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Applicability: Central Office, District Offices and Regional Center Facilities

The purpose of this Directive is to provide policy, administrative procedures, technical information and standards for administering the South Carolina Department of Disabilities and Special Needs (DDSN) Vehicle Management Program. The policy is for all Regional Centers and all agency personnel involved in the administration and operation of State-Owned vehicles.

The chapter on vehicle procurement was developed according to the South Carolina Consolidated Procurement Code, Material Management Regulations and DDSN Procurement Manual.

The chapter on vehicle safety management was developed as mandated by the Motor Vehicle Management Act, S.C. Code Ann. §1-11-220 through §1-11-340 (Supp. 2011).

For the purpose of this program, the term “vehicle” shall mean any vehicle, self-propelled or drawn by mechanical power; designed to be principally operated on the highway in the transportation of property or passengers, except devices used exclusively upon stationary rails or

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

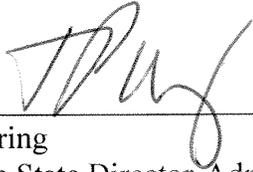
Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

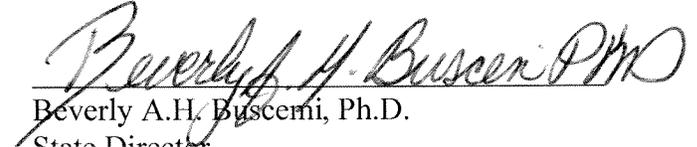
9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

tracks, and requires registration and licensing in accordance with S.C. Code Ann. §56-3-110 through §56-3-160 (Supp. 2011).



Tom Waring
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(Approved)

To access the following attachments, please see the agency website page “Attachments to Directives” under this directive number.

Glossary
Vehicle Management Program Manual

Appendix A:	Request to Purchase/Dispose Vehicle
Appendix A-1:	Vehicle Disposal Criteria
Appendix B:	Non-State Employee to Operate a State Vehicle
Appendix C:	Certificate of Non-Availability of State Vehicle
Appendix D:	Drive Record Screening Request
Appendix E:	Drive Corrective Actions
Appendix F:	Accident Procedures and Report Form
Appendix F-1:	DDSN Regions and Board Accident Procedures
Appendix G:	Quarterly Accident Reporting and Information Sheet
Appendix H:	Accident Review Boards