

North Dakota State Fleet Services Policy Manual

Prepared by

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
BISMARCK, NORTH DAKOTA

www.dot.nd.gov

STATE FLEET SERVICES

www.dot.nd.gov/government/government.htm

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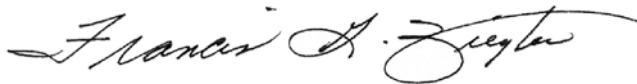
TO: All State Agencies and Institutions

The mission of North Dakota Department of Transportation is providing a transportation system that safely moves people and goods. In keeping with this, the mission of State Fleet Services is to provide high-quality motor vehicle transportation to state agencies and institutions at the lowest cost possible.

We continually strive to maintain quality relationships with our customers and business associates.

I hope this *State Fleet Services Policy Manual* will help you understand the policies and procedures of the North Dakota State Fleet and will enable you to travel more safely on our state roadways. It is our pleasure to serve the citizens of North Dakota.

Sincerely,

A handwritten signature in cursive script, reading "Francis G. Ziegler". The signature is written in black ink and is positioned above the typed name and title.

Francis G. Ziegler, P.E.
Director
North Dakota Department of Transportation

Mission

The mission of State Fleet Services is to provide high-quality motor vehicle transportation to state agencies/institutions.

Values

How we accomplish our mission is as important as the mission itself. These basic values are fundamental to Fleet Services' success.

People

People are our strength. They provide intelligence and vitality, and determine our reputation. Involvement and teamwork are our core human values.

Services

Our services are the end results of our efforts, and we owe our customers the finest service possible. As our services are viewed, so are we viewed.

Cost efficiency

Providing quality motor vehicles at the lowest cost possible is crucial. Cost efficiency is essential for the citizens of our state.

Guiding Principles

Customer service is the focus of everything we do.

Customers are our partners. We maintain mutually beneficial relationships with our customers and other business associates.

Employee involvement is a way of life. We are a team. We treat each other with trust and respect.

Integrity is never compromised. The conduct with our customers must be responsible and command respect. Integrity cannot be compromised for any reason.

Quality comes first. To achieve customer satisfaction, the quality of our services is our number one priority.

Continuous improvement is essential to our success. We strive for excellence in our human relations, services, and cost effectiveness.

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Introduction

All State Fleet Services users should familiarize themselves with the policy and procedures outlined in this policy manual. This policy manual, along with additional information, printable forms, and division personnel is listed on our website. You may also contact a State Fleet representative at the following:

State Fleet Services
608 East Boulevard Avenue
Bismarck, ND 58505-0700

Phone: 1-701-328-1434
Fax: 1-701-328-2514
www.dot.nd.gov/divisions/fleet/statefleet.htm

STATE FLEET SERVICES

State Law

24-02-03.3. Central management system for all state-owned licensed motor vehicles.

1. The director shall establish within the department a central vehicle management system to regulate the operation, maintenance, and management of all motor vehicles owned or leased by the state subject to registration under chapters 39-04 and 39-05. Upon the request of a state agency and an agreement between the agency/institution and director for the use of the motor vehicle-related equipment, the director may purchase or lease motor vehicle-related equipment and include that equipment within the system. The director shall provide a uniform method of documenting the use and cost of operation of motor vehicles and motor vehicle-related equipment in the system. The director shall advise the director of the office of management and budget as to the need to acquire or dispose of system motor vehicles. The specifications for highway patrol vehicles to be acquired may be set by the highway patrol superintendent. Every state agency, institution, department, board, bureau, and commission, unless exempted by the director, must use the system. At the request of the director of the North Dakota agricultural experiment station, certain vehicles used in farming operations at the agronomy seed farm and branch research centers shall be exempt from the requirements of this section. However, an agency, institution, department, board, bureau, or commission may authorize the use of an employee's personal motor vehicle pursuant to subsection 4 of section 54-06-09.
2. The director may enter into an agreement with a state employee who has a disability requiring a specially-equipped vehicle to pay a mileage rate greater than the rate established in section 54-06-09 for the employee's use of the employee's specially-equipped motor vehicle while conducting state business. The rate must be based on the rate provided in section 54-06-09, increased by the actual cost per mile caused by the special equipment, and may not exceed the cost associated with the special equipment expressed as the new value plus the depreciated fair market value in eight years divided by two, divided by twenty thousand miles.
3. Each entity required to use the system shall submit records of the operation of each vehicle as directed by the director.

39-01-02. Motor vehicles owned or leased by the state to display name on side of vehicles - Exceptions - Penalty. All motor vehicles owned and operated by the state, except vehicles under the control of the central vehicle management system and the official vehicle for use by the governor, **must have displayed on each front door the words NORTH DAKOTA.**

The words must be in letters four inches [10.16 centimeters] in height. Two and one-half inches [6.35 centimeters] directly below those words there must be printed in letters one and one-half inches [3.81 centimeters] in height the name of the state agency owning or leasing the motor vehicle. The width of the display required by this section must be proportionate to the required height. The color of the lettering must be in clear and sharp contrast to the background. The state auditor shall include in the auditor's report to the governor and the legislative assembly any instance of noncompliance with this section. The above requirements do not apply to vehicles operated by the attorney general's office, the highway patrol, or vehicles used principally in juvenile, parole, and placement service. The central vehicle management system vehicles must display a window decal designed by the director. The state highway patrol and all peace officers of this state shall enforce this section.

