$1,110,731
MINORITY AFFAIRS					\$0
MUSEUM COMMISSION					\$0
NATURAL RESOURCE	81	\$29,242		\$1,717,453	\$1,746,695
OPPORTUNITY SCHOOL (WIL LOU)					\$0
PATRIOTS POINT					\$0
PROBATION, PAROLE & PARDON					\$0
PRT	19			\$259,761	\$259,761
PUBLIC SAFETY DEPARTMENT	199	\$3,690,306	\$14,789	\$27,702	\$3,732,797
PUBLIC SERVICE COMMISSION					\$0
REVENUE & TAXATION					\$0
SCDDSN (CENTRAL OFFICE)	16	\$28,324		\$299,682	\$328,006
SCDDSN (COASTAL CENTER)					\$0
SCDDSN (MIDLANDS CENTER)					\$0
SCDDSN (PEE DEE CENTER)					\$0
SCDDSN (WHITTEN CENTER)					\$0
SEA GRANT CONSORTIUM					\$0
SECOND INJURY FUND					\$0
SECRETARY OF STATE					\$0

**STATE VEHICLE PURCHASES
FY98**

AGENCIES	TOTAL NUMBER VEHICLES	SOURCE OF FUNDS			TOTAL
		STATE	COMBINATION	OTHER	
SLED	90	\$1,772,682		\$57,171	\$1,829,853
SOCIAL SERVICES DEPT.					\$0
SPRINGDALE RACE COURSE					\$0
STATE ACCIDENT FUND					\$0
TECH TRIDENT TECH COLLEGE					\$0
TECH-COMP EDUCATION					\$0
TECH-DENMARK TECH COLLEGE					\$0
TECH-FLOR/DAR TECH COLLEGE					\$0
TECH-GREENVILLE TECH COLLEGE					\$0
TECH-LOW COUNTRY TECH COLLEGE					\$0
TECH-SPARTANBURG TECH COLLEGE					\$0
TECH-ORANGEBURG TECH COLLEGE					\$0
TECH-WILLIAM TECH COLLEGE					\$0
U-CITADEL					\$0
U-CLEMSON UNIVERSITY	55	\$840,248	\$24,896	\$158,355	\$1,023,499
U-COASTAL CAROLINA UNI.					\$0
U-COLLEGE OF CHARLESTON	4	\$64,793			\$64,793
U-FRANCIS MARION UNIV.	1	\$19,435			\$19,435
U-LANDER UNIVERSITY					\$0
U-MEDICAL UNIVERSITY	8	\$310,044			\$310,044
U-SCSU	2			\$29,578	\$29,578
U-WINTHROP UNIVERSITY	5	\$66,731			\$66,731
USC	35	\$587,378			\$587,378
VOCATIONAL REHABILITATION	2			\$62,818	\$62,818
WORKERS' COMP COMM					\$0
TOTALS	1493	\$11,953,521	\$345,610	\$15,908,340	\$28,207,471

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
FY98**

AGENCIES	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	GROWTH (FY96-FY98)	
	FY96	FY97	FY98	QUANTITY	PERCENTAGE
ADJUTANT GENERAL	32	32	33	1	3%
ADJUTANT GENERAL EMERG PREP	5	5	5	0	0%
AGRICULTURE DEPARTMENT	40	43	45	5	13%
ALCOHOL & OTHER DRUG ABUSE	3	3	3	0	0%
ARCHIVES AND HISTORY	6	7	8	2	33%
ARTS COMMISSION	6	7	6	0	0%
ATTORNEY GENERAL	5	7	9	4	80%
B&C BD - DIV OF BUDGET	12	9	12	0	0%
B&C BD - DIV OF OPNS	125	137	119	-6	-5%
B&C BD - DIV OF RETIREMENT	4	4	4	0	0%
B&C BD - DIV OF REG DEV	3	4	3	0	0%
BABCOCK CENTER*	25	37	47	22	88%
BLIND COMMISSION	31	36	35	4	13%
CCIC	4	4	4	0	0%
CENTRAL MIDLANDS REG.PLNING	3	3	3	0	0%
CIVIL AIR PATROL	13	13	0	-13	-100%
COM DEPT - AERONAUTICS	26	32	22	-4	-15%
COM DEPT - ADMINISTRATION	20	25	24	4	20%
COMPTRROLLER	2	2	2	0	0%
CONSUMER AFFAIRS	10	9	10	0	0%
CORRECTION DEPT.	1027	956	950	-77	-7%
DEAF & BLIND SCHOOL	75	80	73	-2	-3%
DHEC	721	712	669	-52	-7%
DOT	4072	4071	3564	-508	-12%
EDUCATION DEPARTMENT	6591	4295	6151	-440	-7%
ELECTION COMMISSION	3	3	3	0	0%
EMPLOYMENT SECURITY COMM	23	24	16	-7	-30%
ETHICS COMMISSION	1	1	1	0	0%
ETV	68	70	70	2	3%
FORESTRY COMMISSION	494	433	331	-163	-33%
GOV'S SCHOOL OF ARTS	1	1	2	1	100%
GOV'S SCHOOL OF SCI & MATH	1	1	1	0	0%
GOVERNOR'S OFFICE	220	51	33	-187	-85%
HEALTH & HUMAN SERVICES	105	361	365	260	248%
HIGHER ED. COMMISSION	1	1	1	0	0%
HOUSING AUTHORITY	19	19	19	0	0%
HUMAN AFFAIRS	3	3	3	0	0%
INSURANCE DEPT.	1	1	1	0	0%
JOHN DE LA HOWE	20	21	22	2	10%
JUVENILE JUSTICE	191	198	214	23	12%
LABOR, LICENSING & REG.	107	120	104	-3	-3%
LIBRARY STATE	4	4	4	0	0%
MENTAL HEALTH DEPT.	787	810	837	50	6%
MINORITY AFFAIRS	1	1	1	0	0%
MUSEUM COMMISSION	3	3	3	0	0%
NATURAL RESOURCE	867	863	767	-100	-12%
OPPORTUNITY SCHOOL (WIL LOU)	15	17	16	1	7%
PATRIOTS POINT	3	3	3	0	0%
PROBATION, PAROLE & PARDON	104	167	111	7	7%
PRT	223	227	221	-2	-1%
PUBLIC SAFETY DEPT	1829	1840	1624	-205	-11%
PUBLIC SERVICE COMMISSION	12	13	14	2	17%
REVENUE & TAXATION	18	19	18	0	0%
SCDDSN (CENTRAL OFFICE) (note 1)	287	314	282	-5	-2%
SCDDSN (COASTAL CENTER) (note 1)					
SCDDSN (MIDLANDS CENTER) (note 1)					
SCDDSN (PEE DEE CENTER) (note 1)					
SCDDSN (WHITTEN CENTER) (note 1)					
SEA GRANT CONSORTIUM	2	2	2	0	0%
SECRETARY OF STATE	1	1	2	1	100%
SLED	470	510	497	27	6%
SOCIAL SERVICES DEPT.	534	596	704	170	32%
SPRINGDALE RACE COURSE	3	3	6	3	100%
STATE ACCIDENT FUND	6	3	3	-3	-50%
TECH-COMP EDUCATION	62	64	72	10	16%
TECH-DENMARK TECH	7	2	0	-7	-100%

