

SCFA Requirements Agencies

SCFA may re-allocate state vehicles that are being under-utilized (less than 750 per month) within an agency or between agencies.

SCFA will consider under-utilization of state vehicles when evaluating a state agency's request for additional or different vehicles.

No employee should be expected to travel if they feel unsafe due to inclement weather. Supervisors are to ensure that drivers are fit for duty. No short term lease vehicles will be issued while inclement weather conditions are present.

State agencies are responsible for assuring that state vehicles in their custody are parked in secure areas

State agencies must ensure that the subscribed preventive maintenance service is done on all leased vehicles

State vehicles may be washed once a month.

State agencies will not alter, modify, convert, or improve the original vehicle equipment of any state vehicle without prior written authorization

Employees are not allowed to smoke or dip in state vehicles.

Medical marijuana cards do not give an employee the right to operate a state vehicle while using. No employee is to operate a vehicle while under the influence.

Employees may not transport alcohol in a state vehicle, nor may they transport someone who has consumed alcohol.

Employees may not carry weapons, even if they have a concealed permit. Only certified officers whose job requires them to carry firearms are allowed.

No pets allowed. Only those who are designated as an official and have received a waiver from TSD.

State vehicles should not be used for personal use.

1.5.3 Traffic Laws and Operator Conduct

- ▶ Drivers shall obey all applicable traffic laws while operating vehicles
- ▶ Drivers must exercise appropriate caution and prudence while driving
- ▶ Drivers shall not use vehicles for inappropriate or illegal activities including personal use – no expectation of privacy in state vehicle
- ▶ Drivers who exceed 35 miles from their post of duty may use the vehicle for personal business – eating, grocery stores, etc
- ▶ Drivers shall only utilize a cell phone with hands free while driving
- ▶ At no time may a driver text or type while driving – driver may not read from electronic device or paper source while driving
- ▶ Drivers will minimize distractions while driving – including eating & playing with radio
- ▶ Drivers shall operate vehicles at or below posted speeds
- ▶ Drivers who receive a traffic citation in a state vehicle must notify TSD and are responsible for any fines that come as a result of the citation
- ▶ Drivers involved in accidents while driving who are found at fault will have their privileges suspended
- ▶ State employees should car pool to meetings, conferences etc
- ▶ Supervisors will ensure that employees are fit for duty when driving state vehicles – fatigue; physical and emotional soundness focusing on safety