39-01-03. Motor vehicle owned by the state or an international peace garden not to be used for private use or in political activities. No person, officer, or employee of the state or of any department, board, bureau, commission, institution, industry, or other agency of the state, or of any entity located upon the international boundary line between the United States of America and Canada used and maintained as a memorial to commemorate the long-existing relationship of peace and good will between the people and the governments of the United States of America and Canada and to further international peace among the nations of the world, may use or drive any motor vehicle belonging to the state or to any department, board, bureau, commission, institution, industry, or other agency of the state, or of any entity located upon the international boundary line between the United States of America and Canada used and maintained as a memorial to commemorate the long-existing relationship of peace and good will between the people and the governments of the United States of America and Canada and to further international peace among the nations of the world, for private use, or while engaged in any political activity.

39-01-04. Political activity defined. The term "political activity" as used in this chapter includes any form of campaigning or electioneering, such as attending or arranging for political meetings; transporting candidates or workers engaged in campaigning or electioneering; distributing campaign literature, political guide cards, or placards; soliciting or canvassing for campaign funds; transporting electors to the polls on election day; and any other form of political work usually and ordinarily engaged in by state officers and employees during primary and general election campaigns.

54-06-09. Mileage and travel expense of state officers and employees.

1. State officials, whether elective or appointive, and their deputies, assistants, and clerks, or other state employees, entitled by law to be reimbursed for mileage or travel expense, must be allowed and paid for mileage and travel expense the following amounts:

- a. The sum of forty-five cents per mile [1.61 kilometers] for each mile [1.61 kilometers] actually and necessarily traveled in the performance of official duty when the travel is by motor vehicle, the use of which is required by the employing entity. The sum of seventy cents per mile [1.61 kilometers] for each mile [1.61 kilometers] actually and necessarily traveled in the performance of official duty when the travel is by private airplane. Mileage by private aircraft must be computed by actual air mileage when only one state employee or official is traveling; if two or more state employees or officials are traveling by private aircraft, the actual mileage must be based on the road mileage between the geographical points. Reimbursement for private airplane travel must be calculated as follows:
 - (1) If reimbursement is for one properly authorized and reimbursable passenger, reimbursement must be paid on a per mile basis as provided in this subsection.
 - (2) If reimbursement is claimed for a chartered private aircraft, reimbursement may not exceed the cost of regular coach fare on a commercial flight, if one is scheduled between the point of departure, point of destination, and return, for each properly authorized and reimbursable passenger on the charter flight; or, where there is no such regularly scheduled commercial flight, the actual cost of the charter.
 - b. Except as provided in subdivision a, when travel is by rail or certificated air taxi commercial operator or other common carrier, including regularly scheduled flights by airlines, the amount actually and necessarily expended there for in the performance of official duties.
2. No reimbursement may be paid for leased private aircraft, except for leased or rented private aircraft from a recognized fixed base aviation operator who is in the business of leasing and renting private aircraft and is located on an airport open for public use.
 3. If only one person engages in such travel in a motor vehicle exceeding at any geographical point three hundred miles [482.80 kilometers] beyond the borders of this state, reimbursement is limited to eighteen cents per mile [1.61 kilometers] for miles driven in excess of six hundred miles [965.60 kilometers] of round trip out-of-state travel.
 4. An official, deputy, assistant, clerk, or other employee, when required to travel by motor vehicle or truck in the performance of official duty, shall use a state-owned vehicle whenever possible unless exempted under section 24-02-03.3. However, an agency, institution, department, board, bureau, or commission may allow use of an official's, deputy's, or employee's personal motor vehicle in circumstances authorized by the official, deputy, or the employee's supervisor. If personal motor vehicle use is authorized under this subsection, the agency may also allow mileage reimbursement at a rate less than that otherwise provided in

this section. When official travel is by motor vehicle or airplane owned by the state or by any department or political subdivision of the state, no allowance may be made or paid for such mileage, except that governmental entities may share expenses when officials or employees of those entities travel in the same motor vehicle or aircraft.

5. Notwithstanding the other provisions of this section, state employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding at least thirty consecutive days, must be allowed and paid forty-five cents per mile [1.61 kilometers] for each mile [1.61 kilometers] actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, and the three-hundred-mile [482.80-kilometer] restriction imposed by subsection 3 does not apply.
6. Before any allowance for any such mileage or travel expenses may be made, the official, deputy, assistant, clerk, or other employee shall file with the employee's department, institution, board, commission, or agency an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, institution, board, commission, or agency. The statement must be submitted to the employee's department, institution, board, commission, or agency for approval and must be paid only when approved by the employee's department, institution, board, commission, or agency.

General Regulations for Operators

Definition: Only state employees and individual approved students are defined as "operators" under the following. Vehicles are defined as all licensed motor vehicles owned and leased by the state subject to registration under Chapters 39-04 and 39-05 NDCC.