**ANALYSIS OF FLEET GROWTH
FY98**

AGENCIES	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	TOTAL OWNED & LEASED	GROWTH (FY96-FY98)	
	FY96	FY97	FY98	QUANTITY	PERCENTAGE
TECH-FLOR/DAR TECH	7	7	0	-7	-100%
TECH-GREENVILLE TECH	1	1	0	-1	-100%
TECH-LOW COUNTRY TECH	8	8	0	-8	-100%
TECH-SPARTANBURG TECH	2	0	0	-2	-100%
TECH-ORANGEBURG TECH	0	0	0	0	0%
TECH-TRIDENT TECH	1	0	0	-1	-100%
TECH-WILLIAMSBURG TECH	1	4	0	-1	-100%
TREASURER'S OFFICE	0	1	1	1	0%
U-CITADEL	55	60	53	-2	-4%
U-CLEMSON UNIVERSITY	956	1039	928	-28	-3%
U-COASTAL CAROLINA UNI.	47	41	42	-5	-11%
U-COLLEGE OF CHARLESTON	37	39	40	3	8%
U-FRANCIS MARION UNIV.	44	43	34	-10	-23%
U-LANDER UNIVERSITY	23	25	26	3	13%
U-MEDICAL UNIVERSITY	123	129	126	3	2%
U-SCSU	65	80	106	41	63%
U-WINTHROP UNIVERSITY	63	67	59	-4	-6%
USC	390	392	412	22	6%
VOCATIONAL REHABILITATION	181	212	190	9	5%
WORKERS' COMP COMM	11	10	10	-1	-9%
TOTALS	21434	19461	20201	-1233	-6%
* Babcock Center Owned Vehicles not included.					
Note 1: Total for Dept. of Disabilities and Special Needs					

**COMPOSITION OF SEDANS AND STATION WAGONS
OWNED BY AGENCIES
FY98**

AGENCIES	FULL-SIZE A4,A5,A6,C4	INTERMEDIATE A3,C3	COMPACT A2,C2	SUBCOMPACT A1	TOTAL
ADJUTANT GENERAL	0	0	0	0	0
ADJUTANT GENERAL EMERG PREP	0	0	0	0	0
AGRICULTURE DEPARTMENT	2	9	0	0	11
ALCOHOL & OTHER DRUG ABUSE	0	0	0	0	0
ARCHIVES AND HISTORY	1	2	1	0	4
ARTS COMMISSION	0	0	0	0	0
ATTORNEY GENERAL	0	0	0	0	0
B&CB ADVIS COMM/INTER GOV REL	0	0	0	0	0
B&CB INTERNAL OPS (IO)	0	0	0	0	0
B&CB LOCAL GOVERNMENT	0	0	0	0	0
B&CB OFFICE HUMAN RES (OHR)	0	0	1	0	1
B&CB OGS EXEC MGT	0	0	1	0	1
B&CB OGS SFM	21	594	605	23	1243
B&CB OIR	0	0	0	0	0
B&CB RESH & STATS	0	1	0	0	1
B&CB RETIREMENT SYSTEM	0	0	0	0	0
BABCOCK CENTER	0	0	0	0	0
BLIND COMMISSION	0	0	0	0	0
CCIC	0	0	0	0	0
CENTRAL MIDLANDS REG.PLNING	0	0	0	0	0
CIVIL AIR PATROL	0	0	0	0	0
COM DEPT-ADMIN & AERONAUTICS	0	2	0	0	2
COMPTROLLER	0	0	0	0	0
CONSUMER AFFAIRS	0	0	0	0	0
CORRECTION DEPT.	12	110	40	4	166
DEAF & BLIND SCHOOL	3	5	9	0	17
DHEC	6	211	20	4	241
DOT	16	222	149	0	387
EDUCATION DEPARTMENT	12	15	0	0	27
ELECTION COMMISSION	1	2	0	0	3
EMPLOYMENT SECURITY COMM	3	5	1	0	9
ETHICS COMMISSION	0	0	0	0	0
ETV	19	3	0	0	22

**COMPOSITION OF SEDANS AND STATION WAGONS
OWNED BY AGENCIES
FY98**

AGENCIES	FULL-SIZE A4,A5,A6,C4	INTERMEDIATE A3,C3	COMPACT A2,C2	SUBCOMPACT A1	TOTAL
FORESTRY COMMISSION	0	3	0	0	3
GOV'S SCHOOL OF ARTS	0	0	0	0	0
GOV'S SCHOOL OF SCI & MATH	0	0	0	0	0
GOVERNOR'S OFFICE	0	3	4	0	7
HEALTH & HUMAN SERVICES	0	5	1	0	6
HIGHER ED. COMMISSION	0	0	0	0	0
HOUSING AUTHORITY	0	0	0	0	0
HUMAN AFFAIRS	0	0	0	0	0
INSURANCE DEPT.	0	0	0	0	0
JOHN DE LA HOWE	0	2	0	0	2
JUVENILE JUSTICE	1	38	40	0	79
LABOR, LICENSING & REG.	1	4	2	0	7
LIBRARY STATE	0	2	0	0	2
MENTAL HEALTH DEPT.	44	176	103	29	352
MINORITY AFFAIRS	0	0	0	0	0
MUSEUM COMMISSION	0	0	0	0	0
NATURAL RESOURCE	5	27	1	0	33
OPPORTUNITY SCHOOL (WIL LOU)	1	3	0	0	4
PATRIOTS POINT	0	0	0	0	0
PROBATION, PAROLE & PARDON	0	0	0	0	0
PRT	15	8	0	0	23
PUBLIC SAFETY DEPARTMENT	0	46	21	4	71
PUBLIC SERVICE COMMISSION	0	0	0	0	0
REVENUE & TAXATION	0	0	0	0	0
SCDDSN (5 Offices)	2	46	22	3	73
SEA GRANT CONSORTIUM	0	0	0	0	0
SECOND INJURY FUND	0	0	0	0	0
SECRETARY OF STATE	0	0	0	0	0
SLED	3	50	20	1	74
SOCIAL SERVICES DEPT.	3	1	0	0	4
SPRINGDALE RACE COURSE	0	0	0	0	0
STATE ACCIDENT FUND	0	0	0	0	0
TECH TRIDENT TECH COLLEGE	0	0	0	0	0

