

10/15/2010

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

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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 E-mail messages while driving a SFM leased fleet vehicle.