All operators of State Fleet Services vehicles must adhere to the following regulations:

1. **Operators must possess a valid driver's license** to operate state 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 Section 39-06-02 NDCC 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 vehicle, and be of the appropriate class governing the vehicle being operated.
2. **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, may be considered temporary

employees and allowed to use state vehicles for those purposes. Drivers must possess a valid driver's license.

3. **Operators must obey and comply with all traffic laws** and regulations governing the operation of motor vehicles. Copies of all law enforcement traffic citations will be forwarded to each agency/institution for the appropriate disposition. Operators under the influence of alcohol or drugs are prohibited from operating state vehicles. Operators convicted of driving a state vehicle while under the influence of alcohol or drugs may not drive a state vehicle during the time they are required to file proof of financial responsibility (SR-22).
4. **Operators must pay, without reimbursement** and as soon as possible, all illegal parking fees and traffic fines. State Fleet Services will notify agency/institution directors of traffic violations. The agency/institution must respond in writing to describe the disciplinary action taken to improve the operator's driving behavior.
5. **Operators must immediately report all accidents** involving state vehicles. Accidents must be reported to the driver's agency/institution director, who in turn must notify State Fleet Services, Bismarck. Additionally, the driver **must** complete the Risk Management Fund Motor Vehicle Accident Report (SFN 51301, page 49). (See Collisions/Vehicle Damage, page 17.) All accident reports must be sent within 48 hours of the accident to State Fleet Services.
6. **Operators must use state vehicles only for conducting state business** and not for personal use. Therefore, commuting is defined as a state employee driving a state vehicle to and from his or her residence and place of employment. This practice is considered using a state vehicle for personal use, which is a violation of state law. Vehicles should not be taken to personal residences for overnight parking. (39-01-03 NDCC) If commuting has been approved, agencies must comply with IRS publication 15-B to apply possible fringe benefits.

State agencies/institutions with responsibilities requiring 24-hour response to emergencies may commute upon written request and approval by State Fleet Services. (See SFN 19525, page 47.)

If approved and you wish to garage a state vehicle at your home, complete the Authorization and Waiver to Garage State Fleet Vehicle at Employee's Home (SFN 58652, page 44).

7. **Operators may not transport their spouses, children, animals, or hitchhikers** in state vehicles. Drivers may permit other than state employees to be passengers in state vehicles only if it is necessary to conduct state business.
8. **All occupants must wear properly fastened safety belts** whenever they travel in state vehicles. The operator must verify compliance and remind all passengers of the required seat belt policy.

9. Smoking is prohibited in all State Fleet vehicles.

- 10. Text messaging while driving or operating a state fleet vehicle:** Deadly crashes involving drivers distracted by text messaging highlight a growing danger on the roads nationwide. Text messaging causes drivers to take their eyes off the road and at least one hand off the steering wheel, endangering themselves and others.

State employees shall not engage in text messaging while driving a state government fleet vehicle.

Note: *Use of electronic devices while driving related to the mission of essential equipment for vehicles used in emergency operations, law enforcement and state highway system maintenance will be governed by agency policy.*

Definitions:

“Texting” or “Text Messaging” means reading from or entering data into any handheld or other electronic device, including the purpose of SMS texting, e-mailing, instant messaging, or engaging in any other form of electronic data retrieval or electronic data communication.

“Driving” means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

- 11. Each agency/institution is responsible for the actions of its authorized drivers** and must institute proper disciplinary actions for violating the regulations. Additionally, each agency/institution must reimburse State Fleet Services for:
- a. The cost of repairs for damages resulting from an employee’s or unauthorized user’s gross negligent driving or misuse.
 - b. The cost of repairs for damages resulting from other than normal over-the-road operations.
 - c. The towing costs resulting from vehicles being driven into swampy or rugged terrain, unless driving there is necessary to carry out the agency’s/institution’s duties and responsibilities.
 - d. Collision damage resulting from the operator using the vehicle for purposes other than state business.
 - e. Locksmith charges if keys are lost or locked in the vehicle.

State Fleet Services will notify agency/institution directors of all violations.