**COMPOSITION OF SEDANS AND STATION WAGONS
OWNED BY AGENCIES
FY98**

AGENCIES	FULL-SIZE A4,A5,A6,C4	INTERMEDIATE A3,C3	COMPACT A2,C2	SUBCOMPACT A1	TOTAL
TECH-COMP EDUCATION	4	3	1	0	8
TECH-DENMARK TECH COLLEGE	0	0	0	0	0
TECH-FLOR/DAR TECH COLLEGE	0	0	0	0	0
TECH-GREENVILLE TECH COLLEGE	0	0	0	0	0
TECH-LOW COUNTRY TECH COLL	0	0	0	0	0
TECH-SPARTANBURG TECH COLL	0	0	0	0	0
TECH-ORANGEBURG TECH COLL	0	0	0	0	0
TECH-WILLIAM TECH COLLEGE	0	0	0	0	0
U-CITADEL	3	0	1	0	4
U-CLEMSON UNIVERSITY	5	68	50	1	124
U-COASTAL CAROLINA UNI.	2	3	3	0	8
U-COLLEGE OF CHARLESTON	0	4	1	0	5
U-FRANCIS MARION UNIV.	1	1	0	0	2
U-LANDER UNIVERSITY	3	2	0	0	5
U-MEDICAL UNIVERSITY	5	7	5	0	17
U-SCSU	5	11	1	1	18
U-WINTHROP UNIVERSITY	1	4	2	0	7
USC	14	40	31	3	88
VOCATIONAL REHABILITATION	2	0	0	0	2
WORKERS' COMP COMM	0	0	0	0	0
TOTALS	216	1738	1136	73	3163

**MAINTENANCE FACILITY CERTIFICATION RATING BY STATUTORY AREA
FY98**

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
AERONAUTICS	ON-SITE	S	S	S	S	S	S	S
CITADEL	QUESTIONNAIRE						S	S
CLEMSON								
-- CLEMSON MAIN	QUESTIONNAIRE							
-- AG AND ENGR. DEPT	ON-SITE	S	S	S	S	S	S	S
-- FORESTRY RESOURCES	QUESTIONNAIRE							
-- SIMPSON STATION	QUESTIONNAIRE							
-- EDISTO RES & ED CTR	QUESTIONNAIRE							
-- PEE DEE RESEARCH	QUESTIONNAIRE							
-- COASTAL RESEARCH	ON-SITE	S	S	S	S	S	S	S
-- SANDHILL RESEARCH	QUESTIONNAIRE							
DEAF AND BLIND SCHOOL	ON-SITE	S	S	S	S	S	S	S
DEPT OF CORRECTIONS								
-- MAIN FACILITY (COLA)	ON-SITE	S	S	S	S	S	S	S
DHEC	QUESTIONNAIRE							
DEPARTMENT OF TRANS								
-- ABBEVILLE	ON-SITE	S	S	S	S	S	S	S
-- AIKEN	QUESTIONNAIRE							
-- ALLENDALE	QUESTIONNAIRE							
-- ANDERSON	ON-SITE	BS	S	S	S	S	S	S
-- BAMBERG	ON-SITE	BS	BS	BS	S	S	S	BS
-- BARNWELL	ON-SITE	S	S	S	S	S	S	S
-- BEAUFORT	ON-SITE	S	U	S	S	U	BS	U
-- BERKELEY	ON-SITE	S	S	S	S	BS	BS	S
-- CALHOUN	QUESTIONNAIRE							
-- CHARLESTON	QUESTIONNAIRE							
CHARLESTON NORTH	QUESTIONNAIRE							
-- CHEROKEE	QUESTIONNAIRE							
-- CHESTER	QUESTIONNAIRE							
-- CHESTERFIELD	ON-SITE	U	U	BS	S	U	BS	U
-- CLARENDON	ON-SITE	S	S	BS	S	U	S	BS
-- COLLETON	QUESTIONNAIRE							
-- DARLINGTON	QUESTIONNAIRE							
-- DILLION	QUESTIONNAIRE							
-- DORCHESTER	QUESTIONNAIRE							
-- DOT DEPOT	QUESTIONNAIRE							
-- EDGEFIELD	ON-SITE	S	E	E	S	S	E	O
-- FAIRFIELD	ON-SITE	BS	S	S	S	S	BS	S
-- FLORENCE	ON-SITE	S	S	S	S	BS	S	S
-- GEORGETOWN	ON-SITE	S	S	S	S	U	BS	BS
-- GREENVILLE	ON-SITE	S	U	U	S	BS	S	U
-- GREENWOOD	QUESTIONNAIRE							
-- HAMPTON	ON-SITE	BS	BS	S	S	S	BS	BS
-- HORRY	ON-SITE	S	S	S	S	S	S	S
-- JASPER	ON-SITE	S	S	S	S	S	S	S
-- KERSHAW	ON-SITE	S	S	S	S	S	S	S
-- LANCASTER	QUESTIONNAIRE							
-- LAURENS	QUESTIONNAIRE							
-- LEE	ON-SITE	S	S	S	S	S	BS	S
-- LEXINGTON	QUESTIONNAIRE							
-- MARION	QUESTIONNAIRE							

