

Subject; University Vehicles  
Number: 206  
Issued by: Vice Chancellor for Finance and Operations  
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I. General

A. USC Beaufort Maintenance Department is responsible for all University vehicles, including minor maintenance. University vehicles are State of South Carolina property and the guidelines for use found in the State of South Carolina Division of Motor Vehicle Management Manual apply.

B. All faculty, staff, and students are required to have their driving record screened before being authorized to drive a University vehicle. A current copy of the requesters driving record is required for the screening. The University will not pay the cost of the driving record. This document will be submitted to the Business Office and reviewed by USC Columbia and will be kept on file in the Business Office once an individual has become an approved University vehicle driver. Allow ten working days from the date a driving record is submitted before a University vehicle is needed.

C. Students, temporary employees and employees who have out-of-state licenses will be required to submit a new driving record each year.

II. Reservation Procedures

A. University vehicles are available on a first come first serve basis and are to be used for official business only. Follow the instruction below for reserving the vehicle through the Groupwise calendar.

*How to Reserve a State Vehicle*

1. Open Groupwise
2. From the main Toolbar select New Appointment
3. Fill in Place (where the traveler is going)
4. Select the appropriate Start Date (or multiple dates)( date(s) you will need the vehicle), Start Time (time you wish to pick up the keys to the vehicle), and Duration (time you will return the keys to the vehicle).
5. Fill in Subject: (Purpose of the trip)
6. Any additional information relevant to the trip may be included in the message box.
7. Select the Address option from the Toolbar of the current window (New Appointment). The Address Selector window will open. On the bar stating Address List there two rings/circles which represent the filter control for

the address book. Click on the circles/rings to reveal the options. Click on Resources to select Resources. This will reduce the entries displayed to only Resources (All vehicles are setup as Resources in Groupwise – NOTE: Setting the filter to reveal only Resources is not required but it may make it easier to locate the vehicles in the address list.). Either begin to type “Bft” or scroll down in address list until you come to the Resources which begin with “Bft” and double click on the vehicle you wish to reserve. The TO box will indicate your name (the Groupwise account creating the appointment) and the selected vehicle. If you wish to change the appointment to reflect another user add that user name to the TO box as you would in addressing an email to multiple users. Each name in the TO box will receive the appointment message and it will appear on each user’s Groupwise calendar.

8. Then click Send.
9. You will receive a reply indicating acceptance of the scheduled appointment if the vehicle is available or declining the appointment if the vehicle is not available.

You may also check the schedule of the vehicle you are requesting prior to clicking Send on the appointment by using the Busy Search feature.

1. Complete steps 1 through 8 as explained above.
2. Select Busy Search from the toolbar of the current window (New Appointment)
3. A window will open indicating all users and resources that have been selected to receive the appointment under the bar Invite to Meeting. Select the vehicle from the list and existing appointments will be reflected on the Individual Schedule Grid as gray boxes. See legend at the bottom of the current window). You may use the scroll bar at the bottom of the Individual Schedule Grid to view more the availability of additional days.

### III. Use Restrictions

- A. State-owned vehicles are not to be used for personal business, and may not be taken home overnight. Family riders are not allowed unless they are also on official University business.
- B. Smoking is not permitted in any University Vehicle.
- C. Any violation of University regulations may result in the loss of University vehicle use privileges for the organization and/or the person(s) involved in the violation. Vehicle damage caused by the driver or passengers is the responsibility of the driver as well as any damage to the vehicle and/or personal injury resulting from a violation of University policy regarding use of the vehicle.
- D. Student representatives may use University vehicles for official business and special occasions in accordance with the above-mentioned requirements and the

following additional stipulations:

1. Students traveling in a University vehicle outside of the Beaufort or Hilton Head area must be accompanied by a USC Beaufort representative (faculty, staff or administration individual) and the name of that representative must be provided to the Business Office.
2. Students are not allowed to transport other students without USC Beaufort faculty, staff or administration supervision. Exceptions to this provision are allowed at the discretion of the Vice Chancellor for Student Development or the Chancellor.