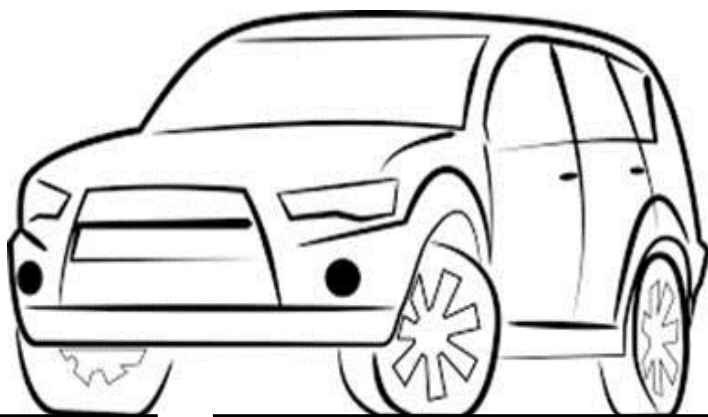


# **South Dakota Fleet and Travel Management**



## **Policy and Procedure Handbook for Assigned Drivers and Pool Vehicles**

**September 1, 2017**

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# **SOUTH DAKOTA FLEET & TRAVEL MANAGEMENT**

## **RULES AND REGULATIONS**

I have read and understand the FTM Policies and Procedures for use of a state-owned vehicle in the **FTM POLICY PROCEDURE HANDBOOK FOR ASSIGNED DRIVERS AND POOL VEHICLES**. I agree to abide by these policies and procedures.

Please return this to Fleet and Travel Management after it has been signed.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

September 2017



## **PHONE NUMBERS & ON-LINE SERVICES**

Fleet Manager .....773-3162

Accidents (M-F 7 AM - 5 PM) .....773-3162

Accidents after hours..... 1-800-543-2372

**In addition, for accidents involving a fatality, serious bodily injury or property damage, please contact:**

Pages 19-20

Claims Associates, Inc.  
(24-Hour emergency number)  
1-888-430-2249,  
Located in Sioux Falls, SD.  
Also report to FTM at (605) 773-3162

Insurance/Liability Coverage (PEPL).....773-5879  
Pages 20-21

Journey Information.....773-3162  
Page 5 -6

Preventive Maintenance & Work Orders  
1-800-543-2372 or 605-773-3509  
Pages 14-18

Vendor Bills .....773-3162  
Pages 13-14

Capitol Protective Service (Pierre) .....773-3154  
Executive Protection Unit (Pierre) .....773-3154

**On-Line Services are Available At:** <http://boa.sd.gov/divisions/travel/>  
Vehicle Assignment or Replacement Request Forms  
State Aircraft Scheduling Information  
State Lodging Offering State Rates  
State Fueling Site Location & Hours  
Road Construction Map  
Winter Road Condition Reports

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Revised September 2017

**The following information details Fleet & Travel Management's (FTM) minimum policies for both "assigned" and "pool" vehicles. Individual state agencies may have more restrictive policies.**

## **VEHICLE USAGE**

### **Policy**

In accordance with South Dakota Codified Law (SDCL 5-25-1.1), vehicles owned or leased by the state shall be used **only** in conducting state business.

### **Procedure**

State-owned vehicles are to be used and occupied exclusively by authorized persons on official state business. State-owned vehicles are to be used for official state travel by state officers, employees, board and commission members, consultants and authorized volunteers. The vehicles shall not be used for commuting to and from an employee's office and residence unless otherwise requested by the respective department administrator and approved by the Fleet Director. Persons using state-owned vehicles are not permitted to transport family, friends, non-state business commuters or animals except for "service animals".

## **RULES & REGULATIONS**

**License: Be sure your license has not expired.** A valid and current Driver's License issued by a State of the United States or Canadian Province must be shown every time a vehicle is picked up. A State ID may also be requested.

**Weapons:** No employee or person occupying or driving any vehicle owned or leased by the State of South Dakota shall have in their possession a firearm or dangerous weapon unless possession of the firearm or weapon is required in order to carry out the duties of his/her employment with the State of South Dakota or as otherwise authorized by law.

**Traffic Laws: Drivers shall observe all speed limits and traffic laws.** This includes "no travel" advisories due to weather. **DO NOT** drive a state-owned vehicle on a highway that is closed! That action is classified as negligence.

**Safety belts shall be worn at all times in accordance with SDCL 32-38-1 to 32-38-5.**

**DUI:** Any employee or volunteer convicted of “Driving Under Influence” of alcohol or drugs while operating a state vehicle will relinquish their right to drive a state vehicle while employed by the State of South Dakota.

**Weather:** Fleet and Travel Management has the right not to issue keys to pool vehicles traveling in the areas of “No Travel” advisories and “Road Closure” notifications due to weather conditions.

Fleet & Travel Management reserves the right to decline use of a 12-passenger van to transport personnel due to weather & road conditions.

