



UNIVERSITY OF  
SOUTH DAKOTA

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**Originating Office:** University Police  
**Responsible Executive:** VP of Admin & IT  
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# Vehicle Policy

## Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY .....	1
III. DEFINITIONS .....	1
IV. PROCEDURES.....	2
V. RELATED DOCUMENTS, FORMS AND TOOLS .....	4

### 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

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 on 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 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 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 faxes 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.](#)