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Interim 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 State of South Dakota that are utilized for transportation in conjunction with University of South Dakota (USD) activities.

II. STATEMENT OF POLICY

NOTE: THIS POLICY MAY BE SUPERSEDED BY GUIDANCE OR RESTRICTIONS SET FORTH BY SOUTH DAKOTA FLEET MANAGEMENT. ALL UNIVERSITY TRAVEL MUST CONFORM WITH FLEET MANAGEMENT POLICIES, GUIDELINES AND RESTRICTIONS. FURTHER GUIDANCE FROM SDBOR OR SD FLEET MANAGEMENT MAY IMPACT THE APPLICABILITY OR VALIDITY OF THIS POLICY.

In accordance with SDCL 5-25-1.1, vehicles owned or leased by the State of South Dakota shall be used only in the conduct of official state business. State-owned, leased, or university-controlled vehicles may be operated only by authorized employees or authorized volunteers acting in accordance with applicable BOR, Fleet & Travel Management, Risk Management, and university requirements. Students are eligible drivers only when employed by the university and operating a vehicle within the scope of assigned job duties and employment responsibilities

A: Official State Business

Consistent with BOR guidance, state fleet vehicles and university-owned vehicles may be used only for official state business.

Official state business generally includes activities that:

- Support the core operations, academic programs, research activities, athletics programs, recruiting activities, outreach activities, or other essential functions of the university;
- Are conducted under university oversight, supervision, direction, or control; and
- Are undertaken on behalf of the institution rather than primarily for the personal benefit or convenience of an individual employee, student, or student organization.

Recreational activities and activities conducted primarily for personal convenience do not constitute official state business.

B: Driver Eligibility

Individuals eligible to operate state fleet or university-owned vehicles include:

- University employees acting within the scope of employment;
- Student employees acting within assigned job duties and scope of employment; and
- Approved volunteers who have satisfied applicable BOR and university requirements.

Students who are not acting within the scope of university employment are not eligible drivers.

C: Volunteers

Volunteers must complete all applicable university volunteer approval requirements, including any background check, motor vehicle record review, or documentation required by BOR, Risk Management, Fleet & Travel Management, Human Resources, or university procedures.

Individuals who would have participated in an activity regardless of serving as a driver generally are not considered eligible volunteer drivers.

D: Activities Requiring Review

Certain activities may require additional review prior to approval of fleet vehicle use, including situations where:

- Applicability of official state business is uncertain;
- Driver eligibility is unclear;

- Student organization travel is involved;
- Travel circumstances are not specifically addressed by BOR guidance; or
- Other unique circumstances require institutional interpretation.

Such requests shall be submitted through the appropriate Vice President and may be referred to the Office of General Counsel and the Vice President for Finance & Administration for review and determination.

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

- Complete an [Out of State Travel Request](#) if traveling out of state.
- Make a reservation on the State's Fleet Commander [online vehicle reservation system](#). Drivers must be registered in the system to make a reservation.
- Pick up vehicles at designated motor pool areas by logging into the kiosk to obtain the vehicle keys/fob at the motor pool.
- Regent's employees and volunteers must have a valid driver's license.
- The motor pool kiosk is accessible 24 hours a day so key/fob can be obtained directly prior to departure.

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 always worn
- 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 the 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 the 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 slips 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 states 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 on 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 605-773-3502.
- 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 faxes to Fleet and Travel Management at 605-773-3502.
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V. RELATED DOCUMENTS, FORMS AND TOOLS

[South Dakota Fleet and Travel Management, Policy and Procedures for Assigned Drivers and Pool Vehicles](#)

[South Dakota Board of Regents Policy 5.13 Fleet Vehicle Usage](#)

South Dakota Board of Regents Interim Guidelines on Use of State Fleet Vehicles (August 2026), as amended