**The “DO’S & DON’TS” of Driving a State Vehicle**

**DO** Wear Seat Belts! (SDCL 32-38-1 to 32-38-5)

**DO** Secure the Vehicle and Contents When Parked!

**DO** Obey All State Traffic Rules / Laws and Speed Limits!

**DO** Report Any Damage / Maintenance Problems to FTM!

**DON’T** Smoke in a State Vehicle!

**DON’T** Carry Weapons in a State Vehicle (Unless Authorized)!

**DON’T** Carry Alcohol in a State Vehicle (Unless Authorized)!

**DON’T** Allow Non-State Employee Riders (Unless Authorized)!

**DON’T** Drive on a Closed Roadway in a State Vehicle!

**DON’T** Engage in Distracted Driving (e.g. Texting, Emailing, Electronic Messaging) While Operating a State Vehicle!

**Consequences**

FTM reserves the right to take any and all action against individuals who violate FTM policies and procedures or who otherwise act inappropriately in their use of state vehicles, consequences of which may include but are not limited to prohibiting use of state-owned vehicles and seeking monetary contribution from the individual or agency for damage caused.

In addition, each agency / institution is responsible for the actions of its authorized drivers and is expected to institute proper disciplinary actions for a violation of the rules and regulations.

An individual and/or agency / institution may be required to reimburse FTM for:

- a. The cost of repairs for damages resulting from an employee's or unauthorized user's negligent driving or misuse, to include continuing to drive a vehicle while mechanical warning lights are on and a mechanical failure occurs.
- b. The cost of repairs for damages resulting from other than normal over the road operations.
- c. The cost to repair a vehicle when the wrong fuel type is pumped into the vehicle.
- d. Collision damage resulting from the operator using the vehicle for purposes other than state business.
- e. Locksmith/replacement key charges if keys are lost or locked in the vehicle.
- f. Any loss or damages from the theft of a vehicle caused by driver / agency negligence (e.g., vehicle left unlocked with keys in vehicle)

## **VEHICLE ASSIGNMENTS**

### **Request for Assigned Vehicles**

#### **Policy**

FTM evaluates requests for vehicle assignments using several criteria including but not limited to:

- The availability of pool vehicles;
- The agency's need for a vehicle;
- If assigned vehicles in current use by requesting agency are presently being fully utilized; and,
- Priority of other requests.



## Procedure

An **On-Line Request** for vehicle assignment or replacement must be submitted to FTM. All assignments are reviewed by FTM. Agencies are required to report the following information to FTM at time of assignment: <http://boa.sd.gov/divisions/travel/>

Vehicle location (city)

Main contact person's information:

Name

Mailing address (including zip + 4)

Office phone, fax number, and home phone

Department name and MSA billing code

**NOTE:** Agency/Department/Institution is responsible for notifying FTM in **Pierre** of any driver assignment or address changes within **THREE** working days.

## Driver Responsibilities

Responsibilities when using assigned vehicles include:

- Keeping vehicles clean
- Checking oil and tires
- Obtaining work order numbers for repairs (Pages 14-15 Work Orders)
- Delivering and picking up vehicles to and from shops
- Reporting problems, vandalism, theft and accidents to FTM
- Mileage reports - see Monthly Reporting

**If keys are accidentally locked in vehicle when traveling, contact 1-800-543-2372 to get the key numbers, if available, for the vehicle. You may be responsible for all charges incurred for having the vehicle unlocked.**

## CLEANING

### Policy

Vehicles should be kept clean on the exterior surface and free of litter and clutter on the inside.



## **Procedure**

There is a \$15 limit for exterior car wash and vacuum. You can either pay with the Voyager Credit Card or bill FTM directly. Please include the license number of the vehicle on the receipt. Contact FTM for information pertaining to cleaning the interior or detailing of the vehicle.

## **MONTHLY MILEAGE REPORTING**

Unless the Voyager Credit Card or State Fueling Key is used and mileage is entered at least two times per month, the main contact person for assigned vehicle(s) is required to submit current odometer readings to FTM by the fifth day of each month. Include vehicle-ID, odometer reading, date, driver name, and telephone number.

## **VEHICLE MODIFICATION**

Any modifications of vehicles must first be cleared with FTM. Generally, departments are responsible for payment of any optional vehicle modification (i.e., toolboxes, toppers, grill guards, spotlights, cell phones and radios). **Decals will not be allowed on any State Pool Vehicle.** Decals on assigned vehicles, whether individual or department, must be approved by FTM for type, size and location before placing on any vehicle.

## **SCHEDULING POOL VEHICLES & PRIVATELY OWNED VEHICLES (POV)**

All travel made in state-owned vehicles and privately owned vehicles must be entered on the Journey System. Cabinet members and constitutional officers are exempt from the system. If pool vehicles are not available and ride share is not accommodating, the driver may receive high mileage reimbursement at (POV1) rates. **High Mileage Requests must be made prior to the journey rather than after the trip. (POV1) – Private Owned Vehicle at High Reimbursement rate can only be paid when a journey is entered on the Journey System and system prompts “No Cars Available – Select Alternate Mode or (POV1) Vehicle”.** Completed printed (POV1) Journey must be attached to Travel Payment Detail form for State Auditor’s approval.

## **PICKING UP MOTOR POOL VEHICLES**

Motor pool vehicles may be picked up at designated motor pool areas. Drivers must show their driver's license and a State ID card before they can pick up the keys to motor pool vehicles at designated motor pools. Drivers may pick up vehicle keys the afternoon prior to departure, if the departure is scheduled before the motor pool office opens for the day. In Pierre the office hours are Monday through Friday, 7:00 AM - 5:00 PM (office is closed on holidays). See Page 23 for locations, phone numbers, and office hours of other state motor pools.