12. **Complaints:** All complaints received from the public or otherwise by State Fleet Services for misutilization, driver behavior, speeding, etc., will be documented. They will then be forwarded to the agency/institution that was in possession of the state vehicle at the time of complaint for awareness and, if necessary, driver discipline.
13. **Vehicles with wheelchair securement devices:** The state may be liable if wheelchair securement devices are not used according to the Americans With Disabilities Act (ADA) regulations. All State Fleet vehicles using wheelchair securement devices will include a minimum of a three-point attachment. It is the driver's responsibility to make sure that all securement devices are secured to the frame of the wheelchair and along the adjustment bar before starting the vehicle.
14. **All vehicles assigned on a daily basis from the daily pool** must be returned to the parking lot at the end of the day unless other arrangements are made ahead of time.
15. **Agencies/institutions with monthly assigned vehicles** have the responsibility of maintaining their assigned vehicles. This includes daily vehicle checks, changing a vehicle's flat tire, and insuring that the Preventive Maintenance (PM) services are performed. A current outline of the mandatory PM schedule can be found on the State Fleet Services Web site, www.dot.nd.gov/divisions/fleet/statefleet.htm. Daily vehicle checks include checking fluid levels and visually checking for tire condition, body damage, fluid leaks, etc. In addition, the vehicle is to be maintained for cleanliness, both interior and exterior. Vehicle car wash tickets can be obtained from the dispatch locations and the NDDOT district shops during working hours.
16. **State Fleet Services will service all equipment which is original** and furnished by the manufacturer in a new vehicle. The transfer of special state-owned equipment such as two-way radios, CBs, toppers, etc., is Fleet Services' responsibility. However, the initial installation of new equipment into vehicles already in service is the user's responsibility. Servicing of the above will not be at Fleet Services' expense except for minor electrical problems.
17. **Drivers may not place bumper stickers or unauthorized equipment in or on state vehicles.** This includes private equipment such as antennas, radios, tape players, speakers, etc. Radar-detecting devices are not allowed in state vehicles.

Some additional items or accessories that are not furnished by the manufacturer as original equipment may be purchased upon approval of Fleet Services. See Accessory Equipment Policy chart (page 22) for guidelines.

18. **State Fleet Services will furnish a shovel**, an electrical cord, and a scraper for all daily pool vehicles in the winter months. Other winter survival gear may be provided by the user agency/institution.
19. **All agencies/institutions with monthly assignments** must provide their own equipment (listed in number 18) at their own expense.
20. **State Fleet cars will be plugged in at all daily motor pools** in below-zero temperatures. The user will then be responsible for using and retaining the extension cord after picking up the vehicle. When using the block heater overnight, **place the front tire on the cord when plugging in to prevent theft.**
21. **Trucks and light vehicles should not be allowed to idle for more than five minutes.** When a vehicle is started in cold weather, it is acceptable to let it idle while clearing the windows of frost/ice/snow. It is better and more efficient to begin driving the vehicle at a reduced speed to assist in the cold-weather warm up.

Daily Motor Pool Transportation Requests

State agency/institution personnel requiring the use of a state vehicle should call the dispatcher's office with as much advance notice as possible, at one of the eight daily motor pools throughout the state.

The information required will be the employee's driver's license name, business units (formerly department number), employee ID number or driver's license number (for those who do not have an employee number), license expiration date, work phone number, department ID (formerly cost center) and e-mail address, if available.

A one-time set-up of the above information is required for all state motor pool users. Once you are set up as a user, the only information required to reserve a vehicle will be the destination, reservation date and time of pickup, the return date and time of drop off, and the number of people traveling.

The State Fleet Services Daily Motor Pool in Bismarck is located on the north side of the capitol maintenance shop, directly north of the state capitol. The hours of operation are from 7:00 a.m. to 12:00 noon and 12:30 p.m. to 5:00 p.m., Monday through Friday, except holidays. Telephone 328-4126.

State Fleet Services also has daily motor pools. (See table and maps pages 25-39.)

State vehicles may be used for out-of-state travel at the agency/institution director's discretion. The state vehicle credit card is valid at most major fuel retailers in the United States, but before filling the unit drivers should verify that the credit card will be accepted. Check with State Fleet Services, or your agency/institution contact for Canada travel.

Fleet Services dispatchers will determine the availability of vehicles for a particular day. If vehicles are available, short trips will be granted. Personal transportation should be used if no vehicles are available.

Check-Out Procedure

The agency/institution user comes to the motor pool dispatch office to check out a vehicle that has been reserved. The user is required to show a valid driver's license at time of checkout. Driver is given a set of keys, a packet containing Fleet Services Policy Manual and other travel information, the vehicle's credit card and two identical dispatch sheets/forms with the following information:

- Reservation ID number.
- Pickup location.
- Reservation information.
- Department and billing account information.
- Destination.
- Driver information.
- Vehicle information.
- Beginning odometer.

The form must be signed and dated before the vehicle is released to the user.

Check-In Procedure

Upon returning the vehicle to the daily motor pool, the user will record the ending mileage on both dispatch forms. If the odometer fails, estimated mileage must be recorded. The user is also responsible for refueling, taking out personal refuse, and vacuuming the vehicle.

If a vehicle is returned when the dispatcher's office is unattended, put one of the dispatch forms, keys, and credit card into the packet and place in the night drop box. **The driver may keep the other copy of the dispatch form for their agency/institution use.**

Rideshare

A special effort should be made to share with other agencies/institutions when several agencies/institutions are attending the same meeting or seminar. We should try to keep the total number of vehicles to a minimum by using 7- to 15-passenger vans.

For further information in regards to the Rideshare program, please contact the Motor Pool office in the location that you are wishing to Rideshare from

or you may contact the State Fleet Motor Pool office in Bismarck. (See page 25 for addresses and phone numbers.)

State Fleet Services encourages all state agencies/institutions to participate in the Rideshare program. The main advantage to rideshare is reduced transportation costs. Daily pool vehicle costs are billed at a percentage of the total cost to the agency/institution in proportion to the number of occupants.