**MAINTENANCE FACILITY CERTIFICATION RATING BY STATUTORY AREA
FY98**

MAINTENANCE FACILITY	REVIEWED BY ON-SITE OR QUESTIONNAIRE	PURCHASING	INVENTORY	WORK ORDER RECORDS KEEPING	COST EFFECTIVE OPERATIONS	PREVENTIVE MAINTENANCE PROGRAM	SAFETY	OVERALL RATING
-- MARLBORO	ON-SITE	U	S	S	S	S	S	BS
-- McCORMICK	ON-SITE	BS	S	S	S	S	S	S
NEWBERRY	QUESTIONNAIRE							
-- OCONEE	QUESTIONNAIRE							
-- ORANGEBURG	QUESTIONNAIRE							
-- ORANGEBURG - Holly Hill	QUESTIONNAIRE							
-- PICKENS	ON-SITE	BS	S	S	S	S	S	
-- RICHLAND	ON-SITE	S	S	S	S	S	S	S
-- SALUDA	QUESTIONNAIRE							
-- SPARTANBURG	ON-SITE	S	BS	BS	BS	S	S	BS
-- SUMTER	QUESTIONNAIRE							
-- UNION	ON-SITE	S	BS	U	S	S	BS	BS
-- WILLIAMSBURG	QUESTIONNAIRE							
-- YORK - ROCK HILL	ON-SITE	S	S	S	S	S	U	BS
-- YORK # 2 - YORK	ON-SITE	S	U	S	S	BS	S	BS
EDUCATIONAL TV	QUESTIONNAIRE							
FORESTRY COMMISSION								
-- COLUMBIA	QUESTIONNAIRE							
-- FLORENCE	ON-SITE	S	NA	S	S	S	S	S
-- KINGSTREE	QUESTIONNAIRE							
-- MANCHESTER	QUESTIONNAIRE							
-- NEWBERRY	ON-SITE	S	S	S	S	S	S	S
-- NEIDERHOF	QUESTIONNAIRE							
-- SANDHILL	QUESTIONNAIRE							
-- SPARTANBURG	QUESTIONNAIRE							
-- TAYLOR	QUESTIONNAIRE							
-- WALTERBORO	ON-SITE	S	S	S	S	S	S	S
FRANCIS MARION	ON-SITE	S	S	S	S	S	S	S
GENERAL SERVICES								
-- STATE FLEET MGMT	QUESTIONNAIRE							
JOHN DE LA HOWE	ON-SITE	S	BS	S	S	S	S	S
MENTAL HEALTH								
-- CRAFT FARROW	QUESTIONNAIRE							
-- MAIN FACILITY	QUESTIONNAIRE							
-- P.B. HARRIS HOSPITAL	QUESTIONNAIRE							
DEPT. DIS. & SP. NEEDS								
-- MIDLANDS CENTER	ON-SITE	BS	S	S	S	S	S	S
-- COASTAL CENTER	ON-SITE	S	S	S	S	S	S	S
-- PEE DEE CENTER	ON-SITE	S	E	S	S	S	S	O
-- WHITTEN CENTER	ON-SITE	U	S	S	S	U	U	U
SLED	ON-SITE	S	S	S	S	U	S	BS
USC	ON-SITE	S	NA	BS	S	U	S	BS
NATURAL RESOURCES	QUESTIONNAIRE							

O = OUTSTANDING = EXCEEDS ESTABLISHED STANDARDS

S = SATISFACTORY MEETS ESTABLISHED STANDARDS.

BS = BORDERLINE SAT = FAILS TO FULLY MEET ESTABLISHED STANDARDS , BUT NOT TO THE POINT OF BEING UNSATISFACTORY.

U = UNSATISFACTORY. FAILS TO MEET ESTABLISHED STANDARDS. FACILITY MUST BE IMPROVED IMMEDIATELY OR FACE POSSIBLE CLOSURE.

MAINTENANCE COST PER MILE AS REPORTED BY AGENCIES (FY 98)

AGENCIES	TOTAL			TOTAL MAINT COST	MCPM	****MAINTENANCE COST PER MILE BY TYPE VEHICLE****							SEE NOTES	PM INTERVALS	
	LEASED MILES	OWNED MILES	NUMBER MILES			MCPM SEDAN	MCPM POLICE	MCPM PICKUP	MCPM UTILITY	MCPM VANS	OVER 10000 GVW	MCPM OTHER		MONTHS	MILES
ADJUTANT GENERAL	0	79,824	79,824	Not reported									13	See note 13	
ADJUTANT GENERAL EMERG PREP	95,273		95,273												
AGRICULTURE DEPARTMENT	See note 13	Not reported	0												
ALCOHOL & OTHER DRUG ABUSE			0												
ARCHIVES AND HISTORY		80,526	0	\$ 2,815	0.0350	\$0.038		\$0.003			\$0.041			6	5,000
ARTS COMMISSION		Trailers	0	See note 13									13	See note 13	
ATTORNEY GENERAL			0												
B&CB ADVIS COMM/INTER GOV REL	26,594		26,594												
B&CB INTERNAL OPS (IO)	12,128		12,128												
B&CB LOCAL GOVERNMENT	26,395		26,395												
B&CB OFFICE HUMAN RES (OHR)	11,444	1,233	12,677	\$ 728	0.5907	\$0.059							1 & 10		
B&CB OGS EXEC MGT	82,984	1,006,820	1,089,804	\$ 44,618	0.0443			\$0.241			\$0.181		1	3	4 to 6,000
B&CB OGS SFM	1,305,583	28,894,464	30,200,047	\$ 951,027	0.0329	\$0.027	\$0.046	\$0.025	\$0.059	\$0.043	\$0.121	\$0.033	14	3 & 6	4 & 5,000
B&CB OIR	180,153	4,275	184,428												
B&CB RESH & STATS	30,439	112,403	142,842	\$ 3,888	0.0346			\$0.000	\$0.037			\$0.030		3	5,000
B&CB RETIREMENT SYSTEM	93,491		93,491												
BABCOCK CENTER	811,763	2,374,757	3,186,520	\$ 88,548	0.0373	See note 13							1 & 10		note 4
BLIND COMMISSION	367,467	405,595	773,062	\$ 31,859	0.0785			\$0.590		\$0.080				6	5,000
CCIC	72,539		72,539												
CENTRAL MIDLANDS COUN. OF GOVT.		12,000	12,000							call				3	5,000
CIVIL AIR PATROL			0												
COM DEPT - AERONAUTICS		90,651	90,651	\$ 35,595	0.3927	\$0.056		\$0.305	\$0.046		\$0.702			6	5,000
COM DEPT - ADMINISTRATION	436,904		436,904												
COMPTROLLER			0												
CONSUMER AFFAIRS	157,180		157,180												
CORRECTION DEPT.	134,749	13,185,671	13,320,420	\$ 820,375	0.0622	\$0.054	\$0.060	\$0.050	\$0.051	\$0.060	\$0.108			6	5,000
DEAF & BLIND SCHOOL	152,140	607,705	759,845	\$ 97,821	0.1610	\$0.061		\$0.311	\$0.006	\$0.075	\$0.229			6/12	5 to 9,000
DHEC		7,033,272	7,033,272	\$ 299,316	0.0426	Not Reported but should be available in FY 99							6	4,000	
DOT		39,002,843	39,002,843	\$ 6,937,980	0.1779	\$0.115		\$0.099	\$0.090	\$0.090	\$0.277	\$2.360		6	5,000
EDUCATION DEPARTMENT		75,990,718	75,990,718	\$ 6,057,041	0.0797	\$0.030		\$0.081			\$0.081			4	3,000
ELECTION COMMISSION		22,537	22,537	\$ 969	0.0430	\$0.043								6	3,000
EMPLOYMENT SECURITY COMM		194,505	194,505	\$ 6,569	0.0338	\$0.019	\$0.441			\$0.037	\$0.057			6	5,000
ETHICS COMMISSION	18,418		18,418												
ETV		838,708	838,708	\$ 74,603	0.0889	\$0.091	\$0.128	\$0.149	\$0.321	\$0.081		\$0.983		6	5,000
FORESTRY COMMISSION	10,473	2,175,637	2,186,110	\$ 292,020	0.1342	\$0.012		\$0.053	\$0.028	\$0.030	\$0.449			6	5,000
GOV'S SCHOOL OF ARTS			0												
GOV'S SCHOOL OF SCI & MATH		See note 13	0												
GOVERNOR'S OFFICE	455,252	36,612	491,864	\$ 1,037	0.0283	\$0.030				\$0.022				6	5,000
HEALTH & HUMAN SERVICES	635,709	6,408,932	7,044,641	Not available	See note 13									6	3 to 5,000
HIGHER ED. COMMISSION			0												
HOUSING AUTHORITY	277,335		277,335												
HUMAN AFFAIRS			0												
INSURANCE DEPT.	15,004		15,004												
JOHN DE LA HOWE	8,387	168,158	176,545	\$ 14,273	0.0849	\$0.030		\$0.181		\$0.024	\$1.547			6	5,000
JUVENILE JUSTICE	805,211	1,317,002	2,122,213	\$ 96,105	0.0730	Could not run report but should be able to get info in FY99							6	5,000	
LABOR, LICENSING & REG.	1,437,493	216,124	1,653,617	\$ 60,398	0.2795	\$0.113	\$0.094	\$0.160	\$0.108	\$0.492		\$15.230			
LIBRARY STATE		34,343	34,343	\$ 278	0.0081	\$0.008	\$0.008							6	5,000
MENTAL HEALTH DEPT.	598,816	5,947,366	6,546,182	\$ 650,391	0.1094	\$0.088	\$0.201	\$0.154	\$0.136	\$0.337	\$0.232	\$0.337		12	5,000
MINORITY AFFAIRS			0												
MUSEUM COMMISSION	52,374	4,507	56,881	\$ 648	0.1438					\$0.144				3	4,000
NATURAL RESOURCE		9,845,793	9,845,793	Not reported										3	3,000
OPPORTUNITY SCHOOL (WIL LOU)		96,093	96,093	\$ 11,586	0.1206	\$0.121	\$0.121	\$0.121	\$12.058	\$0.121	\$0.120	\$0.121	1 & 10	6	not shown
PATRIOTS POINT		No report	0												

