

Biology Department Van & University Van Use Policy

Winthrop University and the Department of Biology offer vans for official state business including research and learning-related activities to state employees (i.e., faculty and student employees) who have been authorized to use the vans. The guidelines for the use of the vans have been developed according to the policies of Winthrop University and the Division of Motor Vehicle Management within the State Budget and Control Board of South Carolina.

General Guidelines for the University Van

- Facilities Management charges \$55.00 per day with no per mile charge and a maximum of 150 miles per day.
- For longer trips, faculty will need to rent a van from a rental company under state contract (i.e., U-Save).
- All trips require a signed Travel Authorization (TA) with an attached list of students being transported. The list should include students' names and Winthrop ID numbers. No more than one driver and 14 passengers can travel in the van at one time.
- Reservations for using the university are made through the Facilities Management office.
- No children (ages K-12) can be transported due to SC Code of Law 56-5-195 which is referred to as Jacob's Law (see page 4).

General Guidelines for the Biology Department Van

- The Biology Department van should only be used for travel up to 1 hour away from campus (approximately 70 miles).
- For longer trips, faculty needs to rent a van from a rental company under state contract (i.e., U-Save).
- All trips require a signed Travel Authorization (TA) with an attached list of students being transported. The list should include students' names and Winthrop ID numbers. No more than one driver and 14 passengers can travel in the van at one time.
- Van drivers need to complete driver safety training (i.e., faculty, staff & grad students) that is offered by the Winthrop Environmental Health and Safety Office, Thadd Bridges and register with administrative coordinator, Lionel J Todman.
- Frequent users can request a pin number for the van gas card. (Contact Lionel J Todman or a pin number).
- The Biology Department has priority access for the use of the van. However, faculty outside of the department may use the van for \$55.00 per day with no per mile charge and a maximum of 150 miles per day. Please supply account information for payment before picking up the van.
- No children (ages K-12) can be transported due to SC Code of Law 56-5-195 which is referred to as Jacob's Law (see page 4).

Driver Authorization & Safety Training Requirements

Driver Authorization: The basic qualification for operation of a state vehicle is a valid, current South Carolina driver's license proper for the type of vehicle being run. Employees permanently living in adjacent states, but employed in the State of South Carolina, may run a State-owned vehicle using a current, valid driver's license from their state of residence. Employees who drive the Biology Department van must give a photocopy of their valid driver's license to the department's Administrative Coordinator, Lionel J Todman, before using the van.

Driver Safety Training: The South Carolina Budget and Control Board requires all regular drivers of State vehicles to complete a State-authorized driver safety training course (i.e., faculty, staff, and graduate students). At Winthrop, a mandatory safety training course is offered periodically by the Winthrop Environmental Health and Safety Office, Thadd Bridges. Information about the certification process will be provided by the Administrative Coordinator of the Biology Department and the Environmental Health and Safety Office.

Van Reservations: Vans can be reserved by emailing the Biology Department Administrative Coordinator, the date, driver's name, time requested and purpose for use of the van. The approval for use of the University or Department van will be decided by the availability of the vans and adherence to the General Guidelines stated above. If a van is needed during the evening or weekend (i.e., nonbusiness hours), the faculty members should arrange to pick up the key from the department's Lab Manager, Stefan Wunderlich, in advance.

Biology Department Van: The reservation calendar for the department van is in the Microsoft Outlook Public Folder "Dalton Hall Calendars" and subfolder "Van Reservation." For non-biology use of the department van the driver's department will \$55.00 per day with no per mile charge with a maximum of 150 miles per day. Please supply account information for payment before picking up the van.

Van Pickup and Use

Biology Department Van: The department's van is parked at the loading dock of Dalton Hall. The keys for the van can be picked up from the key rack on the wall in the storage closet in DALT 133 of the Lab Manager's Office. A mileage log is kept in the van, and it must be completed each time the van is used. Each time the van is used the driver should do the following:

- Enter information on log sheet on the clipboard kept in the van
- Check and note gas level. If gas is needed, contact the department Administrative Coordinator
- Before driving, inspect the van for dents, damage, and low tire pressure (report any problems at once)
- At end of the trip return the van to the Dalton Hall loading dock
- Enter mileage and note gas level (inform the department Lab Manager if gas level is low)
- Remove all items left by passengers
- Return the key rack on the wall in the storage closet in DALT 133
- Report all mechanical, operational, and visible van problems or concerns to the department Lab Manager

University Van: The van is parked in the Winthrop Facilities Management parking lot at 349 Columbia Avenue. The van must be locked when not in use. A mileage log is kept in the van, and it must be completed each time the van is used. The van should be returned to the Facilities Management parking lot.

