

**South Carolina Department of Administration • State Fleet Management Office**  
**1430 Senate Street, 3rd Floor • Columbia, SC 29201**  
**Telephone 803-737-0668 • Fax 803-737-1160**

The State of South Carolina requires its employees to operate vehicles in a safe manner, obeying all traffic laws and ordinances. Citizens who observe a state vehicle being operated improperly are encouraged to alert State Fleet Management of such incidents. Please notify our office by completing the form below and sending it to the address listed at the top of this page or submitting via the email address below. We will forward a copy of the complaint to the appropriate agency for an investigation of the incident to determine if corrective action is required.

Should you require a response to your complaint, you must make an official FOIA request to:

SC Department of Administration  
 Director of Strategic Communications  
 1200 Senate Street, Suite 460 – Columbia SC, 29201  
 Phone: 803-734-9260 email: [information@admin.sc.gov](mailto:information@admin.sc.gov)

State Fleet Management appreciates your interest and concern for the proper operation of the vehicles belonging to the state.

<b>Observation</b>	Date: _____	Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
<b>Vehicle Identification (if known)</b>	License Tag No.: _____			
Year: _____	Make: _____	Model: _____		
<b>Driver Identification (if known)</b>	Name: _____			
Approximate Age: _____	Gender: _____	Description: _____		
<b>Location of Incident (street, highway, intersection, direction of travel, etc.)</b>				
<b>Description of Incident (please be specific and attach additional pages as necessary):</b>				
<b>State Fleet Management Use Only</b>				
Received:	Date: _____	Time: _____	<input type="checkbox"/> AM	<input type="checkbox"/> PM
	Name: _____	Signature: _____	Telephone Number: _____	
<i><b>"Pursuant to Section 30-2-40(B) of the S.C. Code of Laws, information collected by and/or provided to the Department of Administration may be personal information as defined by "The Family Privacy Protection Act of 2002" (S.C. Code Section 30-2-10 et seq.) and subject to public scrutiny or release. This form may be released pursuant to FOIA or media request."</b></i>				