MAINTENANCE COST PER MILE AS REPORTED BY AGENCIES (FY 98)															
AGENCIES	TOTAL			TOTAL MAINT COST	MCPM	****MAINTENANCE COST PER MILE BY TYPE VEHICLE****							SEE NOTES	PM INTERVALS	
	LEASED MILES	OWNED MILES	NUMBER MILES			MCPM SEDAN	MCPM POLICE	MCPM PICKUP	MCPM UTILITY	MCPM VANS	OVER 10000 GVW	MCPM OTHER		MONTHS	MILES
PROBATION, PAROLE & PARDON	2,395,524		2,395,524												
PRT		No report	0												
PUBLIC SAFETY DEPARTMENT	717,659	28,662,978	29,380,637	\$ 1,788,967	0.0624	\$0.026	\$0.045	\$0.010	\$0.043	\$0.045	\$0.569	\$0.160	14	3/6	4 & 5,000
PUBLIC SERVICE COMMISSION	340,064		340,064												
REVENUE	259,068		259,068												
SCDDSN (CENTRAL OFFICE)		168,798	168,798	\$ 5,528	0.0328	\$0.033								6	5,000
SCDDSN (COASTAL CENTER)		487,725	487,725	\$ 49,924	0.1024	\$0.102		\$0.103		\$0.102	\$0.118			6	5,000
SCDDSN (MIDLANDS CENTER)		461,269	461,269	\$ 64,096	0.1390	\$0.050		\$0.023	\$0.196	\$0.138	\$0.362		1 & 10	6	4,000
SCDDSN (PEE DEE CENTER)		355,811	355,811	\$ 16,068	0.0452	\$0.033		\$0.090		\$0.043	\$0.019			6	5,000
SCDDSN (WHITTEN CENTER)		491,701	491,701	\$ 57,109	0.1161	\$0.065	\$0.058	\$0.124		\$0.273	\$0.050	\$0.089		6	5,000
SEA GRANT CONSORTIUM	28,696		28,696												
SECOND INJURY FUND			0												
SECRETARY OF STATE			0												
SLED		8,278,897	8,278,897	\$ 276,127	0.0334	see note 6							6	6/12	4 & 6,000
SOCIAL SERVICES DEPT.	8,928,620	104,782	9,033,402												
SPRINGDALE RACE COURSE		17500	17,500	\$ 180.00	0.0103			\$0.010	\$0.010	\$0.010			1 & 10		3,500
STATE ACCIDENT FUND	43,392		43,392												
STATE TREASURER															
TECH TRIDENT TECH COLLEGE			0												
TECH-COMP EDUCATION	5,763	91,935	97,698	\$ 8,210.47	0.0893			\$0.069		\$0.021	\$0.214		1 & 10	3	5,000
TECH-DENMARK TECH COLLEGE	68,000	47,800	115,800	\$ 2,000	0.0418			\$0.050		\$0.045		\$0.033	1 & 10	4	5,000
TECH-FLO/DAR TECH COLLEGE	92,376	28,311	120,687	\$ 2,015	0.0712	\$0.032		\$0.093		\$0.066	\$0.301			6	5,000
TECH-GREENVILLE TECH	14,793		14,793												
TECH-LOW COUNTRY TECH COLL	116,943	21,817	138,760	\$ 5,113	0.2344	\$0.078		\$0.576		\$0.243			1 & 10		5,000
TECH-SPARTANBURG TECH			0												
TECH-ORANGEBURG TECH COLL		47,496	47,496	\$ 23,521	0.4952	See Note 6							1 & 6	3-4	
TECH-WILLIAMSBURG TECH COLLEGE			0												
U-CITADEL	121,410	144,117	265,527	\$ 26,724	0.1854	\$0.039		\$0.161	\$0.163	\$0.129	\$0.402			6	5,000
U-CLEMSON UNIVERSITY	3,146	5,311,512	5,314,658	\$ 386,873	0.0728	\$0.030	\$0.108	\$0.105	\$0.021	\$0.050	\$0.219	\$0.077		6	3 & 5,000
U-COASTAL CAROLINA UNI.		215,404	215,404	\$ 34,856	0.1618	\$0.168	\$0.187	\$0.192	\$0.118	\$0.122	\$2,769			3 & 6	4 & 5,000
U-COLLEGE OF CHARLESTON		405,601	405,601	\$ 35,940	0.0886	0.0208		\$0.082		\$0.078	\$0.341		1 & 10	3	3,000
U-FRANCIS MARION UNIV.		292,186	292,186	\$ 18,743	0.0641	\$0.053	\$0.087	\$0.247		\$0.036	\$0.163			6	3 & 5,000
U-LANDER UNIVERSITY		156,392	156,392	\$ 10,708	0.0685	See note 6							1 & 6	4	3 To 4,000
U-MEDICAL UNIVERSITY	31,833	1,072,427	1,104,260	\$ 260,346	0.2428	\$0.061	\$0.132	\$0.147	\$0.323	\$0.117	\$0.719	\$0.274	1 & 10	3 & 6	3 & 6,000
U-SCSU		582,377	582,377	\$ 75,751	0.1301	Question all vehicle types having exactly the same MCPM							1 & 10	2, 4 & 6	3,000
U-WINTHROP UNIVERSITY	71,156	135,630	206,786	\$ 33,160	0.2445			\$0.187		\$0.237	\$0.523		1 & 10	6	
USC		2,467,981	2,467,981	\$ 260,726	0.1056	\$0.048	\$0.156	\$0.129	\$0.051	\$0.094	\$0.336	\$0.396		6	5,000
VOCATIONAL REHABILITATION	506,867	1,932,287	2,439,154	\$ 69,592	0.0360	Run report								6	5,000
WORKERS' COMP COMM	169,351		169,351												
TOTALS	22,226,359	248,171,808	270,317,641	\$ 20,092,767	0.0810	\$0.0555	\$0.1247	\$0.1447	\$0.7297	\$0.1068	\$0.4195	\$1.4589			