For example, if two people from two different agencies/institutions used rideshare, the billing is 50 percent of the total cost to each agency/institution.

Use of Fleet Vehicles

State Fleet Services will annually monitor the use of all agency/institution monthly assignments. Fleet Services will pay particular attention to vehicles traveling under 10,000 miles per year. Daily use and location may justify a monthly assignment. The use of personal vehicles for transportation may be the most cost-effective method. Usually reassignment and combining work activities can reduce the number of under-used fleet vehicles.

Monthly Assignments

Definition: Motor vehicles assigned to agency/institution for at least one month are considered a monthly assignment.

Agency/institution with monthly assigned motor vehicles are responsible for their care and daily servicing. This includes exterior and interior cleaning, refilling all fluids, checking oil and fluid levels, time to take vehicles to garages, etc. See General Regulations for Operators, number 15, page 7.

Two sets of keys will be provided. Extra keys will be at the agency's expense. Minimum of two sets of keys must be turned in with vehicle or agency will be charged for cost of extra set.

The costs associated with preventive maintenance and all other repairs are to be entered on the applicable credit card or purchase order.

The billing mile/hour begins with the delivery point for a new vehicle. When a vehicle is to be turned in, the using agency/institution must pay for the miles/hours to the turn-in location. When a vehicle is transferred between agencies/institutions, the miles are charged to State Fleet Services. Broken odometer or hour meters on State Fleet vehicles must be repaired immediately.

At the end of each month, agencies/institutions that have monthly assigned vehicles are responsible for entering the monthly mileage in the Billing Usage System (BUS). This must be completed by 5 p.m. (CT) on the second working day of the following month. When a monthly assignment is driven by or shared by more than one agency/institution, complete SFN 2186, page 48, available in book format from State Fleet Services. Each user must list the beginning and ending mileage of each use. The agency/institution

that is assigned the vehicle must enter the usage in the BUS for all users. If there is no usage for the month, do not enter an ending mileage in the BUS. See Web site: www.dot.nd.gov/divisions/fleet/statefleet.htm.

Seasonal, Short-Term, or Emergency Vehicle Need

At times there may be a need for short-term use or an emergency need for a vehicle that is not assigned or available at a daily pool. Due to the seasonal nature of many agencies/institutions, and the variety of fleet vehicles, short-term requests may be fulfilled. Requests should be made to the assigned contact person.

Agencies/institutions are encouraged to cooperate when these requests are made. It is the requestor's responsibility to arrange for picking up and returning the unit. The vehicle must be returned in good condition.

Sharing and increased usage will be a benefit to all users—the more use, lowers the rental rate, the quicker the replacement, resulting in a more modern fleet.

Motor Vehicles Returned to State Fleet

State Fleet Services will coordinate the disposal and replacement of all motor vehicles. All employees turning in monthly assigned motor vehicles must complete SFN 50652, "Checklist for Vehicle Turn-In." (See page 51.)

Lease Motor Vehicles

An agency/institution needing to lease a vehicle must receive approval from State Fleet Services before the contract is completed (see page 1). State Fleet can approve the contract verbally and approve the written request later. (See page 18, Automotive Insurance.)

Rent Motor Vehicles

An agency/institution needing to rent a vehicle when out of state should contact and follow the minimum requirements of State Risk Management. In addition, they must meet the insurance requirements of the rental company. (See page 18, Automotive Insurance.)

Student Drivers of State Fleet Vehicles

Liability coverage for accidents involving state owned vehicles is provided by NDCC chapter 32-12.2. The relevant laws within this chapter provide coverage for state employees and persons acting on behalf of the state in an official capacity, with or without compensation, who are using a vehicle for state business and who are operating that vehicle within the scope of their

employment. Student drivers, acting as employees of an institution or if acting in an official capacity on behalf of the institution, may be allowed to operate state vehicles for specified purposes.

NDCC chapter 32-12.2 does not provide vehicle liability coverage for student drivers enrolled in instructional programs that involve the education or training of students in the operations of equipment or vehicles. Institutions must purchase vehicle liability coverage for this purpose. See North Dakota State Board of Higher Education Policy Manual, Subject: Student Affairs – Student Drivers of State Owned Vehicles and/or contact State Risk Management for requirements.

OMB Annual Contracts

Fleet Services is required by law to abide by the Office of Management and Budget (OMB) purchasing policies and regulations.

OMB has annual contracts in effect with certain firms for high-usage items used by most state agencies/institutions. These are commonly called “open-end contracts,” and they obligate the agency/institution to order specified items needed during the specified contract period from that seller. The outstanding feature of this type of contract is that quantities are not fixed. The agency/institution determines the quantities to be ordered and delivered under terms of the contract.

Agencies/institutions that are doing vehicle maintenance must purchase supplies from these contracts when practical—check with local DOT shop supervisor for local contracts. Depending on the particular item, these vendors may provide services in your area. Regulations allow for emergency needs as an exception.