In case of Mechanical Problems or an Accident

If you have Mechanical Problems:

- Contact James Clarkson, the Winthrop Fleet/Motor Pool Manager: (803) 323-2325
- Notify the Biology Lab Manager upon your return

If you have an Accident:

- Assist Injured – A first aid kit is in the van console
- Contact police
- Get other driver/vehicle information – See Accident Reporting Form in van glove box

- Present the vehicle registration card and insurance identification card to the police. The registration card and insurance card are in the van glove box.
- Contact James Clarkson, the Winthrop Fleet/Motor Pool Manager: (803) 323-2325

Notify the Biology Lab Manager upon your return and give the Accident Reporting Form as soon as possible.

Required Driving Practices - South Carolina Vehicle Operator's Handbook, 2011

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

- A. Wearing of Safety Belts:** All employees of South Carolina and passengers shall wear a safety belt when running or being transported as a passenger in a State-owned vehicle equipped with safety belts. It shall be each occupant's responsibility to ensure compliance with the State's safety belt law. Employees discovered not wearing safety belts will be disciplined by existing agency policies.
- B. Security:** State vehicles will be locked whenever they are unoccupied.
- C. Engines:** The engine of a state vehicle will be turned off at times before the driver exits the vehicle.
- D. Passengers:** Operators of State vehicles may transport such passengers as necessary to conduct official State business. Under no circumstances may hitchhikers be transported in a state vehicle. The immediate family may go with a state employee on an official out-of-town trip provided:
 - No added cost or expense is incurred by the State for such travel; prior approval is obtained from the applicable agency head, or his or her designer.
 - Pets will not be transported in State vehicles, except guide dogs for people with visual or hearing impairments.
- E. Prohibited Driving Practices:** At NO TIME shall a driver run a State vehicle after such driver has partaken of alcohol, drugs, or other controlled substances. The use of radar detectors in State vehicles is prohibited.
- F. Hand Held Electronic Devices (2014 policy):** Drivers shall not operate cell phones, multi-media enabled smart phones, MP3 players, GPS devices, laptop computers, tablet computers, or other handheld electronic devices (an "Electronic Device") unless the Electronic Device is being operated via a hands-free mode or while the vehicle is in park, and is being used solely for the conduct of official State business. Any use of an Electronic Device not hands-free, including talking, reading, sending, or receiving text messages, or reading, sending, or receiving email messages, is prohibited while the vehicle is in drive or in motion. Drivers are prohibited from watching the screen of an Electronic Device while running a State owned or leased motor vehicle unless the vehicle is in park. An exception to this policy is an emergency call placed to 911 for situations such as a fire, traffic accident, road hazard, or medical emergency. In such cases, the communication should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.



South Carolina Department of Motor Vehicles

Jacob's Law Information Sheet



SC Code of Laws § 56-5-195

DL-JL (IS)
(Est. 11/05)

Effective July 1, 2006, the following vehicles and licenses will be required to transport preprimary, primary, or secondary school students to or from school, school-related activities, or child care.

Type of Facility	Type of Vehicle required effective July 1, 2006	# of Passengers	
		Rated for 10 to 15	Rated for 16 or more
			Class CDL required
DAY CARE	School Bus* (any size)	No CDL required, driver will need US DOT Medical Card	CDL with a passenger endorsement required, either a Class B or Class C depending upon the GVWR of the vehicle
CHURCH without Daycare	No School Bus Required	No CDL required	CDL with a passenger endorsement required, either a Class B or Class C depending upon the GVWR of the vehicle
CHURCH with Daycare	School Bus* (any size)	No CDL required, driver will need US DOT Medical Card	CDL with a passenger endorsement required, either a Class B or Class C depending upon the GVWR of the vehicle
SCHOOL (Public or Private)	School Bus* (any size)	No CDL required, driver will need US DOT Medical Card	CDL with a passenger endorsement required, either a Class B or Class C depending upon the GVWR of the vehicle

*A School Bus is identified by the manufacturer's label located inside the vehicle. The label should have a classification or vehicle type which would indicate school bus. That is, the label must indicate that the vehicle meets federal school bus standards.

Comparison of Vehicles		
	Small School Bus	Large Passenger Van
Capacity	10 to 30	15
Crashworthiness (Joint Strength and Roof Rollover)	Yes *	No
High Backed Padded Seats	Yes*	No
Seat Belts	No	Yes*
Cost	\$26,000 to \$36,000	\$22,000 to \$25,000
License Required	Commercial driver's license for buses designed to hold 16 people or more.	Regular driver's license.
Widely Used By	Head Start, private schools, public schools for special-needs students.	Day cares, YMCAs, YMCAs, other youth programs.

* Federal Standard
Source: National Highway Traffic Safety Administration