- Note 1: Recommend agencies review PM intervals.
- Note 2: PM intervals may be too often.
- Note 3: PM intervals for school busses are based on cumulative miles, hours or fuel consumed.
- Note 4: Synthetic oil use does not change PM intervals.
- Note 5: PM intervals need immediate attention.
- Note 6: MCPM was not reported by vehicle type.
- Note 7: MCPM is very high.
- Note 8: Maintenance cost on trailers - not available.
- Note 9: MCPM applies only to the Medical Transportation Program.
- Note 10: SFM is available to discuss Maintenance procedures and policies.
- Note 11: All state maintenance shops require certification except National Guard Shops.
- Note 12: The Commercial Vendor Repair Program may be of benefit to your agency.
- Note 13: Not Reported.
- Note 14: Maintenance costs taken directly from SCEMIS Cost Report.

**STATE FLEET ACCIDENTS
FY98**

AGENCIES	FY96 ACCIDENTS	FY96 INJURIES	FY96 FATALITIES	FY97 ACCIDENTS	FY97 INJURIES	FY97 FATALITIES	FY98 ACCIDENTS	FY98 INJURIES	FY98 FATALITIES
ADJUTANT GENERAL	0	0	0	2	0	0			
ADJUTANT GENERAL EMERG PREP							2	0	0
AGRICULTURE DEPARTMENT	0	0	0	0	0	0			
ALCOHOL & OTHER DRUG ABUSE	0	0	0	0	0	0	0	0	0
ARCHIVES AND HISTORY	0	0	0	1	0	0	0	0	0
ARTS COMMISSION	1	0	0	1	0	0	2	0	0
ATTORNEY GENERAL	0	0	0	0	0	0	0	0	0
B&CB ADVIS COMM/INTER GOV REL									
B&CB INTERNAL OPS (IO)							0	0	0
B&CB LOCAL GOVERNMENT							0	0	0
B&CB OFFICE HUMAN RES (OHR)							0	0	0
B&CB OGS EXEC MGT	11	3	0	3	1	0	8	1	0
B&CB OGS SFM							0	0	0
B&CB OIR							0	0	0
B&CB RESH & STATS							0	0	0
B&CB RETIREMENT SYSTEM							0	0	0
BABCOCK CENTER	2	0	0	1	0	0	17	2	0
BLIND COMMISSION	1	0	0	0	0	0	0	0	0
CCIC	0	0	0	1	0	0			
CENTRAL MIDLANDS REG.PLNING									
CIVIL AIR PATROL									
COM DEPT - AERONAUTICS							0	0	0
COM DEPT - ADMINISTRATION	1	0	0	0	0	0	0	0	0
COMPTROLLER				0	0	0			
CONSUMER AFFAIRS	0	0	0	0	0	0	0	0	0
CORRECTION DEPT.	54	6	0	60	16	0	96	8	0
DEAF & BLIND SCHOOL	4	0	0	4	0	0	11	0	0
DHEC	29	6	0	19	5	0	23	0	0
DOT	219	51	0	170	63	0	177	55	2
EDUCATION DEPARTMENT	5	0	0	0	0	0	10	0	3
ELECTION COMMISSION	0	0	0	0	0	0	1	0	0
EMPLOYMENT SECURITY COMM	0	0	0				0	0	0
ETHICS COMMISSION									
ETV	2	0	0	3	0	0	7	0	0
FORESTRY COMMISSION	4	1	0	6	2	0	2	0	0

**STATE FLEET ACCIDENTS
FY98**

AGENCIES	FY96 ACCIDENTS	FY96 INJURIES	FY96 FATALITIES	FY97 ACCIDENTS	FY97 INJURIES	FY97 FATALITIES	FY98 ACCIDENTS	FY98 INJURIES	FY98 FATALITIES
GOV'S SCHOOL OF ARTS									
GOV'S SCHOOL OF SCI & MATH									
GOVERNOR'S OFFICE	51	29	0	0	0	0	0	0	0
HEALTH & HUMAN SERVICES	0	0	0	35	20	0	63	23	0
HIGHER ED. COMMISSION	0	0	0	0	0	0	0	0	0
HOUSING AUTHORITY	1	1	0	2	2	0	0	0	0
HUMAN AFFAIRS	0	0	0	1	2	0	0	0	0
INSURANCE DEPT.	0	0	0	0	0	0	0	0	0
JOHN DE LA HOWE	1	0	0	2	0	0	0	0	0
JUVENILE JUSTICE	6	0	0	8	1	0	5	0	0
LABOR, LICENSING & REG.	2	0	0	2	0	0	4	1	0
LIBRARY STATE	0	0	0	0	0	0	0	0	0
MENTAL HEALTH DEPT.	65	7	2	45	18	0	72	6	0
MINORITY AFFAIRS									
MUSEUM COMMISSION	1	0	0				0	0	0
NATURAL RESOURCE	42	5	0	31	10	0	53	7	1
OPPORTUNITY SCHOOL (WIL LOU)	0	0	0	0	0	0	0	0	0
PATRIOTS POINT	0	0	0	0	0	0	0	0	0
PROBATION, PAROLE & PARDON	16	1	0	16	8	0	17	7	0
PRT	5	0	0	3	0	0	6	0	0
PUBLIC SAFETY DEPARTMENT	319	97	5	247	88	3	303	69	3
PUBLIC SERVICE COMMISSION	0	0	0	0	0	0	0	0	0
REVENUE, DEPT.	2	0	0	0	0	0	0	0	0
SCDDSN (CENTRAL OFFICE)	13	0	0	6	0	0	1	1	0
SCDDSN (COASTAL CENTER)							4	4	0
SCDDSN (MIDLANDS CENTER)							2	0	0
SCDDSN (PEE DEE CENTER)							0	0	0
SCDDSN (WHITTEN CENTER)							2	0	0
SEA GRANT CONSORTIUM	0	0	0	0	0	0	0	0	0
SECRETARY OF STATE									
SLED	34	7	1	33	7	1	63	21	0
SOCIAL SERVICES DEPT.	57	0	0	57	0	0			
SPRINGDALE RACE COURSE									
STATE ACCIDENT FUND	1	1	0	0	0	0	0	0	0
TECH TRIDENT TECH COLLEGE									