## **LATE RETURN**

**If returning later than originally scheduled, contact your Travel Coordinator (TC) or 1-800-543-2372 as soon as possible to avoid inconveniencing the next driver. If the TC is unable to update the journey, he or she is required to contact FTM.**

## **USE OF PRIVATELY OWNED VEHICLE (POV1 & POV2)**

The high mileage rate (**POV1**) is paid when a state vehicle **is not available** in the designated area. Low mileage rate (**POV2**) is paid when a state vehicle **is available**, but the driver chooses to drive his or her private vehicle. The Board of Finance provides these policies.

If a driver elects to drive his / her personal vehicle and has prior approval from their departments, reimbursement can be paid at the low rate. These journeys must also be entered on the Journey System.

**Note:** Each department may have its own policies.

## **POOL VEHICLES**

**Driver Responsibilities** when using pool vehicles include:

- Record beginning and ending mileage
- Call travel coordinator or 1-800-543-2372 if a journey needs to be extended or canceled
- Notify FTM of any vehicle problems

- Fill tank with gas upon return & please clean the windshield
- Remove litter and trash from vehicle
- Wash vehicle if needed, coupons available from FTM Office
- Close windows and lock vehicle after returning it to its proper parking place

Vehicles should be clean when returned. Use your own discretion on washing the vehicle but remove the litter. Please leave the vehicle clean and fueled for the next person.

### **COMPLAINTS ABOUT STATE VEHICLES**

A complaint alleging misuse of a state-owned vehicle will result in an investigation by FTM as to the validity of the complaint. The driver or their supervisor will receive a call or letter from FTM stating the nature of the complaint. After FTM 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 may be forwarded to the department administrator.

The department administrator may be requested to investigate the matter and deal with the employee under department personnel procedures.

The FTM administrator will document the investigation and action taken.

### **TICKETS, TOLLS OR CITATIONS**

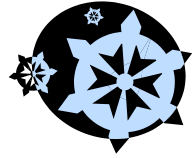
The driver of the state vehicle is responsible for any cost incurred for parking or moving violations received while operating the vehicle.

### **VEHICLE REGISTRATION**

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. If the registration slip is not there, notify FTM.

**WINTER SURVIVAL KITS**

FTM does not supply vehicles with “winter survival kits”. Drivers or departments may provide them.



**STORAGE OF VEHICLES**

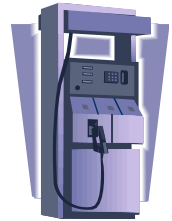
Each state-owned vehicle shall be parked in a designated area at the workstation to which it is assigned (on state property either owned or leased). Individual drivers need prior approval to drive vehicles to their residences and should provide off-street parking whenever possible.

**FUELING OF VEHICLE**

**Methods of Payment**

Use the FTM supplied Voyager Credit Card at Commercial Stations

Use the FTM supplied State Fueling Key at all State Automated Fueling Sites



**Policy**

Purchase of fuel for assigned or pool vehicles will be made in accordance with the following policies:

- Purchase should be made from the least expensive, most convenient supplier. All effort should be made to refuel from one of the 97 state automated fueling sites throughout the State of South Dakota. This will be the least expensive fuel.

See following pages for Sites, Locations and Hours of Operation.

- In accordance with **SDCL 5-25-2.1**, “All state officers and employees shall buy gasoline at self-service islands.”

**Exception:** The driver of the vehicle is physically unable to operate a self-service pump.

<b><u>FUELING SITES</u></b>	<b><u>LOCATION</u></b>	<b><u>HOURS</u></b>
Aberdeen DOT	2735 West US Highway 12	24/7
Aberdeen-NSU	Northern State Univ. 1200 S Jay St	24/7
Angustora State Rec Area	13157 N Angustora Rd	24/7
Armour DOT	1/2 mile S of Armour 28177 Hwy 281	W: 5AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Bear Butte State Park	E Hwy 79 Sturgis	8AM-5:00PM M-F
Belle Fourche DOT	1/2 mile West on Hwy 34	NOV-APR 7AM-5:00PM M-F MAY-OCT 6AM-4:00PM M-THUR
Beresford DOT	I-29, Exit 47	24/7
Bison DOT	1/4 mile West on Hwy 20	24/7
Black Hills Trails	11361 Nevada Gulch Rd, Lead, SD 57754	24/7
Bonesteel DOT	E US Hwy 18	NOV-APR 24/7 MAY-OCT 7AM-4:30PM M-THUR
Britton DOT	E Hwy 10	24/7
Brookings DOT	2131 34th Ave.	24/7
Brookings	SDSU Stadium Road	24/7
Buffalo DOT	Jct Hwy 85 & Hwy 20	NOV-APR 7AM-5:00PM M-F MAY-OCT 6AM-4:00PM M-THUR
Canton DOT	W Edge on US Hwy 18	NOV-MAR 8AM-4:30PM M-F APR-OCT 7AM-5:30PM TUE-FRI
Chamberlain DOT	I-90, Exits 260/263/265	24/7
Clark DOT	W Hwy 212	NOV-MAR 8AM-4:30PM M-F MAY-OCT 7AM-5:30PM M-THUR
Clear Lake DOT	W Hwy 22	8AM-5:00PM M-F
Custer DOT	1/2 mile S Hwy 385	7AM-5:00PM M-F
Custer State Park	Hwy 16A-Maintenance Shop	24/7
Custer YCC East	Lamont Road - Custer State Park	8AM-5:00PM M-F
Custer YCC West	6 miles S on Hwy 73	8AM-5:00PM M-F
Deadwood DOT	Crescent Street	W: 7:30AM-4:00PM M-F S: 6AM-4:30PM M-THUR
DeSmet DOT	North Hwy 25	NOV-APR 8AM-4:30PM M-F MAY-OCT 7AM-5:30PM M-THUR
Eagle Butte DOT	West Hwy 212	W: 7AM-3:30PM M-F S: 6AM-4:30PM M-THUR
Edgemont DOT	North Hwy 18	W: 7AM-3:30PM M-F S: 6AM-4:30PM M-THUR
Faith DOT	1/2 mile south on Hwy 73	NOV-APR 7AM-5:00PM M-F MAY-OCT 6AM-4:00PM M-THUR
Faulkton DOT	East Hwy 212	24/7
Flandreau DOT	1/4 mile E I-29 Exit 114	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Gettysburg DOT	West Hwy 212	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
GFP Fisheries Center	20641 SD Hwy 1806, Ft. Pierre	24/7
Hayes DOT	West Hwy 34	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Hayti DOT	East Hwy 21	24/7
Highmore DOT	West Hwy 14	NOV-APR 8AM-4:30PM M-F MAY-OCT 7AM-5:30PM M-THUR