OMB contracts that pertain to motor vehicles are:

- Batteries
- Tires

OMB posts copies of all available state contracts on their Web site. The Web site address for this list is: <https://secure.apps.state.nd.us/csd/spo/services/bidder/listCurrentContracts.htm>.

Fleet Services has established pricing agreements for oil and lubricating services. The Fleet Service shops can provide information about the location of these services.

Storage, Parking, Toll, Towing and Locksmith Fees

Storage or parking fees are the responsibility of the user. The operator is responsible for paying all parking fees.

Agencies/institutions with monthly assigned vehicles are responsible for paying any jump-start or towing fees if the block heater is not used during cold weather.

State Fleet is responsible for towing fees in case of an accident or mechanical breakdown. Towing costs resulting from a vehicle being driven into swampy or rugged terrain will be paid by the agency/institution unless driving there is a necessary function to carry out the agency's/institution's responsibility.

Locksmith fees, extra keys, etc. are the responsibility of the agency when keys have been locked in a vehicle.

Gasoline and Oil

Gasoline/Diesel Fuel

It is highly recommended that gasoline/diesel fuel be obtained from state fuel sites in order to save money. (See maps on pages 25–39 for locations.) These sites are available for use 24 hours a day, seven days a week, with an automated fuel dispensing system (AFDS).

Oil

Oil is located at the eight daily pools in a small box marked "Oil" close to the fuel pumps at the fuel sites. The user must complete SFN 17445 which is provided in the box.

Credit Card

All state fleet motor vehicles have an assigned vehicle credit card which allows you to fill fuel at state fuel sites and most commercial fuel locations. (For Canadian travel, contact State Fleet Services.)

State Fleet and Commercial Fueling Sites

1. Insert and remove card (magnetic strip as shown on reader). Card-reader prompts as follows: (Card reader prompts are in **BOLD**).
2. **PLEASE ENTER YOUR USER ID (PIN)**
Key in the assigned six-digit PIN number. Press ENTER.
3. **ODOMETER READING**
Key in odometer reading (no tenths of miles or hours). Press ENTER.
For trucks and buses, key in the hour meter. Press ENTER.

4. **SELECT PUMP**

Key in hose number (pump number). Press ENTER.

5. **THANK YOU. DISPENSE PRODUCT**

After this prompt, flip the dispenser handle on and begin fueling.

Occasionally you will receive an error message—try reinserting your card. If error persists, ring the bell for an attendant. If it is after hours and an attendant is not available, use a commercial fuel station.

Lost, stolen, or damaged cards should be reported immediately to State Fleet Services at 328-1434 or to your Motor Pool dispatcher.

Credit Card Use at Commercial Stations

The credit card may be used to purchase fuel, oil, wash, and other motor vehicle repairs from a commercial outlet when a state fleet facility is not available. Operators are to use self-service.

- Verify that the station accepts the credit card.
- Try to use major name brand stations.
- Actual prompting at a retail facility will depend upon the card-scanning software available at the station.
- Ask the attendant to scan the card as a **FLEET CARD**.

If the retail facility is capturing the maximum amount of fueling information, the driver will be prompted for the following:

DRIVER NUMBER – Key in the assigned six-digit PIN number.

ODOMETER – Key in odometer or hour meter reading (no tenths).

If the card is not accepted or denied, please call the 800 number on the back of the credit card.

If the retail facility does not get a prompt for driver number and odometer, the fueling transaction is still captured. State Fleet will **not** require a copy of the gas receipt if it is gas only.

Breakdown/Emergency Repair

If, while operating a state fleet vehicle, you have a mechanical breakdown or need emergency repair:

1. During normal business hours call the nearest state fleet maintenance facility. (See page 25 for the telephone numbers.)
2. Be prepared to give the maintenance facility a brief description of the nature of the emergency and the location. The maintenance facility will give you directions on what is to be done.

3. If you are unable to contact a state fleet facility, you may need to contact a repair or tow service to get the vehicle repaired.
4. Notify your agency/institution for any additional assistance or transportation. State Fleet is not responsible for any additional cost associated with a breakdown except the repair and towing. If extended repairs are required, it is the employee's agency's/institution's responsibility to make alternate transportation arrangements.
5. Use the credit card to pay for the repairs or tow. Send credit card receipts to State Fleet or the district and be sure to include State Fleet number and odometer.

Vehicle Repair

All fleet vehicle repair should be scheduled through a DOT shop supervisor when practicable. (See page 25 for telephone numbers.)

When circumstances such as travel distance, time, etc., cause the DOT shop to be impractical, use the following guidelines:

Routine Minor Repair or Service

For minor repair or service work that costs \$200 or less (ex: fan belt, flat tire, wash job, wiper blades, headlights, radiator hose, oil change, air filter, etc.), all receipts must be turned in to the local DOT shop supervisor or sent directly to State Fleet Services. Indicate method of payment, State Fleet vehicle number and odometer reading on receipt.

Major Repair or Service

For approved major repair or service work that costs \$200 or more. This includes main drive train components such as engine, transmission, differential, set of tires, brake job, alternator, tune-up, battery, muffler and tailpipe, etc.

