Vehicle Policy

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I. REASON FOR THIS POLICY

This vehicle operations policy shall establish guidelines for the day to day operations and use of South Dakota State Owned Vehicles utilized for transportation in conjunction with USD activities.

II. STATEMENT OF POLICY

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. 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.

III. DEFINITIONS

- **State Owned Vehicle**: a motorized device for land transportation owned, leased, or rented by the University, State or any State agency, including and not limited to automobiles, trucks, golf carts, etc.
- **Driver/Operator**: a person who drives or has physical control of a vehicle.
IV. PROCEDURES

**Driver’s Responsibility:**
- 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.
- Keep vehicle clean.
- Maintain proper oil levels and tire pressure.
- Work orders must be obtained from Fleet and Travel prior to oil changes and repairs.
- Work orders must be completed by completion date on the work order.
- Report problems, vandalism, theft, and accidents to Fleet and Travel Management.
- Notify Fleet and Travel Management of any vehicle problems. To obtain a work order contact Vermillion Fleet and Travel (605-677-5350) or Dennis.Zimmerman@state.sd.us.
- At a minimum the gas tank will be filled at least once per month on the 15th.
- Clean the windshield.
- Remove trash and personal items immediately after operation.
- All doors must be shut and secure when a vehicle is moving. Passengers are not allowed to ride in pick-up beds at any time for any reason.
- Cars and trucks are not permitted to be driven on campus sidewalks, turf, and landscape, unless authorized by the Associate Vice President of Facilities Management.
- Vehicles should be parked in a manner that does not obstruct parking of other vehicles, traffic or building access.
- When leaving a vehicle unattended, remove ignition keys, close windows and lock doors.
- Wash vehicle if needed, coupons available from Fleet and Travel Management office.
- No vehicle will be idled for more than fifteen minutes.
- GPS units will not be disconnected or otherwise tampered with in any manner.
- One set of keys should be kept at UPD at all times.

**Supervisor’s Responsibility**
- Ensure a current list of assigned drivers and their vehicles are provided to the Director of the University Police Department and the FM Senior Secretary.
- Ensure all Drivers of assigned vehicles are aware of their responsibilities regarding their vehicles.
- Confirm all vehicle work orders are completed by the completion date on the work order.
- Investigate all reported anomalies of GPS reports to verify accuracy of information.
• Documenting instances of violations of the vehicle policy.
• Determining the appropriate vehicle for departmental needs and determine vehicle assignments.
• Reviewing new Fleet and Travel Service vehicles for acceptability or rejection.

Public Complaints about State Drivers
• Facilities Management will investigate as to the validity of the complaint.
• After Facilities Management speaks with the driver/supervisor it will be determined if further action is required on the complaint.
• If the investigation determines further action is required, Facilities Management will deal with the employee under department personnel procedures.

Keys
• Two sets of keys are supplied for each vehicle. The spare set of keys is held by the University Police Department in the Davidson Building.
• Vehicle keys should be returned to the key cabinet or proper location daily at end of use.
• Additional sets of keys are not allowed. Drivers found to be in possession of unauthorized keys will be in violation of this policy.
  Driver is responsible for all charges incurred for having vehicle unlocked

Tickets or Citations
• 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
• 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.

Vehicle Fueling
• At a minimum the gas tank will be filled at least once per month on the 15th.
• 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.
• Voyager Card must be kept in the glove box of the vehicle at all times.
• To report a Lost or Stolen Credit Card call Vermillion Fleet and Travel 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.

**Accidents**

- Report all accidents to law enforcement and your immediate supervisor. If possible, do not move the vehicle until law enforcement officials have viewed it.
- Any damage with or caused by a University vehicle will be documented on an Incident Report Form. Information for all vehicles involved must be included in the report.
- 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.

V. RELATED DOCUMENTS, FORMS AND TOOLS

South Dakota Fleet and Travel Management, Policy and Procedures for Assigned Drivers and Pool Vehicles - [https://boa.sd.gov/fleet-travel/](https://boa.sd.gov/fleet-travel/)