Hot Springs DOT	1/4 mile S of Maverick Jct Hwy 385	W: 7AM-3:30PM M-F S: 6AM-4:30PM M-THUR
Hot Spr St Vet's Home	2500 Minnekahta	24/7
Huron DOT	875 Dakota North	24/7
Huron St Fairgrounds	Maintenance Shop 890 3rd St SW	24/7
Ipswich DOT	East Hwy 12	24/7
Isabel DOT	Hwy 20	W: 7AM-3:30PM M-F S: 6AM-4:30PM M-THUR
Junction City DOT	I-29, Junction Highway 50	DIESEL FUEL ONLY
Kadoka DOT	I-90, Exits 150/152	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Leola DOT	West Hwy 10	24/7
Lemmon DOT	203 Temp St E	DIESEL FUEL ONLY
Lewis & Clark Rec Area	43349 SD Hwy 52 Yankton	8AM-5:00PM M-F
Madison DSU	820 N Washington Ave. at Physical Plant	24/7
Madison DOT	Jct Hwy 34 & SD 19	W: 8AM-4:30PM M-F SU: 7AM-5:30PM M-THUR
Martin DOT	East Hwy 18	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
McIntosh DOT	106 North Hwy 12	W: 7AM-3:30PM M-F S: 6AM-4:30PM M-THUR
Menno DOT	710 West US Hwy 18	24/7
Milbank DOT	West Hwy 12	24/7
Miller DOT	East 3rd Avenue	NOV-APR 8AM-4:30PM M-F MAY-OCT 7AM-5:30PM M-THUR
Mission DOT	West Hwy 18	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Mitchell DOT	I-90, Exit 330	24/7
Mobridge DOT	2311 West Hwy 12	W: 8AM-5:00PM M-F S: 7AM-5:30PM M-TH, F 8AM-5PM
Mobridge GFP	909 Lake Front Drive	8AM-5:00PM M-F
Mound City DOT	311 Spring Street	24/7
Murdo DOT	I-90, Exits 191/192	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Newell DOT	East Hwy 212	24/7
Newton Hills GF&P	28767 482nd Avenue	24/7
North Point State Rec Area	38180 297th St., Lake Andes	24/7
Oelrichs DOT	1/2 mile south on Hwy 385	W: 7AM-3:30PM M-F S: 6AM-4:30PM M-THUR
Palisades State Park	25495 485th Ave Garretson	24/7
Philip DOT	125 North Stanley	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Pierre DOT	104 South Garfield	24/7
Pierre DOT Central Office	700 East Broadway, Room 101	N/A
Pierre FTM	104 South Garfield	N/A
Pierre GF&P Mitigation	28569 Powerhouse Rd, Pierre	8AM-5:00PM M-F
Plankinton DOT	I-90, Exit 310	24/7
Platte DOT	201 Main Avenue North	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Presho DOT	I-90, Exit 225/226	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Rapid City DOT #010034	Exit 60 or 61 2300 Elgin (service road)	24/7 W/GATE ACCESS
Rapid City SDSM&T	501 East St. Joseph	7:30AM-4:30PM M-F
Redfield DOT	North Hwy 281	NOV-APR 8AM-4:30PM M-F MAY-OCT 7AM-5:30PM M-THUR
Redfield SDDC	Maintenance Shop, 17267 3rd St SW	24/7
Salem DOT	I-90, Exit 364	24/7
Selby DOT	North Hwy 83 & 12	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR

