



# South Dakota Fleet & Travel Management

Policy and Procedures for Assigned  
Drivers and Pool Vehicles

July 2015

# Vehicle Usage Policy

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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.



# Vehicle Usage Policy

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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.

The vehicles should 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 Manager.

State employees using state-owned vehicles are not permitted to transport family, friends, non-state business commuters, or animals except for "service animals".

# Scheduling Motor Pool Vehicles

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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.

# Motor Pool vs. Privately Owned Vehicles – Mileage Reimbursement

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If pool vehicles are not available and ride share is not accommodating, the drivers may drive their own vehicle, and high mileage may be reimbursed to the state employee.

If pool vehicles are available, and the drivers opt to take their privately owned vehicle, low mileage may be reimbursed to the state employee.

High mileage – \$.42 per mile

Low mileage – \$.23 per mile

# Picking up Motor Pool Vehicles

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Pick up vehicles at designated motor pool areas.

Present valid driver's license and State Employee ID

Regents employees and students should have a valid University ID and driver's license



# When can I pick up keys?

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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.

**Pierre office is open: Monday-Friday, 7:00 AM – 5:00 PM**

**Pierre office phone # : 605-773-3162**

**Fleet & Travel 24 hour Assistance #: 800-543-3272**

# What's your responsibility?

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- 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



# What's your responsibility?

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- 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.
- Deliver and pick up your assigned vehicles to and from shops when Preventive Maintenance or Repairs are required
- Report problems, vandalism, theft, and accidents to Fleet and Travel Management



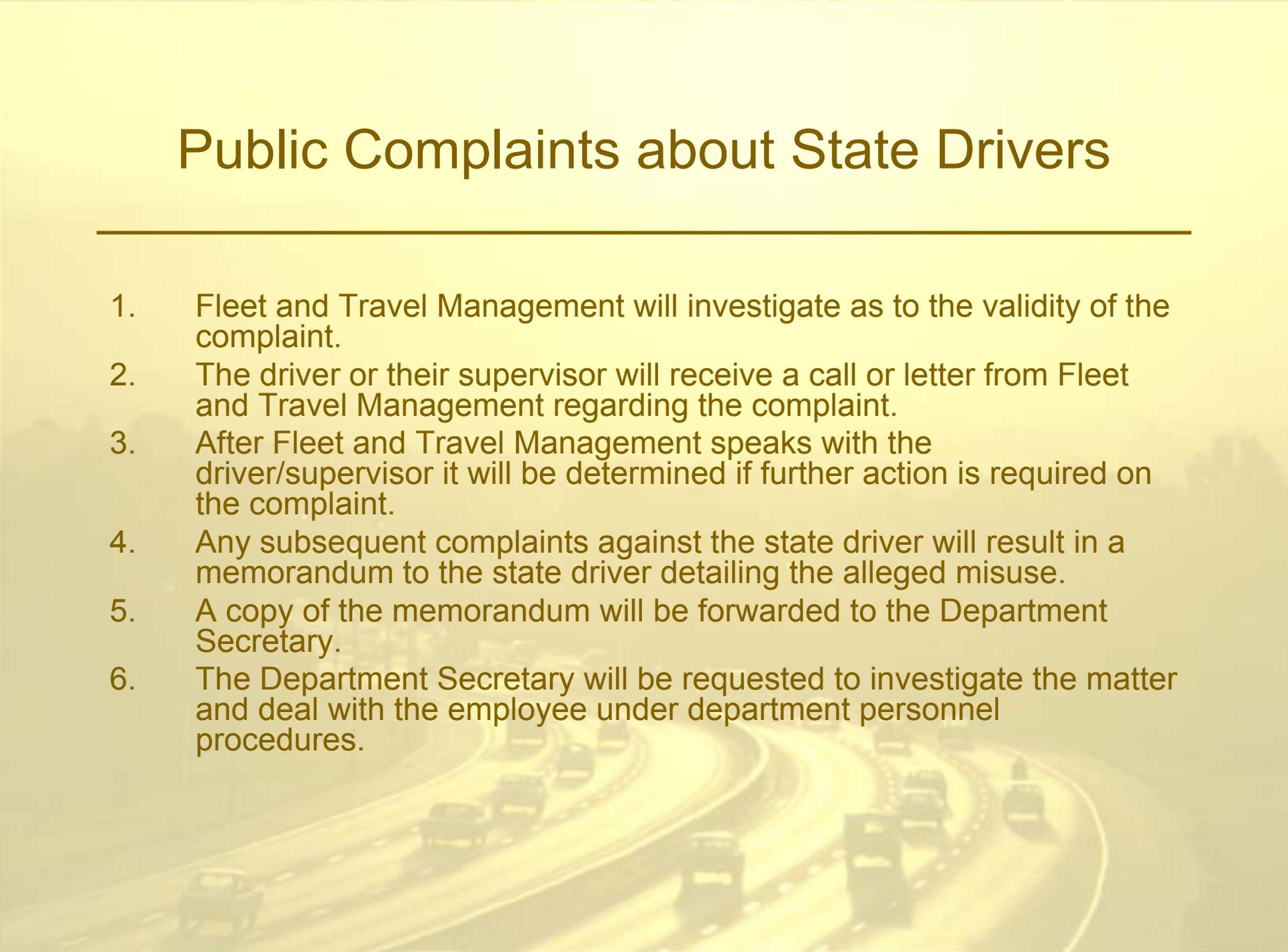
# What's your responsibility?