**STATE FLEET ACCIDENTS
FY98**

AGENCIES	FY96 ACCIDENTS	FY96 INJURIES	FY96 FATALITIES	FY97 ACCIDENTS	FY97 INJURIES	FY97 FATALITIES	FY98 ACCIDENTS	FY98 INJURIES	FY98 FATALITIES
TECH-COMP EDUCATION	2	0	0	0	0	0	1	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	7	0	0	2	0	0	1	0	0
U-CLEMSON UNIVERSITY	30	0	0	12	2	0	30	0	0
U-COASTAL CAROLINA UNI.	2	0	0	1	0	0	2	3	0
U-COLLEGE OF CHARLESTON	2	0	0	3	0	0	11	0	0
U-FRANCIS MARION UNIV.	3	0	0	4	2	0	0	0	0
U-LANDER UNIVERSITY	1	0	0						
U-MEDICAL UNIVERSITY	17	0	2	27	6	0	15	4	0
U-SCSU	0	0	0				3	0	0
U-WINTHROP UNIVERSITY	0	1	0	0	0	0	2	0	0
USC	15	0	0	9	0	0	27	3	0
VOCATIONAL REHABILITATION	9	12	0	3	12	0	13	11	0
WORKERS' COMP COMM	4	3	0	0	0	0	2	0	0
TOTALS	1041	231	10	821	269	4	1058	226	9

NOTE: Shaded cells = no report submitted.

ALTERNATIVE FUEL PURCHASE REQUIREMENTS

ENERGY POLICY ACT (EPAct)

YEAR	FEDERAL REQUIREMENTS	STATE REQUIREMENTS	FUEL PROVIDER REQUIREMENTS	MUNICIPAL PRIVATE REQUIREMENTS
1997	25%	10%	30%	
1998	33%	15%	50%	
1999	50%	25%	70%	
2000	75%	50%	90%	20%
2001	75%	75%	90%	20%

NOTE: The above data depicts the percentage of qualifying new vehicles purchased that must use alternative fuel.

Department of Energy

State Government Advisory (dtd. March 13, 1996)

In response to public comments and consistent with the Act, the principal modifications to the proposed rule published Feb. 28, 1995, include.

*Delaying for one year, until Model Year 1997 (September 1, 1996), the start date of the statutory Alternative Fuel Vehicle acquisition schedule.

* A 12-month period to allow a state time to apply for and obtain approval of an Alternative State Plan for state fleets.

*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.

**ALTERNATIVE FUEL VEHICLES — AGENCY PURCHASE REQUIREMENTS
MODEL YEAR 1998**

State Agencies	# Affected New Buys 1997	# Affected New Buys 1998	% of Affected Total 1997 Buy	% of Affected Total 1998 Buy	Average Affected Vehicle Buy	Net AFV Purchase Requirement 1997 (10%)	Net AFV Purchase Requirement 1998 (15%)
ADJUTANT GENERAL	1	1	0.1335%	0.1261%	0.1298%	1	1
ADJUTANT GENERAL EMERG PREP			0.0000%	0.0000%	0.0000%	0	0
AGRICULTURE DEPARTMENT	6	2	0.8011%	0.2522%	0.5266%	1	1
ALCOHOL & OTHER DRUG ABUSE			0.0000%	0.0000%	0.0000%	0	0
ARCHIVES AND HISTORY	1	1	0.1335%	0.1261%	0.1298%	1	1
ARTS COMMISSION			0.0000%	0.0000%	0.0000%	0	0
ATTORNEY GENERAL			0.0000%	0.0000%	0.0000%	0	0
B&CB ADVIS COMM/INTER GOV REL			0.0000%	0.0000%	0.0000%	0	0
B&CB INTERNAL OPS (IO)			0.0000%	0.0000%	0.0000%	0	0
B&CB LOCAL GOVERNMENT			0.0000%	0.0000%	0.0000%	0	0
B&CB OFFICE HUMAN RES (OHR)			0.0000%	0.0000%	0.0000%	0	0
B&CB OGS EXEC MGT	4	5	0.5340%	0.6305%	0.5823%	1	1
B&CB OGS SFM	266	302	35.5140%	38.0832%	36.7986%	27	46
B&CB OIR			0.0000%	0.0000%	0.0000%	0	0
B&CB RESH & STATS	2		0.2670%	0.0000%	0.1335%	1	0
B&CB RETIREMENT SYSTEM			0.0000%	0.0000%	0.0000%	0	0
BABCOCK CENTER			0.0000%	0.0000%	0.0000%	0	0
BLIND COMMISSION		3	0.0000%	0.3783%	0.1892%	0	1
CCIC			0.0000%	0.0000%	0.0000%	0	0
CENTRAL MIDLANDS COUNCIL OF GOV.			0.0000%	0.0000%	0.0000%	0	0
CIVIL AIR PATROL			0.0000%	0.0000%	0.0000%	0	0
COM DEPT - AERONAUTICS			0.0000%	0.0000%	0.0000%	0	0
COM DEPT - ADMINISTRATION			0.0000%	0.0000%	0.0000%	0	0
COMPROLLER			0.0000%	0.0000%	0.0000%	0	0
CONSUMER AFFAIRS			0.0000%	0.0000%	0.0000%	0	0
CORRECTION DEPT.	72	46	9.6128%	5.8008%	7.7068%	8	7
DEAF & BLIND SCHOOL			0.0000%	0.0000%	0.0000%	0	0
DHEC*	53	45	7.0761%	5.6747%	6.3754%	6	7
DOT	152	159	20.2937%	20.0504%	20.1721%	16	24
EDUCATION DEPARTMENT			0.0000%	0.0000%	0.0000%	0	0
ELECTION COMMISSION	1		0.1335%	0.0000%	0.0668%	1	0
EMPLOYMENT SECURITY COMM			0.0000%	0.0000%	0.0000%	0	0
ETHICS COMMISSION			0.0000%	0.0000%	0.0000%	0	0
ETV	1	3	0.1335%	0.3783%	0.2559%	1	1
FORESTRY COMMISSION	23	24	3.0708%	3.0265%	3.0486%	3	4
GOV'S SCHOOL OF ARTS			0.0000%	0.0000%	0.0000%	0	0
GOV'S SCHOOL OF SCI & MATH			0.0000%	0.0000%	0.0000%	0	0
GOVERNOR'S OFFICE			0.0000%	0.0000%	0.0000%	0	0
HEALTH & HUMAN SERVICES	31	1	4.1389%	0.1261%	2.1325%	4	1
HIGHER ED. COMMISSION			0.0000%	0.0000%	0.0000%	0	0
HOUSING AUTHORITY			0.0000%	0.0000%	0.0000%	0	0
HUMAN AFFAIRS			0.0000%	0.0000%	0.0000%	0	0
INSURANCE DEPT.			0.0000%	0.0000%	0.0000%	0	0
JOHN DE LA HOWE	2	1	0.2670%	0.1261%	0.1966%	1	1
JUVENILE JUSTICE	3	49	0.4005%	6.1791%	3.2898%	1	8
LABOR, LICENSING & REG.			0.0000%	0.0000%	0.0000%	0	0
LIBRARY STATE	2		0.2670%	0.0000%	0.1335%	1	0
MENTAL HEALTH DEPT.	30	50	4.0053%	6.3052%	5.1553%	3	8
MINORITY AFFAIRS			0.0000%	0.0000%	0.0000%	0	0
MUSEUM COMMISSION			0.0000%	0.0000%	0.0000%	0	0

