



Fleet & Travel Management

MOTOR POOL REMINDERS

- Hotline Number: 1.800.543.2372
- Make sure to fill up pool vehicles and park them back in the location you picked them up from; if in doubt please ask.
- **Locking keys in the vehicle is the driver's expense.**
- When using vehicles from the airport remember to fax the odometer readings to 605.773.3502 or email them to lorri.schlaak@state.sd.us
- Wash the bugs off the windshield & headlights; if the vehicle needs washed, use the Voyager card or note on the journey sheet. Clean out all garbage from the vehicle.

EJ Ward Location Update

FTM has updated addresses for the EJ Ward fuel site locations which includes hyperlinks to Google Map for live directions*. This can be accessed by [click this link](#) or by going to the [Fleet & Travel Management](#) webpage.

*Note: if using your phone for directions, use extreme caution while driving.

Tickets, Tolls, & Citations

Per Fleet & Travel Management's (FTM) Policy and Procedure Handbook for Assigned Drivers and Pool Vehicles (pg. 7)

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

Need Work?

Call 605.773.3162 or 1.800.543.2372 for a work order prior to having work done. Per Fleet & Travel policy, FTM must authorize all repairs.

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Message from Department of Public Safety

The summer travel season is well-underway. Tourists & relatives have driven great distances for graduation parties. And families are contemplating the long-planned vacations across the state and region. It is a wonderful ritual that repeats itself each year.

Please make roadway safety a priority as you venture out of the office on business travel. State employees are some of the best drivers in South Dakota, but it never hurts to remember some basic safety information whenever you get into a state-owned vehicle.

First and foremost, South Dakota does have a **mandatory** seat belt law. You are required to buckle up for a very good reason. Nearly two-thirds of the roadway fatalities in our State happen to unbelted drivers and passengers! Your odds of surviving an unexpected crash increase dramatically when you put a seat belt on. And let's face it-all crashes are unexpected. Each year, the Office of Highway Safety conducts seat belt observational surveys. In 2018, 78.9% of the drivers and front seat passengers were observed to be buckled up. But that leaves roughly one-in-five drivers who choose not to use this important safety equipment. We can do better by insisting that everyone in the vehicle we are operating use their seat belts.

Distracted driving is also against the law. Obviously, cell phone usage falls into this category. It is tempting to check for emails and texts on long road trips. Everyone agrees that using a cell phone while driving is dangerous -BUT NEARLY EVERYONE DOES IT!

Most motor vehicle crashes occur in broad daylight on dry roads. And, one of the largest categories of motor vehicle crashes in South Dakota is head-on. Roadway distraction is often to blame. In fact, according to the latest statistics for 2018, driver distraction accounted for over one thousand crashes in South Dakota. We all know the takeaway on this one. Put the cell phone away while you're driving.

Roadway safety is simple if you follow the basics. Don't drink and drive. Don't drive distracted. Don't exceed the posted speed. Always use your seat belt. And finally, don't become another roadway statistic!

Thanks for everything you do as a representative of the State of South Dakota to drive safely.



Unpredictable South Dakota

Summer Weather

Check for the latest reports- <https://www.safetravelusa.com/sd/> or call 511

With the heat index rising so is the possibility for unpredictable weather. From hail, flash flooding, dangerous lightning, tornadoes to everything in between:

- **Road closures.** With the abnormal amount of moisture this spring, there has been a lot of damage done to roads. If you see that a roadway is closed, it's closed for a reason and no one should be traveling on it.
- **Water across roads.** Some roads are closed because of high water. Other times, the rains can cause flash flooding where water covers roadways. If water is covering a road, no one should be driving through it. It may not look deep, but even a few inches of water could damage and disable a vehicle. If encountering a roadway covered with water, drivers should turn around and find an alternative route.
- **When driving during a rainstorm.** Reduce your speed. The greater the speed a vehicle is traveling, the higher the probability a person may lose control of their vehicle. The tires of the vehicle may begin to ride on top of the water, losing contact with the road. Do not use cruise control. If you are unable to see out the window, pull over and wait it out.

Voyager Card Reminder: When using the Voyager for purchases other than fuel,

please mail receipts to FTM within 3 business days as per policy. Be sure to write the vehicle ID/License #

on the receipt.