If major repairs are needed after shop hours, the individual must make his or her own decision to authorize the repairs.

Major repair and service requires approval by the shop supervisor. (See page 25 for telephone numbers.)

All receipts for repairs or service must be sent in to State Fleet or the district shop. Include vehicle number and odometer reading on all receipts.

Retail Vehicle Maintenance and Repair

- Verify that the maintenance facility accepts the credit card.
- Try to use major brand name fueling stations with service bays, or Fleet Services contracted maintenance facilities.

If the maintenance facility is capturing the maximum amount of data, the driver will be asked for the following:

DRIVER NUMBER – Key in the assigned 6-digit PIN number.

ODOMETER – Key in odometer or hour meter reading (no tenths).

State Fleet Services requires a copy of the detailed invoice and receipt of the service or repair to be turned in at local NDDOT district headquarters or Motor Pool location. Indicate method of payment, State Fleet vehicle number and odometer reading on invoice.

If card is not accepted or denied, please call the 800 number on the back of the credit card. If card is still declined, contact a DOT shop or State Fleet Services for further direction.

Lost, stolen, or damaged cards should be reported immediately to State Fleet Services at 328-1434 or to your Motor Pool dispatcher.

Tires

All tire replacement must be approved by a shop foreman.

Large Passenger Vans

Cold inflation pressure for tires on large passenger vans (LP vans) is to be manufacturer's recommendation (see label on driver door/post area). No LP van is to be released for carrying passengers at highway speed (55 mph or higher) before the motor pool dispatch or assigned agency has ensured the tires are inflated to the proper pressure. Tires on LP vans, both front and rear, are to be replaced when tread depth reaches 4/32nds.

Light Vehicles

The standard replacement depth for tire replacement is 3/32nds of an inch. Only all-season radial tires will be the replacement tire. Exceptions to the above shall be evaluated on a case-by-case basis. All tires shall be purchased from the state tire contract. Emergencies are an exception. Any exception to the above will be made by State Fleet Services.

Trucks

All trucks in rental groups 18 through 32 must replace front tires on the steering axle at 4/32nds. All rear tires must be replaced at 2/32nds.

Rental Rates

Vehicle rental rates are based on the costs of depreciation, operating expenses, and replacement rates. Agencies/institutions using state vehicles will be billed on a mileage/hour basis. The charge will cover both fixed and

variable costs of operation. The rates will be adjusted quarterly. The adjusted rate schedule will then be sent to all State Fleet Service user agencies/institutions. A current rate schedule will be available at State Fleet Services and our Web site.

Collisions/Vehicle Damage

Vehicle collisions should be investigated by law enforcement. Collisions occurring on private property are not required to be investigated by law enforcement.

All motor vehicle collisions or any type of damage must be reported to State Fleet Services. The driver of the State Fleet vehicle is responsible for completing the "Risk Management Fund Motor Vehicle Accident Report," SFN 51301 (see pages 49 and 50). Go to www.nd.gov/risk, click on "Online Incident Reporting," and complete the form. When you complete the report through the online reporting system, it is automatically routed to all the appropriate people.

If you are unable to fill the report out online, go to www.nd.gov/risk/files/forms/sfn51301.pdf to get a copy of the current form, fill it out, and fax it to State Fleet at 701-328-2514 and Risk Management at 701-328-7585. The driver must also provide a copy of the report to the NDDOT shop foreman in the district where the vehicle is taken for repair or to the State Fleet Motor Pool from which the vehicle was dispatched. All reports **must** be submitted within 48 hours of the collision.

Read the instructions on the "Risk Management Fund Motor Vehicle Accident Report" before completing. All spaces must be filled out. Parked vehicles involved in an accident need only indicate "parked" in the "DRIVER" space. All other information should be completed.

In the event of a serious property damage, personal injury, or if a death occurs, contact 911 and State Radio at 1-800-472-2121 immediately. Also, notify State Fleet Services at 701-328-1472 and State Risk Management at 701-328-7584.

Accident Review Board

Accident prevention is an agency/institution responsibility. The NDCC Chapter 4-11-01 defines State Risk Management Motor Vehicle Accident Review Board. However, each agency/institution is strongly encouraged to establish an accident review process, subject to State Accident Review Board approval, to determine the preventability of accidents. A preventable accident is defined as "any accident in which the operator failed to exercise every reasonable precaution to prevent the accident."

All preventable accidents should be addressed and positive action taken to prevent recurrence. Contact State Fleet Services for more information.

Automotive Insurance

Liability Coverage

All State Fleet Services vehicles are covered for liability under the North Dakota Risk Management Fund Vehicle Liability (pursuant to NDCC 32-12.2). **The coverage includes leased or rented vehicles whether in or out of state.** It is recommended that you purchase the additional liability insurance from the rental company if renting the vehicle in other countries (Canada, Mexico) and in states long distances away (Florida, Alaska,

Hawaii, and California). The insurance card can be found in the glove compartment of the vehicle attached to the vehicle registration card. For duplicate copies contact any NDDOT shop foreman or State Fleet Services.