Shadehill State Rec Area	1/2 mile W of Hwy 73 on County Rd 2	8:00AM-5:00PM M-F
Sioux Falls DOT	1 mile west of I-29 Exit 83 (Hwy 38)	24/7
Sisseton DOT	Junction SD 10 & I-29	24/7
Spearfish BHSU	1200 University Ave at Physical Plant	24/7
Spearfish DOT	1/8 mile North I-90 Exit 10	W: 7:30AM-4:00PM M-F S: 6AM-4:30PM M-THUR
Spearfish GF & P	McNenny State Fish Hatchery, 1mile N of I-90 Exit 2	24/7
Spearfish GF&P Farm	2130 Christensen Drive, Spearfish	24/7
Springfield State Prison	1412 Wood Street	24/7
Sturgis DOT	I-90, Exit 32/30	24/7 W/GATE ACCESS #010034
Tyndall DOT	West SD Hwy 50	24/7
Vermillion F&T	1005 N Crawford Road	24/7
Wall DOT	I-90, Exit 109/110	W: 7:30AM-4:00PM M-F S: 6AM-4:30PM M-THUR
Watertown DOT	5000 East Hwy 212	24/7
Waubay	Blue Dog State Fish Hatchery, 1mile W & 1mile N Hwy 12	24/7
Webster DOT	West Hwy 12	24/7
West Bend State Rec. Area	9 miles S of Hwy 34 on West Bend Rd	8:00AM-5:00PM M-F (Closed During Winter Months)
White River DOT	South Hwy 83, Junction Highway 44	W: 8AM-4:30PM M-F S: 7AM-5:30PM M-THUR
Winner DOT	50 Hwy 44 East	8:00AM-5:00PM M-F
Woonsocket DOT	East Hwy 34	24/7
Yankton DOT	1306 West 31st Street Southeast	24/7

## **VOYAGER CREDIT CARD**

### **How to use Voyager Card**

#### **When to use**

The Voyager Credit Card should be used at retail stations when there is a credit card terminal located at stations which accept the card. The following stations are currently accepting the Voyager Credit Card: See Pages 12-13.

**If you are not certain the station will accept the Voyager Card, check with station attendant before pumping fuel!**

- 1) If the gas station has island terminals located at the pump, you may use your Voyager Credit Card at the pump. If there are not island terminals, see the attendant inside before fueling.
- 2) Swipe your card.
- 3) If the terminal requires you to choose either “credit” or “debit”, press the “credit” key.



4) The terminal will then prompt for an ID or PIN number. This number is the last four digits of the vehicle identification number (VIN) or serial number of the vehicle. Enter the 4-digit number and press the enter key. You can find the VIN numbers four ways:

1. Look at the registration in the glove box.
2. Look through the windshield on the driver's side for a plate located on the vehicle dash.
3. Open driver's door of car and look on inside door panel for a sticker with the car information.
4. Call FTM Office M-F 605-773-3162

**DO NOT WRITE THE PIN # DOWN!**

5) You will be prompted to enter the ODOMETER reading. Do so, and then press enter. Do not include tenths.

**NOTE:** If the terminal at the pump is not reading the card, go inside to see the attendant. If the attendant has questions or concerns with processing the Voyager Credit Card, have them call 1-800-987-6591 for help in processing the transaction. This phone number is on the back of the Voyager Credit Card.

All terminals are different. Some may require information to be entered in a different order. Follow the instructions on the terminal to process your transaction.

**Currently Accepting Voyager**

AAFES	Crown	Fresh Start
Admiral Petroleum	Dairy Mart	Fry's
Amoco	Diamond Shamrock	Gas City
BP	Dillon Stores	Gas America
Casey's	Duke/Duchess Shoppe	Gate Petroleum
Cenex/Farmland Industries	Exxon	Getty
Certified Oil	EZ Mart	Giant
Chevron	FFP Marketing	Get-N-Go
Chief Petroleum	Fas Gas	Go Mart
Circle K	Fast Fuel	Gulf Oil
Citgo	Fast Stop	Harms Oil
Clark	Fast Trac Markets	Hess
Coastal	Fina	Holiday
Conoco	Flying J	Howes Oil
	Freedom Value Center	Keystone

King Soopers	NEXCOM	Tesoro
Kroger	NOCO Express	Texaco
Kum & Go	The Pantry	Thornton Oil
Kwikfill	PDQ Food Stores, Inc	Total
Kwik Star	Petro South	Trade Mart
Kwik Trip	Phillips 66	Turkey Hill Minute Mart
Love's Country Stores	Pilot Oil	Unified Supermarkets
Mapco Express	Quick Fuel	Union 76
Marathon	Quick Stop	Uni Marts
Maverick Country Stores	Sheetz	US Oil
MFA Oil	Shell	Valero
Mirastar	Sinclair	WaWa
Mobil	Speedway	Wilco
MotoMart	Super America	
Murphy USA	Sunoco	

## **PAYMENT INSTRUCTIONS FOR FUEL OR SERVICE**

**Receipts are required when using the Voyager Credit Card to purchase items** (example: fuel, wiper blades, oil, windshield washer fluid). **You must mail in the original receipt** to FTM within three working days of transactions or when returning to your office. All receipts must be marked "Paid" and include the vendor name, work authorization number (if applicable), vehicle license, odometer reading and itemized list of parts and labor. **The state of South Dakota DOES NOT PAY SALES TAX. Our tax-exempt number is 46-6000364.**

**Check your receipt for correct amount BEFORE signing.**



If the bill totals **less than \$100**, the vendor is to be paid with a Voyager credit card if accepted. The driver must obtain a copy of the invoice marked "Paid" and submit it to FTM.

If the bill totals **more than \$100**, or the vendor does not accept Voyager, the vendor is to charge the work to SD Fleet & Travel Management, C/O 500 East Capitol Avenue, Pierre, SD 57501-5070. The driver must obtain a copy of the invoice and submit it to FTM.

