


DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

|                    |                        |
|--------------------|------------------------|
| TO<br><i>Wells</i> | DATE<br><i>8-29-06</i> |
|--------------------|------------------------|

|   |   |   |  |
|---|---|---|--|
| DIRECTOR'S USE ONLY   |   | ACTION REQUESTED                                |  |
| 1. LOG NUMBER<br><br><i>000186</i>  | <input type="checkbox"/> Prepare reply for the Director's signature<br>DATE DUE _____                 |   |  |
| 2. DATE SIGNED BY DIRECTOR<br><br> | <input checked="" type="checkbox"/> Prepare reply for appropriate signature<br>DATE DUE <i>9-8-06</i> |   |  |
|   |   | <input type="checkbox"/> FOIA<br>DATE DUE _____ |  |
|   |   | <input type="checkbox"/> Necessary Action       |  |

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

STATE OF SOUTH CAROLINA  
*State Budget and Control Board*  
GENERAL SERVICES DIVISION

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GRADY L. PATTERSON, JR.  
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DIRECTOR

STATE FLEET MANAGEMENT  
140 STONERIDGE DRIVE, SUITE 650  
COLUMBIA, SC 29210  
(803) 737-0668  
FAX (803) 737-1160

WARREN J. MCCORMACK  
STATE FLEET MANAGER

August 25, 2006

**RECEIVED**

AUG 29 2006

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

Mr. Robert Kerr  
SC Department of Health  
& Human Services  
1801 Main Street  
Columbia, South Carolina 29201

Dear Mr. Kerr:

On August 23, 2006 the Inter-Agency Accident Review Board reviewed vehicle accident/accidents involving your agency. The enclosed memorandum describes the Accident Review Board's findings, and, if appropriate, recommended corrective actions.

I appreciate your prompt attention to this matter.

Respectfully,

A handwritten signature in cursive script, appearing to read "Jimmy Lever".

Jimmy Lever  
Chair, Inter-Agency Accident Review Board

JL/bks

Enclosure(s)

cc: file

GENERAL SERVICES DIVISION -- STATE FLEET MANAGEMENT  
140 STONERIDGE DRIVE, SUITE 650  
COLUMBIA, SOUTH CAROLINA 29210-8257

VEHICLE ACCIDENT REVIEW BOARD DETERMINATION

Memorandum to: Mr. Robert Kerr J02 204 Date: August 25, 2006

RE: Employee: GIBBS, JENNIFER, SG432 Accident Log #3490 Acc. Date 4/26/2006  
The State Fleet Management Accident Review Board has:

- ☐ Found the above employee not at fault in referenced accident.  
☒ Found the above employee at fault in referenced accident.  
☐ Reviewed the Driving Record of the above employee.

**BASED ON THE FLEET SAFETY PROGRAM GUIDELINES THE ARB RECOMMENDS THE  
FOLLOWING CORRECTIVE ACTIONS:**

- ☐ Verbal counseling concerning responsibilities while driving State vehicles.  
☒ Written counseling and eight hour Defensive Driving Course (DDC)\* within 90 days of the date of this memorandum. Failure to attend DDC within 90 days requires suspension of driving privileges until requirement has been met.  
☐ Review of driving privileges by Agency Director.  
☐ Three months to 1 year suspension of State vehicle driving privileges. Length: \_\_\_\_\_  
☐ One year to permanent suspension of State vehicle privileges. Length of suspension: \_\_\_\_\_  
☐ Driver suspended from operating State vehicles until suspension is lifted by Accident Review board.  
☐ Driver not wearing seatbelt at the time accident occurred. The State Fleet Safety Program requires that the employee be issued a written reprimand concerning this failure to comply with State policy.  
☒ Assess your agency in the amount of \$ \$200.00 as provided for in Section I-II-341341 of the Motor Vehicle Management Act. It is your option to absorb this assessment in your agency's budget or to recover it from the employee. Unless we hear differently from you within 15 days, you will receive an invoice for the amount shown. **COMMENTS:** \_\_\_\_\_

**\*Contact Betty Pearce, DDC Trainer at SFM phone no. (803) 737-1515 for schedule.**

**Contact Jimmy Lever at jlever@gqs.sc.gov for information on a Van Driver Safety Course.**

If you agree with the above determination, please take the necessary corrective action then complete and return a copy of this form to me by September 11, 2006.

Action(s) Taken: \_\_\_\_\_

Date Action(s) Taken: \_\_\_\_\_

Warren J. McCormack  
WARREN J. MCCORMACK, STATE FLEET MANAGER