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Responsible Executive:	Vice President of Admin & IT
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Vehicle Policy

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I. REASON FOR THIS POLICY

This vehicle operations policy shall establish guidelines for the day to day operations and the usage of vehicles owned by the Sate of South Dakota that are utilized for transportation in conjunction with University of South Dakota (USD) activities.

II. STATEMENT OF POLICY

In accordance with South Dakota Codified Law (SDLC) 5-25-1.1. Vehicles owned or leased by the state shall be used in conducting state business only. State-owned vehicles are to be used for official state travel by state officers, employees, boards and commission members, consultants, authorized volunteers and authorized students of a state institution.

III. DEFINITIONS

- **State Owned Vehicle:** a motorized device for land transportation owned, leased, or rented by the University, State or any State agency, including and not limited to automobiles, trucks, golf carts, etc.
- **Driver/Operator:** a person who drives or has physical control of a vehicle.

IV. PROCEDURES

Scheduling Motor Pool Vehicles

- All travel made in state-owned vehicles and privately owned vehicles must be entered on the state's computerized Journey System.
- Complete the South Dakota Travel Request form.
- Give completed Travel Request form to your agency travel coordinator to make the arrangements.
- Picking up Motor Pool Vehicles
- Pick up vehicles at designated motor pool areas.
- Present valid driver's license and State Employee ID
- Regent's employees and students should have a valid University ID and driver's license
- If departure is scheduled before the motor pool office opens, pick up vehicle keys the afternoon prior to departure, otherwise pick them up the day of travel.

Driver's responsibility

- No tobacco products or alcoholic beverages allowed in vehicle
- No firearms unless required for State of South Dakota employment
- Drivers shall observe all speed limits and traffic laws
- Safety belts will be worn at all times
- Keep vehicle clean
- Check oil and tires
- Obtain work orders numbers for oil changes and repairs over \$35.00. Call 1-800-543-2372 or 1-605-773-3162 (Pierre area) to obtain work order number.
- Report problems, vandalism, theft, and accidents to Fleet and Travel Management
- Record beginning and ending mileage
- Call travel coordinator or 1-800-543-2372 if journey needs to be extended or canceled
- Notify Fleet and Travel Management of any vehicle problems
- Fill tank with gas upon return and clean the windshield
- Remove litter and trash from vehicle
- Wash vehicle if needed, coupons available from Fleet and Travel Management office
- Close windows and lock vehicle after returning it to its proper parking place

Public Complaints about State Drivers

- Fleet and Travel Management will investigate as to the validity of the complaint.

- The driver or their supervisor will receive a call or letter from Fleet and Travel Management regarding the complaint.
- After Fleet and Travel Management speaks with the driver/supervisor it will be determined if further action is required on the complaint.
- Any subsequent complaints against the state driver will result in a memorandum to the state driver detailing the alleged misuse.
- A copy of the memorandum will be forwarded to the Department Secretary.
- The Department Secretary will be requested to investigate the matter and deal with the employee under department personnel procedures.

Tickets or Citations

- The driver of the state vehicle is responsible for any cost incurred for parking or moving violations received while operating the vehicle.
- Driver responsible for all charges incurred for having vehicle unlocked

Vehicle Registration & Insurance Cards

- The registration slip is stored in the glove box of each vehicle. If it is necessary to show the registration, please return it to its proper place.
- A yellow State of South Dakota Liability Coverage Card (SDCL 32-35-124) will be proof of insurance coverage if involved in an accident. This should also be in the glove box.
- If the registration slip or insurance card is not there, notify Fleet and Travel Management.

Vehicle Fueling

- A Voyager Credit Card is supplied with each vehicle to use at Commercial Stations. When fueling with the Voyager Card please check with the station for acceptance BEFORE fueling.
- To report a Lost or Stolen Credit Card call the Pierre office at 605-773-3162 immediately.
- A State Fueling Key is provided for fueling vehicles at 98 state owned fueling sites across the state. A map of all locations and hours of operation is provided in each vehicle. If maps are needed by your office or department please call Fleet & Travel at 605-773-3162. It is highly recommended to use these sites when traveling in-state. The cost of Bulk fuel is lower than commercial stations and saves the state money.

Accidents

- Contact law enforcement. If possible, do not move the vehicle until law enforcement officials have viewed it.
- In case of an accident involving a fatality, serious bodily injury, or serious property damage, immediately contact Claims Associates, Inc. at their 24-hour emergency number, 1-800-543-2372.
- Report all accidents to Fleet and Travel Management 7:00 AM to 5:00 PM – call 60
- Obtain insurance information from the driver of any other vehicle involved. Also, obtain the name, address, and phone number of all people involved, including witnesses.

State Vehicle Accident Report

After an accident, the driver will be asked to complete a four-part form.

- Obtain the accident report 48 hours after the accident from local law enforcement.
- Attach the accident report to your four-part form and mail one copy to: Claims Associates, Inc., PO Box 488, Sioux Falls, SD 57101
- Mail one set of copies to Risk Management and a set to the Agency Risk Management contact. Keep one copy for yourself.
- The driver will gather three estimates of repair and fax those to Fleet and Travel Management at 605-773-3502.

V. RELATED DOCUMENTS, FORMS AND TOOLS

South Dakota Fleet and Travel Management, Policy and Procedures for Assigned Drivers and Pool Vehicles.

<https://boa.sd.gov/fleet-travel/>