## **IMPORTANT NOTE:**

**To report a lost or stolen Voyager Credit Card: Immediately call FTM at (605) 773-3162, if unavailable leave a message with name and phone number.**

## **WORK ORDERS**

### **Policy**

All maintenance **exceeding \$35.00** must have a work order. A work order is an authorization given by FTM with a set dollar amount to diagnose or repair the vehicle. The work order number is the vehicle I.D. (tag or license plate number) and additional number(s), **ex. 01AA001-23**. **All oil changes must have a work order number.**

### **Procedure**

**Call first for a work order BEFORE the work is started!**

To initiate a work order, call (605) 773-3509 (M-F 7 AM to 5 PM Central) or 1-800-543-2372. This toll free number is provided for your convenience and is available to drivers of state-owned vehicles 24 hours a day, seven days a week, including all holidays. When you call, have the following information available:

- Vehicle I.D. (in most cases the same as the license number)
- Description of problem
- Current odometer reading

A work order number will be given along with a pre-authorized amount. Give this work order number to the vendor along with the approved amount. **If the vendor needs additional authorization to repair a vehicle the vendor must call FTM before proceeding with the repairs** at 605-773-3162 Monday through Friday 7:00 AM to 5:00 PM CT.

**The work order number, odometer reading, and vehicle I.D. must be written on all invoices or charge slips. Submit all invoices or original receipts to FTM within three working days to 500 E. Capitol Ave, Pierre, SD 57501.**

**NOTE:** For the state agencies that complete the work themselves, see your supervisor for instructions for submitting paperwork to FTM.

# WORK ORDER EXAMPLE

16:46:18 Wednesday, April 26, 2017

FUNCTION: 414    EQUIPMENT ID: 01AG234    WORK ORDER NUMBER: 59

S O U T H   D A K O T A   E M S  
INQUIRE WORK ORDER

USER: 144102  
LICENSE NO: AG234

EQUIP STATUS: INUS

WO COMMENT: CHECK ENGINE & SERVICE TRACTION CONTROL LIGHTS ON MLS.111,569  
4/21/17 SDWP JC  
AUTH \$150 IF MORE VENDOR TO CALL FLEET & TRAVEL @ 773-3162

SHOP CODE: 0000    EFF WO READING: 0    WO INVC RECD:    /    /  
WO OPEN DATE: 04 / 21 / 2017    WO COMPL DATE:    /    /  
SCHED/UNSCHED: U    WARRANTY:    REPEAT REPAIR:    /    /    DOWNTIME: N    PM:  
EFFECT WO TP: 2017 / 10    WO ACT COST: 0.00    WO EST COST: 150.00  
FLEET COMMENT: F# 394-6993  
DELAY IN DAYS: PARTS 0    LABOR 0    SPACE 0    APPROVAL 0  
INTERIM 0    COMMERCIAL 0    SEASONAL 0

## **PREVENTIVE MAINTENANCE (PMs)**

### **Policy**

All state-owned vehicles will undergo regular service in accordance with FTM maintenance schedules to keep the vehicles in proper and safe working order. Preventive maintenance (Green, Blue or Orange Oil Changes as noted below) should be scheduled at intervals of 4,000 miles or **7,500 miles on newer GM vehicles (2011 & up)**. Major preventive maintenance or service (yellow) will be scheduled at 100,000 miles.

**EXCEPTION:** Specialized equipment call FTM.

### **Procedure**

FTM assigns work orders for preventive maintenance. The driver must call FTM at 1-800-543-2372 if maintenance is due but notification has not been received.

**NOTE:** When a vehicle is in for service and the vendor determines that work is needed, the **Vendor must call FTM** at 605-773-3162 with cost estimates **prior to start of repair**.

### **PM Green is a Standard Oil Change**

- Lube, Oil & Filter
- Check all Fluid Levels
- Check for Leaks
- Inflate Tires to Manufacturer's Specs

### **PM Blue or Orange is an Expanded "Oil Change"**

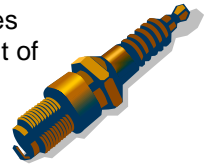
Check the following and call FTM if items need attention

- Fluid levels
- Lights and horn
- Belts
- Brakes & Rotors
- Leaks
- Battery cables
- Rotate Tires
- Inflate tires to manufacturer's specifications
- Lube, oil, and filter
- Replace air filter & Cabin Air Filter (if needed)



## **Major PM Yellow, Service/Safety**

This inspection will be issued by FTM at 100,000 miles and will require inspection/service and/or replacement of recommended items by the manufacturer or FTM.

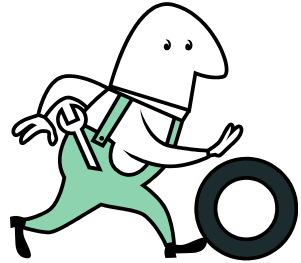


## **TIRE CARE**

The State of South Dakota has contracts for tires.

FTM can advise where contract shops are located.

Tires should be checked on a regular basis for uneven wear, cuts, and bruises. Tires can be checked visually or with a tire gauge.



When uneven wear is apparent, call FTM at 1-800-543-2372 or (605) 773-3509 for the Pierre Area.

FTM does not furnish snow tires. See individual department's policy.

## **ROADSIDE ASSISTANCE**

Contact FTM for assistance by calling 1-800-543-2372 that is available 24 hours a day, 7 days a week including holidays.

