

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>5-28-10</i>
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DIRECTOR'S USE ONLY		ACTION REQUESTED	
1. LOG NUMBER <i>101464</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____  <input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____  <input type="checkbox"/> FOIA DATE DUE _____  <input checked="" type="checkbox"/> Necessary Action		
2. DATE SIGNED BY DIRECTOR <i>cc: Ms. Forluny, Depe, Quinton, Post, Stensland</i>			

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

MARK SANFORD, CHAIRMAN  
GOVERNOR  
CONVERSE A. CHELLIS, III, CPA  
STATE TREASURER  
RICHARD ECKSTROM, CPA  
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

STATE FLEET MANAGEMENT  
Warren J. McCormack  
STATE FLEET MANAGER

(803) 737-0668  
FAX: (803) 737-1160

HUGH K. LEATHERMAN, SR.  
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COMMITTEE  
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EXECUTIVE DIRECTOR

May 26, 2010

RECEIVED

MAY 28 2010

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

Mr. James Davis  
Department of Health and Human Services  
1801 Main St., Room 632  
Columbia, SC 29201

Re: Directive on Handheld Electronic Devices

Dear Transportation Coordinator:

The Budget and Control Board, Division of General Services has issued a new policy concerning the use of Handheld Electronic Devices which offers guidance to drivers of leased or rented vehicles through State Fleet Management (SFM). Agency Transportation Coordinators should distribute the attached policy to any employee who drives a leased or rented vehicle from SFM. As a reminder, the SFM lease agreement states, that one of the obligations of the Lessee is to "...*Abide by all state statutes, regulations, policies and procedures concerning the use of state owned vehicles.*" Please contact my office if you have any questions or concerns regarding this policy directive.

Thank you for your support of the State Fleet Management Program.

Respectfully,

Warren J. McCormack  
State Fleet Manager

Attachment

cc: Emma Forkner

5/26/2010

**STATE FLEET MANAGEMENT  
DIVISION OF GENERAL SERVICES  
SOUTH CAROLINA BUDGET AND CONTROL BOARD  
HANDHELD ELECTRONIC DEVICES DIRECTIVE**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**PURPOSE:**

The State Fleet Management (SFM) office, located in the Division of General Services at the State Budget and Control Board, provides a written directive and guidance prohibiting the use of handheld electronic devices while driving (operating) a SFM leased fleet vehicle.

**SCOPE:**

This policy is applicable to all state employees who drive SFM leased fleet vehicles.

**POLICY:**

Drivers may not use any hand held electronic devices (cell phone, PDA, MP3 player, or other electronic communication devices) while operating a SFM leased fleet vehicle. If a call must be made or received while driving, the driver must pull over to a safe place and put in the vehicle in "park." Additionally, drivers should pull over to a safe place and put the vehicle in "park" to make adjustments to GPS or other navigational devices. Drivers are prohibited from texting, dialing outgoing calls, or writing email messages while driving a SFM leased fleet vehicle.