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- 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
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# Public Complaints about State Drivers

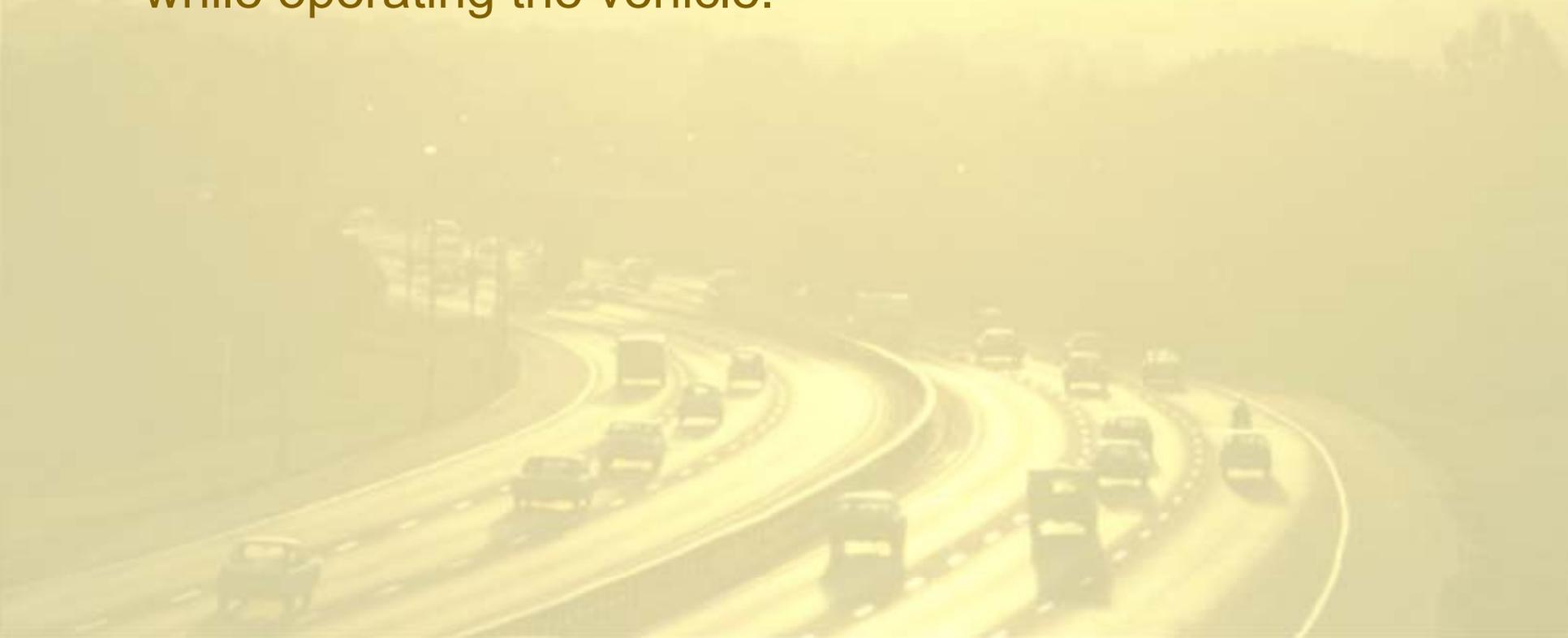
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1. Fleet and Travel Management will investigate as to the validity of the complaint.
  2. The driver or their supervisor will receive a call or letter from Fleet and Travel Management regarding the complaint.
  3. After Fleet and Travel Management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

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



# Vehicle Registration & Insurance Cards

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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.

