



Fleet & Travel

Management

# Fall 2021/Winter 2022 Newsletter

ISSUE 05

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### Keeping Up With The Weather

- Go to the following website:
- <https://www.safetravelusa.com/sd/>
- Call 511 or Fleet & Travel at 605.773.3162
- Listen to your local weather station
- Watch your local weather channel
- Call ahead & check on conditions where you are heading; confirm travel is still necessary
- Let others know your route, destination, & estimated time of arrival
- Carry a winter survival kit; Fleet & Travel does not provide for this but most departments do, check with your department.
- Cancelling or extending your travel call 605.773.3162 or 1.800.543.2372
- DO NOT TRAVEL WHEN NO TRAVEL IS ADVISED OR WHEN ROADS ARE CLOSED.**

Reminder

As the colder weather is upon us FTM would like to remind everyone not to leave the keys in an unlocked vehicle while warming it up. Just a reminder that per the State of South Dakota's Fleet & Travel Management Policy, it is the driver's responsibility to secure the vehicle and its contents.

- #### Did You Know? Driver Responsibilities
- In every Fleet & Travel vehicle, a Policy and Procedure Handbook has been placed or can be found on the right hand side of **Fleet & Travel's home page**. This handbook explains the driver responsibilities along with the procedures, and answers/explanations to most questions a driver will have. Please read and sign the Rules and Regulations form and send to Whitney Bonhorst at 104 S. Garfield Bldg E or emailed to [whitney.bonhorst@state.sd.us](mailto:whitney.bonhorst@state.sd.us).
  - When driving State vehicles, especially motor pool and airport vehicles, it is the drivers responsibility to report mileage to Fleet & Travel upon trip completion. Mileage can be emailed to Lorri Schlaak at [lorri.schlaak@state.sd.us](mailto:lorri.schlaak@state.sd.us) or faxed to 605.773.3502. Please include the Vehicle ID, journey number, beginning & ending mileage, and any problems experienced with the vehicle.
  - Fleet & Travel provides ice scrapers for all State vehicles. Please remember to leave the ice scraper in the vehicle for the next driver.
  - Call 605.773.3162 or 1.800.543.2372 for a repair order prior to having work done. Per Fleet & Travel policy, FTM must authorize all repairs.
  - When purchasing anything for a State vehicle, shop charged or paid by Voyager, the vehicle ID must be on the invoice/receipt along with mileage and mailed to Fleet & Travel at 104 S Garfield Bldg E (c/o 500 E. Capitol Ave) Pierre, SD 57501. Fleet & Travel will provide Business Reply Envelopes to drivers upon request. This request can be made by calling 605.773.3162.
  - Assigned Vehicle drivers need to notify Fleet & Travel of any name/ address changes as soon as possible to ensure work orders/recalls are going to the correct people and locations.

### Winter Driving Tips

Make sure your vehicle is in full operating conditions-including that recalls are completed, if you are unsure call Fleet & Travel at 605.773.3162.

- Do not use cruise control when driving on slippery or wet roads.
- Check your tires and make sure they are properly inflated.
- Make sure your windshield is free of snow and ice.
- Keep your gas tank at least half full to avoid gas line freeze-up.
- Stay Alert. Do not text while driving or drive distracted, it's illegal.
- Obey posted speed limits and slow down when necessary. It's harder to control or stop your vehicle on a slick or snow-covered road.
- Increase your following distance, be cautious of fog or low visibility.
- Accelerate and decelerate slowly.
- Always wear your seatbelt, not only is it the law but it could save your life in an accident.
- If you do become stuck, call for help and stay safe. Do not shift vehicle from forward to reverse at high RPM's in an attempt to get free, as this may cause transmission damage to the vehicle.

## Defensive Driving Tips to Avoid Hitting a Deer

- Keep a close watch for deer at dawn and dusk. Deer are most active during these times. Be especially alert & drive with caution. Be on the lookout for deer crossing signs & slow down.
- Be aware of your surroundings, just because you don't see a deer crossing sign posted, it doesn't mean deer won't unexpectedly appear.
- Flash your lights or honk your horn to frighten deer away from the side of the road. Use your high-beam headlights when there is no opposing traffic. The headlight beam will illuminate the eyes of the deer & provide greater driver reaction time.
- Upon seeing a deer, immediately slow down. Do not swerve-because this can confuse deer as to where to run. It could also cause you to lose control & hit a tree or another car.
- If you can't avoid the accident, then just hit the deer while maintaining control of your vehicle. Some experts say that if such a collision is inevitable, you should avoid braking at impact so that the deer may pass underneath your car as opposed to hitting the windshield.
- Don't rely on hood-mounted deer whistles & other devices to scare away deer.
- Always wear your seatbelt. Most people injured and/or killed in deer-automobile collisions were not wearing Their seatbelt.