- **Breakdowns**
- **Jump-starting**
- **Towing**

## **WINDSHIELD AND WINDOW REPLACEMENTS**

Call 1-800-543-2372. Chips should be repaired within 48 hours to avoid costly windshield replacements. Windshields will be replaced if the cracks obstruct the driver's line of sight.

## ACCIDENTS

- **Contact law enforcement.** If possible, do not move the vehicle until law enforcement officials have viewed it. They will also issue a red tag.
- **Report All Accidents to FTM at 605-773-3162** during normal working hours. After hours, weekends, and holidays call FTM at 1-800-543-2372.
- **In case of a vehicle accident involving a fatality, bodily injury or serious property damage, immediately contact Claims Associates, Inc. at their 24-hour emergency number: 1-888-430-2249.**
- **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. If possible, take pictures of both damaged vehicles.
- **Make no statement to anyone that you were at fault or liable for the accident.** Following an accident that results in a claim, you may be contacted by a number of people including: law enforcement authorities; adjusters hired by the state; attorneys; private investigators; the media; etc. Information should only be given to law enforcement authorities, adjusters hired by the state and attorneys representing the state. All other requests for information should be referred to the Office of Risk Mgmt. 605-773-5879. **When discussing the claim, give only facts, not your opinion.**

## STATE VEHICLE ACCIDENT REPORT

This form needs to be completed by the driver, and can be obtained from the Fleet & Travel Office or your Agency Risk Contact.

The accident report can be obtained from law enforcement. The police accident report & the state accident report can be faxed to Fleet and Travel at 605-773-3502 and to Risk Management at 605-773-5880. Keep a copy of report for yourself. FTM will decide whether to repair the state-owned vehicle based on the two (2) estimates that you the driver will need to obtain and fax to FTM at 605-773-3502. FTM will notify the driver of the decision to repair or not after the estimates are received.



If you need assistance call FTM at 605-773-2639. Instead of faxing documents to FTM you can email reports & estimates to FTM.

## **CLAIMANT'S REPORT OF ACCIDENT**

If the other person(s) involved requests information to submit a claim for accident-related damage, this form will be sent to them. This form can be provided by Fleet & Travel Management, Risk Management or the Agency Risk Management contact.

## **INSURANCE/LIABILITY COVERAGE**

Eligible and approved drivers of state-owned vehicles are covered for liability by:

South Dakota Public Entity Pool for Liability  
1429 E Sioux  
Pierre, SD 57502  
605-773-5879

Although state-owned vehicles are exempt from "proof of insurance" laws, FTM provides proof of liability coverage cards for each vehicle.

When a state-owned vehicle is driven on state business, the following coverage applies:

- All state employees are covered for workers' compensation while in the course of their employment.
- Your belongings in the vehicle are not insured by the state. Your homeowner, renter or private auto insurance may cover them. That depends largely on how they are lost or damaged. Read your policy and check with your insurance agent.
- Your liability to other persons (bodily injury and property damage) due to your negligence in operating the state-owned vehicle on state business is covered through PEPL. **(Accidents resulting from "no travel advisories" are not covered through PEPL.)**
- Non-state employees who are on official state business and in state-owned vehicles are covered through PEPL.

## **UNIVERSITY STUDENT USE OF STATE VEHICLES**

The Public Entity Pool for Liability provides liability coverage for students to drive state-owned vehicles if the following conditions have been met:

1. The student is an employee (being compensated by the university) and is driving the state-owned vehicle solely for business related to their university employment, which must be confirmed by a supervisor.
2. The student is an officially appointed volunteer of the university (and a volunteer form is on file with the university human resources department) and is driving the vehicle solely for responsibilities related to his/her official volunteer status, which must be confirmed by a faculty advisor.
3. At the time the student makes application to use a state-owned vehicle, the Student Driver Fleet Check-Out Form is completed and the student presents a valid driver's license and employment identification card or official documentation of volunteer status.
4. State-owned vehicles shall not be used to transport passengers who are not employees or formally appointed volunteers on official university business.
5. The educational institution must photocopy the information required in paragraph 3, attach the photocopies to the application, and keep the documentation for a minimum of three years.

If any of the information required for submission in paragraphs 1, 2 or 3 is false or if the educational institution fails to perform the requirements in paragraphs 1, 2, and 3, then no coverage shall be provided.

**STATE OF SOUTH DAKOTA  
ACCIDENT NOTIFICATION INFORMATION**

In case of an accident involving a fatality, serious bodily injury, or serious property damage, immediately contact Claims Associates, Inc. in Sioux Falls at their 24-hour emergency number, 1-888-430-2249. Then report the accident to Fleet and Travel Management (FTM) at 1-800-543-2372.

For all other accidents, report to FTM and your agency contact as soon as possible.

Make no statement to anyone that you were at fault or liable for the accident.

If you have any questions, contact the South Dakota office of Risk Management at 605-773-5879.

**Orange Card**

**STATE OF SOUTH DAKOTA  
AUTOMOBILE LIABILITY COVERAGE  
(SDCL 32-35-124)**

This is to confirm automobile liability coverage under the South Dakota Public Entity Pool for Liability on July 1, 2005 as follows\*:

Covered Parties: Employees of the State of South Dakota

Covered Limits: \$1,000,000 per occurrence

Coverage Type: 1. Bodily injury and Property Damage Liability  
2. Hired Auto Physical Damage Coverage

\* Coverage: coverage terms and coverage limits effective on July 1, 2005 may be subject to change at future date.