# Winter Survival Kits

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Fleet and Travel Management does not supply vehicles with “winter survival kits”. Drivers or departments may provide them.



# Storage of Vehicles

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Each state-owned vehicle shall be parked in a designated area at the workstation to which it is assigned (State Property either owned or leased).

Individual drivers need prior approval from their supervisor and Fleet & Travel Management to drive vehicles to their residences and should provide off-street parking whenever possible.

# Lock Keys In Car

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**Call 1-800-543-2372**

Driver responsible for all charges incurred  
for having vehicle unlocked

# Late Return

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If returning later than originally scheduled,  
contact your Travel Coordinator or call  
**1-800-543-2372.**

# Want a vehicle assigned to you?

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Before completing the Request Form the employee must have their supervisors approval

Complete the form:

## **Vehicle Assignment - Request Form**

Form available at:

<http://boa.sd.gov/Forms/VehicleRequest.aspx>

# Want a vehicle assigned to you?

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Fleet and Travel Management will evaluate the request based on the following criteria, but not limited to:

- The availability of pool vehicles
- The agency's need for a vehicle
- If assigned vehicles in current use are being utilized
- Priority of other requests

# Want to modify the vehicle assigned to you?

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Contact Fleet and Travel Management for any optional vehicle modification, (e.g., toolboxes, grill guards, spotlights, cell phones and radios).

- Generally, departments are responsible for payment of any optional vehicle modification

# Vehicle Fueling

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- 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.

# Vehicle Fueling

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- When fueling with the State Fueling Key at a DOT site and you encounter problems call the 800 Number listed on the DOT pump for assistance.
- For all other key problems at GFP & University sites please contact Fleet & Travel at 605-773-3162 for assistance.