**ALTERNATIVE FUEL VEHICLES — AGENCY PURCHASE REQUIREMENTS
MODEL YEAR 1998**

State Agencies	# Affected New Buys 1997	# Affected New Buys 1998	% of Affected Total 1997 Buy	% of Affected Total 1998 Buy	Average Affected Vehicle Buy	Net AFV Purchase Requirement 1997 (10%)	Net AFV Purchase Requirement 1998 (15%)
NATURAL RESOURCE*	2	3	0.2670%	0.3783%	0.3227%	1	1
OPPORTUNITY SCHOOL (WIL LOU)			0.0000%	0.0000%	0.0000%	0	0
PATRIOTS POINT			0.0000%	0.0000%	0.0000%	0	0
PROBATION, PAROLE & PARDON			0.0000%	0.0000%	0.0000%	0	0
PRT		17	0.0000%	2.1438%	1.0719%	0	3
PUBLIC SAFETY DEPARTMENT	2	5	0.2670%	0.6305%	0.4488%	1	1
PUBLIC SERVICE COMMISSION			0.0000%	0.0000%	0.0000%	0	0
REVENUE			0.0000%	0.0000%	0.0000%	0	0
STATE TREASURER			0.0000%	0.0000%	0.0000%	0	0
SCDDSN (CENTRAL OFFICE)	10	9	1.3351%	1.1349%	1.2350%	1	2
SCDDSN (COASTAL CENTER)			0.0000%	0.0000%	0.0000%	0	0
SCDDSN (MIDLANDS CENTER)			0.0000%	0.0000%	0.0000%	0	0
SCDDSN (PEE DEE CENTER)			0.0000%	0.0000%	0.0000%	0	0
SCDDSN (WHITTEN CENTER)			0.0000%	0.0000%	0.0000%	0	0
SEA GRANT CONSORTIUM			0.0000%	0.0000%	0.0000%	0	0
SECOND INJURY FUND			0.0000%	0.0000%	0.0000%	0	0
SECRETARY OF STATE			0.0000%	0.0000%	0.0000%	0	0
SLED			0.0000%	0.0000%	0.0000%	0	0
SOCIAL SERVICES DEPT.			0.0000%	0.0000%	0.0000%	0	0
SPRINGDALE RACE COURSE			0.0000%	0.0000%	0.0000%	0	0
STATE ACCIDENT FUND			0.0000%	0.0000%	0.0000%	0	0
TECH TRIDENT TECH COLLEGE			0.0000%	0.0000%	0.0000%	0	0
TECH-COMP EDUCATION	1		0.1335%	0.0000%	0.0668%	1	0
TECH-DENMARK TECH COLLEGE			0.0000%	0.0000%	0.0000%	0	0
TECH-FLOR/DAR TECH COLLEGE			0.0000%	0.0000%	0.0000%	0	0
TECH-GREENVILLE TECH			0.0000%	0.0000%	0.0000%	0	0
TECH-LOW COUNTRY TECH COLL			0.0000%	0.0000%	0.0000%	0	0
TECH-SPARTANBURG TECH			0.0000%	0.0000%	0.0000%	0	0
TECH-ORANGEBURG TECH COLL			0.0000%	0.0000%	0.0000%	0	0
TECH-WILLIAM TECH COLLEGE			0.0000%	0.0000%	0.0000%	0	0
U-CITADEL	2		0.2670%	0.0000%	0.1335%	1	0
U-CLEMSON UNIVERSITY	47	35	6.2750%	4.4136%	5.3443%	5	6
U-COASTAL CAROLINA UNI.			0.0000%	0.0000%	0.0000%	0	0
U-COLLEGE OF CHARLESTON	1	3	0.1335%	0.3783%	0.2559%	1	1
U-FRANCIS MARION UNIV.			0.0000%	0.0000%	0.0000%	0	0
U-LANDER UNIVERSITY			0.0000%	0.0000%	0.0000%	0	0
U-MEDICAL UNIVERSITY	7	3	0.9346%	0.3783%	0.6564%	1	1
U-SCSU		2	0.0000%	0.2522%	0.1261%	0	1
U-WINTHROP UNIVERSITY	1		0.1335%	0.0000%	0.0668%	1	0
USC	23	24	3.0708%	3.0265%	3.0486%	3	4
VOCATIONAL REHABILITATION	3		0.4005%	0.0000%	0.2003%	1	0
WORKERS' COMP COMM			0.0000%	0.0000%	0.0000%	0	0
STATE TOTALS**	749	793	100.00%	100.00%	100.00%	94	132

Average Affected Vehicle Buys Model
year 97 & 98

771

* Updated number of affected Vehicles

The State of South Carolina has continued to satisfy EPAAct92 requirements and currently has a balance of 19 AFV credits.

Appendix M: 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.

Appendix N: SCEMIS Users

as of September 25, 1998

<u>Agency</u>	<u>Number of Users</u>
SLED	9
Surplus Property	8
Coastal Carolina	3
Francis Marion	2
USC	9
Medical University	1
ETV	7
Museum Commission	2
DHEC	13
Disabilities & Special Needs	23
Dept. of Public Safety	10
DSS	2
Commission for the Blind	2
Corrections	28
PPP	1
DJJ	2
Forestry	9
State Fleet Management	<u>55</u>
Total Users	186
Total Agencies	18