In case of accident involving a fatality, serious bodily injury or serious property damage immediately contact:

Claims Associates, Inc.  
605-333-9810

Emergency/After Hours: 1-888-430-2249

For all accidents, report to FTM at 605-773-3162 as soon as possible and also notify your agency Risk Management contact. Make no statement to anyone that you were at fault or liable for the accident. If you have a question, contact the South Dakota Office of Risk Management at 605-773-5879.

**Yellow Card**

## STATE MOTOR POOL LISTINGS

City	Qty	Motor Pool Location	Contact Person for the keys	Phone/Fax	Mode	Hours
Aberdeen	11	Labor-Administration Office Mailing- PO Box 4730 420 S Roosevelt 57401	Briana Breske	626.2340	FSMP	M-F
	13	Northern State University-Physical Plant 1200 S Jay Street 57401	Becky Winkus	626.2322 626.2560 626.2625	FNSU FUTL	8am-5pm M-F 8-12 1-5
Aberdeen AP	1	Quest Aviation		225.8008 225.0115	FSMP	Everyday 6am-6pm
Brookings	122	Fleet and Travel Stadium Rd PO Box 2180 Brookings, SD 57007	Jessica Riens David Strom-FTM	688.4333 688.4073 (fax) 688.6631	FSDS FUTL	6am-5pm
Huron	2	Federal Surplus Property Agency 20 Colorado Ave SW 57350	Jeit Decker	353.7150 353.7164	FSMP	M-F 8am-5pm
Madison	11	Dakota State University Mailing- 820 N Washington Ave 215 NE 8th St 57042	Karen Duffy	256.5222 256.7110	FSMP FUTL	8-12 1-5 M-F Summer 7:30-12 1-4:30
Mitchell	3	DOT Regional Office PO Box 1206 57301	Katie Peugh	995.8129 995.8135	FSMP	M-F 8am-5pm
Pierre	80	Fleet & Travel 104 S Garfield Bldg E 57501	Whitney Bonhorst	773.3162 773.3502	FSMP FUTL FUNM	M-F 7am-5pm
Pierre AP	3	Muslang Aviation		224.9000 224.8676	FSMP	M-Sat 5am-9pm Sun 7am-9pm
Rapid City	15	Social Services 510 N Cambell 57701	Jeri Gannon ext 225	394.2525 394.2568	FSMP	8-12 1-5
	26	SDSM & T - Physical Plant 501 E St Joseph 57701	Susan Young Marshall Wells	394.2251 394.5837	FSMT FUTL	M-F 7am-4:30pm
	16	SDSU West River Ag Center 1905 Plaza Blvd 57702	Cindy Lanham Shannon Hamm	394.2236 394.6607	FSDS	M-F 8am-5pm
Rapid City AP	3	WestJet Air Center 4160 Fire Station Rd 57703	Regional Airport	393.2500 393.1631	FSMP	24 hours
Redfield	14	Environmental Services Secretary 17267 West 3rd St 57469	Jane Stelmer	472.4452 472.4456	FSMP FUTL	M-F 8-12 12:30-4:30
Sioux Falls	15	Human Services/Rehab Services 811 E 10th St Dept 21 57103	Linda Noonan 1-800-265-9679	367.5330 367.5327	FSMP FUTL	M-F 8am-5pm
	10	Sanford School of Medicine at USD 1400 W 22nd Rm 123 57105-1570	Gary DeHlin Andy Erickson 605.357.1452	357.1458 357.1564	FUSD	M-F 7am-4pm
Sioux Falls AP	4	Maverick Air Center 4201 N. Maverick Place 57104		605.312.5680 605.271.6387	FSMP	24 hours
Spearfish	2	South Dakota Department of Labor 1300 N Avenue 57783-1525	Ann Matheny Laurie McBride	642.6900 642.6907	FSMP	M-F 8am-5pm
	23	BHSU Facilities Services 1200 University Box 9513 57799	Roanne Lewis Scol Hanson	642.6244 642.6400	FBHS FUTL	M-F 7am-5pm
Spearfish AP	1	Eagle Aviation 300 Aviation Place		642.4112	FSMP	M-F 8am-5:30pm
Sturgis AP	1	C & B Aviation 13345 Alkali Rd	Roger Burnham	347.3356	FSMP	M-Sat 8am-5pm Sun 10-5
Vermillion	58	Fleet & Travel Management Mailing- 414 E Clark 1005 N Crawford Rd. 57069	Dennis Zimmerman	677.3350 677.3104	FSMP FUTL	M-F 8am-5pm
Watertown	7	DSS 2001 9th Ave SW Ste 300 57201	Sheri Adams ext 201 Lynn Olson ext 228	882.5000 882.5045	FSMP	M-F 8am-5pm
Yankton	16	Kanner Building 3113 N Spruce St Suite 200	Linda Fehberg, Kathy Becvar Lisa Mueller, Peggy Vortherms	668.3030 ext. 0 668.3014	FSMP FUTL	M-F 8am-5pm
Yankton AP	1		Mike	(cell) 605.661.9223 (work) 605.668.5280	FSMP	M-F 8am-6pm

WB 04.24.17

For state plane reservations: Deana Prater (SAIR)- 605.773.4957

# SD State Fueling Systems



**OLD**



**NEW**

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