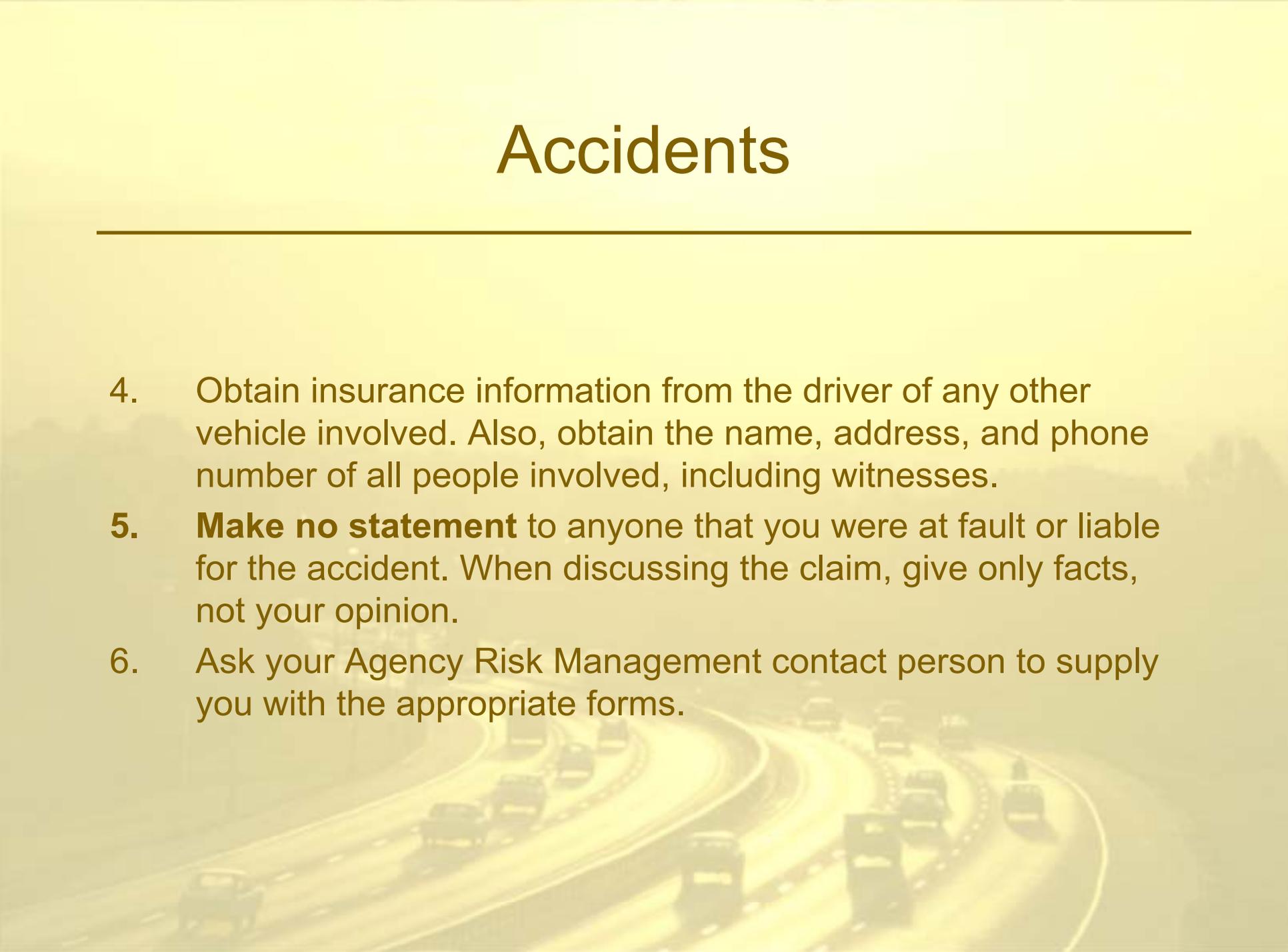
# Accidents

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1. Contact law enforcement. If possible, do not move the vehicle until law enforcement officials have viewed it.
2. 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.
3. Report all accidents to Fleet and Travel Management  
**7:00 AM to 5:00 PM – call 605-773-3162**  
**After hours – call 1-800-543-2372**

# Accidents

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4. 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.
  5. **Make no statement** to anyone that you were at fault or liable for the accident. When discussing the claim, give only facts, not your opinion.
  6. Ask your Agency Risk Management contact person to supply you with the appropriate forms.
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# State Vehicle Accident Report

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

1. Obtain the accident report 48 hours after the accident from local law enforcement.
  2. Attach the accident report to your four-part form and mail one copy to: Claims Associates, Inc., PO Box 488, Sioux Falls, SD 57101
  3. Mail one set of copies to Risk Management and a set to the Agency Risk Management contact. Keep one copy for yourself.
  4. The driver will gather three estimates of repair and fax those to Fleet and Travel Management at 605-773-3502.
  5. Fleet and Travel Management will decide whether to repair the state-owned vehicle based on the estimate.
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# Insurance/Liability Coverage

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

South Dakota Public Entity Pool for Liability (PEPL Fund)  
1429 E. Sioux Ave.  
Pierre, SD 57501  
605-773-5879

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.
- 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.
- Non-state employees who are on official state business and in state-owned vehicles are covered through PEPL.

# Safe Operation of Cellular Phones

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1. Turn the phone off before you start driving. Let callers leave a message.
2. If passengers are in the vehicle, let one of them take the call.
3. If you are expecting an important call, let someone else drive.
4. If you have to make or receive a call, look for a safe opportunity to pull over and park.
5. Do not use your phone to text or use laptop computers while driving.



# Safe Operation of Cellular Phones

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If for some reason you have no alternative but to use a cellular phone while driving, here are some tips.

- Place the phone where it is readily available. Retrieving a phone from a briefcase or purse can be dangerous.
- Don't answer the phone until it is safe to do so.
- Use speed dial options.
- Driving and talking on the phone is difficult, do not make it worse by trying to take notes. Do pull over and stop.
- Keep calls short and factual.
- Ask the caller to hold, while you find a safe place to pull over and park or call them back when it is safe to do so.
- Stay in the right hand lane where driving may be less demanding.

# On-Line Services are Available at:

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<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