## Turning in Assigned Vehicles and De-Identifying Agency Vehicles

Fleet & Travel Management is working with agencies to reduce the number of underutilized vehicles. Agencies are asked to turn in vehicles that have an average rolling monthly usage of 500 miles or less per month or see if they can share vehicles. Before turning in vehicles driver should:

- Remove all departmental items from the vehicle.
- Ensure that if your department had decals or wraps installed, those decals/wraps are removed from the vehicle. Please be sure not to damage the vehicle when removing decals/wraps.
- Be sure to list any problems with the vehicle you may be aware of .
- Make sure there is at least 1/4 tank of fuel, DO NOT FILL FULL as the vehicle may be sold.
- Both sets of keys, fuel key, & Voyager Card. Agencies may be billed for replacement keys and/or fuel keys.
- Call Fleet & Travel at 605.773.3162 prior to doing any maintenance.

### E-30 Use In Flex-Fuel Vehicles

SD Fleet and Travel encourages the use of E-30 ethanol blend fuel in the flex-fuel vehicles in our fleet. The easiest way to know if the Fleet vehicle is flex-fuel capable, is if it has a yellow fuel key or fuel cap. If a vehicle is equipped with a gas cap, it should also be noted there. Not all State fueling sites have the E-30 available. However, if E-30 is available, please use it.

#### E-30 Fill stations are at the following DOT Locations:

<b>Aberdeen</b>	<b>Sioux Falls</b>
<b>Brookings</b>	<b>Vermillion (Opening Soon)</b>
<b>Chamberlain</b>	<b>Webster</b>
<b>Huron</b>	<b>Yankton</b>
<b>Pierre</b>	

### Do you still have your State issued vehicle?

Fleet & Travel Management (FTM) would like to remind all State employees that have a state vehicle assigned to them or their agency, that if they move the vehicle to another driver, agency or location, it is their responsibility to notify FTM by submitting a driver change form: <https://boa.sd.gov/forms/DriverChange.aspx>. This will help FTM keep track of the vehicles & better communicate maintenance & repair issues, recalls etc. Also, this will ensure the correct agency is being billed. If you do not notify FTM, you will continue to be billed for that vehicle. Any questions please contact FTM at 605-773-3162.

## Important Message from the South Dakota Highway Patrol

Unfortunately every year, police officers, firefighters, first responders, DOT workers, and tow operators are seriously injured or killed roadside due to motorists failing to move over and slowing down when approaching emergency vehicles.

In 2003, the South Dakota Legislature passed a move over law designed to require motorists to provide a safe distance for moving traffic on our roadways. In 2020, state legislators made additional enhancements to the law after 47-year-old tow operator Dale Jones was tragically killed while at an accident scene in Watertown.

Here is what your responsibility is as it relates to the move over law:

When driving on an Interstate or other highways with two or more lanes and traveling in the same direction as the emergency vehicle, merge into the lane farthest from the emergency vehicle. Remember that you must make that lane change three hundred feet before reaching the vehicle displaying amber, yellow, or blue lights and proceed with caution unless otherwise directed.

You must also slow down when there are no additional lanes to move over in. If driving on a two-lane highway, when approaching at least three hundred feet before the emergency vehicle, slow to a speed that is at least 20 miles per hour less than the posted speed limit or slow to a speed of five miles per hour when the speed limit is posted at 20 miles per hour or less and proceed with caution, unless otherwise directed.

We would also encourage motorists to reduce their speeds on the Interstate when approaching situations where blue, amber, and/or yellow lights are displayed. If you are traveling 80 miles per hour, you are traveling approximately 117 feet per second. The average reaction time is approximately 1.5 seconds and traveling at that 80 miles per hour, you will travel approximately 175 feet in that time. With all of this being considered, this leaves you little room for error. Please be aware of these factors.

If you approach any stopped emergency vehicle that is making use of red visual signals meeting the requirements of this law, the driver of every other vehicle shall come to a complete stop before reaching the stopped emergency vehicle and may, unless otherwise directed, proceed with caution only after ascertaining that it is safe to do so.

If you are stopped for a move over violation and charged, you face a minimum fine of \$200 plus court costs.

Would you please do your part in making it safe for those working roadside? Make sure you are moving over and slowing down well in advance of those workers.

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