CONTRACTOR STATE FLEET VEHICLE USE ORIENTATION

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
EXECUTIVE OFFICE
SFN 1474 (5-2013)

All Contractors who are authorized to operate a State Fleet Service vehicle must adhere to the following regulations per North Dakota State Fleet Vehicle Policy Manual:

1. **Operators must possess a valid driver's license** to operate state fleet vehicles. If residency has been established in an adjoining state, that state's driver's license is valid. If an employee has an out-of-state license and becomes a resident of North Dakota, he or she has 60 days under NDCC Section 39-06-02 to get a valid North Dakota driver's license. The license must be in the possession of the driver at all times when operating a state fleet vehicle, and be of the appropriate class governing the vehicle being operated. Temporary work permits issued by NDDOT because of a recent driver's license suspension are acceptable.
2. **Operators must operate** state fleet vehicles in a lawful and professional manner.
3. **Operators must pay, without reimbursement** and as soon as possible, all parking fees and traffic fines the operators receive during operation of state fleet vehicles.
4. **Operators must immediately report all accidents** involving state vehicles. Accidents must be reported to the driver's immediate supervisor, who in turn must notify State Fleet Services, Bismarck. Additionally, the supervisor must notify the hosting DHS Human Service Center Risk Manager so a Risk Management Fund Motor Vehicle Accident Report (SFN 51301) can be completed. All accident reports must be sent within 48 hours of the accident to State Fleet Services.
5. **Operators must use state fleet vehicles only for conducting state business** and not for personal use. State fleet vehicles should not be taken to personal residences for overnight parking.
6. **Operators may not transport their family members, friends, animals, or hitchhikers (service animals only)** in state fleet vehicles. Drivers may permit non-state employees to be passengers in state fleet vehicles only if it is necessary to conduct state business.
7. **All occupants must wear properly fastened safety belts** whenever they travel in state fleet vehicles. The operator must verify compliance and remind all passengers of the required seat belt policy.
8. **Smoking is prohibited in all state fleet vehicles.**
9. **Operators cannot text message while driving or operating a state fleet vehicle.** It is illegal to text while operating a state fleet vehicle.
10. **Operators will not consume alcohol or be under the influence of alcohol** when operating a state fleet vehicle.
11. **Operators are required to** carry an insurance card evidencing the insurance that is required as a condition of a contractor's ability to use a state fleet vehicle.

I have read and understand the above regulations. I will abide by these regulations when operating a state fleet vehicle.

Name of Contractor	
Operator's Signature	Date

Upon completion of this form return it to the Human Service Center Business Manager.