

STATE FLEET SERVICES

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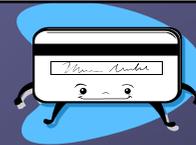
WHO CAN DRIVE STATE FLEET VEHICLES

- Only state of North Dakota employees are authorized to operate state, rented, or leased/courtesy vehicles while conducting state business.
- Some volunteers, including students, if acting in an official capacity on behalf of the state, and students required to drive for educational programs may be considered temporary employees and are allowed to use state vehicles for those purposes.

USE OF STATE FLEET VEHICLES

- Operators must use state vehicles only for conducting state business and not for personal use.
- Commuting is driving a state vehicle between the employee residence and place of employment. This is considered using a state vehicle for personal use and is a violation of state law.
- Spouses, children, animals, or hitchhikers are not allowed in state vehicles. Non-state employees may be passengers only if it is necessary to conduct state business.

CREDIT CARDS



- KEEP IN SAFE PLACE (IN VEHICLE) WHEN NOT IN USE
- REPORT MISSING OR DAMAGED CARDS TO STATE FLEET IMMEDIATELY
- USE CARD FOR ALL FUEL, MAINTENANCE AND REPAIRS UNDER \$750 (use vendors who accept the Voyager card) TURN IN ALL REPAIR RECEIPTS
- FUEL ON-SITE WHENEVER POSSIBLE
- NEW DRIVER ID PROGRAM

NEW DRIVER ID PROGRAM

- STEMS FROM AUDIT
- ALL CARDS SENT TO DISTRICT OFFICE
- BEGIN USING NUMBER IMMEDIATELY
- OLD PIN # CAN STILL BE USED FOR NOW
- STATE FLEET HOLDS DATABASE
- CALL 800 NUMBER WITH ISSUES

VEHICLE SECURITY

- SECURE ALL VEHICLES AT ALL TIMES TO PREVENT THEFT
 - FAILURE TO DO SO EXPOSES THE AGENCY TO RISK OF BEING HELD RESPONSIBLE FOR ALL EXPENSES TO RECOVER THE VEHICLE UP TO AND INCLUDING THE VALUE OF THE VEHICLE.
 - SECURE PERSONAL ITEMS SUCH AS COMPUTERS, PURSES, GPS UNITS ETC.

VEHICLE MAINTENANCE

- FOLLOW MAINTENANCE SCHEDULE AS OUTLINED ON FLEET WEBSITE (www.dot.nd.gov click on State Fleet)
- ALL MAJOR BREAKDOWNS/REPAIRS REQUIRE APPROVAL BY SHOP SUPERVISOR (unless after hours)
- AFTER HOURS USE DISCRETION USE FLEET VOYAGER CARD FOR PAYMENT

VEHICLE MAINTENANCE (con't)

- ALL ASSIGNED VEHICLE MUST BE MAINTAINED FOR CLEANLINESS.
 - Frequently clean exterior
 - Frequently clean interior
 - Remove all garbage as needed
 - Report all body damage (accident report must be filled out.
 - REMINDER: NO SMOKING IN FLEET VEHICLES!



VEHICLE TURN-IN

- THOROUGHLY COMPLETE SFN 50652
- REMOVE ALL GARBAGE
- VACUUM AND WIPE DOWN INTERIOR
- WASH EXTERIOR
- IF VEHICLE IS TURNED IN DIRTY IT WILL BE PROFESSIONALLY DETAILED AND THE AGENCY WILL BE BILLED
- MAKE SHOP FOREMAN AWARE OF ANY REPAIRS THAT NEED TO BE DONE
- IF THERE ARE NOT TWO SETS OF KEYS AGENCY WILL BE BILLED FOR ADDITIONAL KEY
- REMEMBER: THIS VEHICLE MAY BE ASSIGNED TO ANOTHER AGENCY!

DAMAGE REPORTING

- ALL VEHICLE DAMAGE MUST BE REPORTED TO STATE FLEET AND RISK MANAGEMENT WITHIN 24 HOURS
- AT THE SCENE, GATHER AS MUCH INFORMATION ABOUT THE OTHER PARTY AS POSSIBLE & WRITE IT DOWN
- DO NOT ADMIT FAULT, LIABILITY, OR NEGLIGENCE. GIVE ONLY FACTS.

COMPLETE FORM ONLINE

- GO TO RISK MANAGEMENT'S WEBSITE HOME PAGE AT: www.nd.gov/risk
- COMPLETE RISK MANAGEMENT FUND MOTOR VEHICLE REPORT ONLINE (SFN 51301)
- DO NOT SPEAK TO INSURANCE COMPANIES OR ATTORNEYS ABOUT ANYTHING. REFER THEM TO STATE FLEET OR RISK MANAGEMENT.

REPAIR OF VEHICLE

- CONTACT SHOP FOREMAN IN YOUR DISTRICT TO GET ESTIMATES FOR REPAIRS
- DON'T ASSUME IF YOU CAN'T SEE ANY DAMAGE, THERE ISN'T ANY
- COORDINATE WITH SHOP FOREMAN TO HAVE VEHICLE REPAIRED

QUESTIONS??



DRIVE SAFELY AND BUCKLE UP!!! THANK YOU FOR YOUR TIME.

