The following are University policies regarding the use of university vehicles:

* + In order to drive a university vehicle, all drivers must submit a Motor Vehicle Report (MVR) Screening and [**TS-100 Form**](http://www.sc.edu/vmps/ts100.pdf) prior to use of a vehicle…NO EXCEPTIONS! Students, part-time faculty/staff, and out of state faculty/staff should bring their MVR to Operations annually as long as they are driving university vehicles.
	+ Prior to driving a university vehicle, all drivers must go through either the Driver Safety Program or Van Safety Program offered by the Department of Operations and Public Safety. Please contact the Department of Operations to schedule a time for the appropriate program.
* Student representatives may use University vehicles for official business and special occasions in accordance with the above mentioned requirements and the following additional stipulations:

	+ Students traveling in a University vehicle outside of the Aiken, Augusta, Columbia area must be accompanied by a USC Aiken representative (faculty, staff or administration individual) and the name of that representative must appear on the **Form 13/20 USCA Vehicle Reservation Request**

Students are not allowed to transport other students without USC Aiken faculty, staff or administration supervision. Exceptions to this provision are allowed at the discretion of the Associate Chancellor for Student Services or the Chancellor.

* + All drivers of University Vans must complete the Van Safety Program and be at least 21 years old.
	+ A university credit card ([**Wright Express card**](http://www.usca.edu/operations/WEXCard.asp)), proof of insurance, and vehicle registration are provided in a packet located on the visor of the vehicle. This information should not be removed from the vehicle!
	+ Vehicles are not to be parked at a residence overnight.
	+ Do NOT leave the keys in any vehicle at any time
	+ Check vehicle for personal belongings and remove any debris you may have accumulated and remove it before returning the vehicle. The driver assumes responsibility for return of vehicle in good condition.
	+ Purchases for gas for vehicles should be made with the[**state credit card (Wright Express Card)**](http://www.usca.edu/operations/WEXCard.asp) provided in each vehicle. Receipts should include price per gallon, # of gallons, total cost, etc. Instructions for use of [**Wright Express Card**](http://www.usca.edu/operations/WEXCard.asp) are provide in the Vehicle Information Packet.
	+ NO alcoholic beverages allowed in vehicles.
	+ Posted speed limits must be adhered to at all times.
	+ Seat belts must be worn at all times.
	+ Headlights must be used in accordance with state laws.
* NO SMOKING in vehicles.