Liability coverage only applies to collisions that occur while conducting state business. Contact Risk Management for clarification of what is or is not covered. Additional coverage may be required in some instances.

Collision and Comprehensive Coverage

Collision and Comprehensive insurance coverage for state vehicles is under the concept of self-insured.

If it is determined that collision damage occurred while operating the vehicle for non-state business purposes, the agency will be charged for the repair costs of the state vehicle. It will be the agency's responsibility to collect from the vehicle operator any or all costs.

Defensive Driving

Crashes cost time, money, and sometimes even lives. Defensive driving is taking every reasonable precaution to avoid crashes in spite of conditions and the actions of others. To ensure State Fleet vehicle operators are trained in proper defensive driving techniques, Fleet Services requires those who operate fleet vehicles, on at least a monthly basis, to take the National Safety Council Defensive Driving Course (DDC) as soon as practical after accepting employment and every four years thereafter. Training for those who operate fleet vehicles less than monthly is at the discretion of agency trainers or risk managers. Operators should coordinate DDC scheduling through their agency trainers or risk managers. The schedule is available on our Web site at: www.dot.nd.gov/divisions/fleet/docs/ddcsched.pdf.

Law Enforcement may substitute Emergency Vehicle Operation courses or other driving skill classes in lieu of DDC.

Large Passenger Van Policy (revised July 1, 2009)

1. This policy applies to operation of state owned or leased large passenger vans.

2. "Large passenger vans" means motor vehicles designed or intended to carry more than 10 but less than 16 occupants, hereafter referred to as "LP vans."
3. Operation of LP vans is limited to authorized persons who currently have a valid driver's license and:
 - a. Have not been convicted of any criminal driving offense within the last three years;
 - b. Have not had any driving violations resulting in assignment of six or more points within the last three years; and
 - c. Have completed a State Fleet approved van driver safety program. (Certain exceptions may apply. See Implementation guidance for details). A van driver safety program means a program that includes both classroom and behind the wheel components. The behind the wheel component is to require driving the vehicle loaded to rated capacity with passengers or simulated passengers distributed as passengers would be seated.
4. All occupants of LP vans must use seat belts at all times when the vehicle is in motion.
5. Drivers of LP vans shall not use a phone while the vehicle is in motion. Radios used for dispatch are permitted.
6. Drivers of LP vans shall not exceed posted speed limits and must exercise care required and reduce speed accordingly when conditions dictate.
7. Drivers of LP vans are limited to 10 consecutive hours and 14 total hours of operation in any given 24-hour period. Drivers who operate for 10 consecutive hours must be given at least eight consecutive hours off duty before resuming driving. For trips requiring more than 10 consecutive or 14 total hours of operation in any given 24-hour period, two or more qualified LP van drivers are required to provide adequate relief. In addition to limits on hours of operation, user entities need to be concerned about the danger of having people that may be emotionally and/or physically exhausted from an event being required to immediately drive back to home station, usually at night, and often into the early morning hours. Therefore, when LP vans are used to transport athletic teams, no participant shall drive for more than two hours on the return trip. Participants are defined as the head coach and assistant head coach and players who were active in the official event. The non participant restriction applies to the return trip only and then only if the trip has a duration of longer than two hours. In addition, the non participant restriction shall not apply to driving that takes place between sunrise and an hour after sunset. Return trips shall be scheduled so that arrival at home station is no later than 2 a.m. This provision is not intended to prevent completion of a trip that was unexpectedly delayed or slowed en route.

8. State Fleet Services Policy, as stated in the Policy Manual, applies to LP van operation. If there is duplication or conflict between this policy and the Policy Manual, the stricter standard will apply to LP van operation.

Implementation of Large Passenger Van Policy

Agencies and universities are to identify LP van drivers and arrange for them to be trained as set forth below:

1. All LP van drivers are required to complete the classroom component. User agencies may exempt certain individuals from the behind the wheel component. These include Commercial Drivers License (CDL) holders, those with experience driving LP vans carrying at least 11 passengers and casual or occasional drivers that may move empty vehicles about one time only or from time to time.
2. The classroom component is to be completed first and the behind-the-wheel component second.
3. The classroom component will be web-based training. Agencies and universities are to arrange for computer access for the selected individuals. Cost for the license to use the web-based course for the classroom component will be paid by State Fleet. Agencies/universities are responsible for monitoring their own drivers and ensuring compliance with this policy. State Fleet will establish and maintain review capability and will review compliance from time to time.
4. The behind the wheel component will be a course per State Fleet direction. In the event that an approved course is unavailable, the behind-the-wheel component may be satisfied with an on street and highway drive with an experienced LP van driver. The driver must demonstrate the ability to maneuver in city and highway traffic, making proper left- and right-hand turns, lane changes, and include a demonstration of the ability to properly park and back the LP van. The cost of LP van use in completion of the BTW component will be paid by user agencies and institutions.
5. Incidental costs, such as transporting students to training sites, will be borne by user agencies and universities.
6. POC for questions regarding this policy is Robin Reidman, State Fleet Risk Manager, at 328-1472. Email to rreidman@nd.gov.

Large Passenger (LP) Van Training

All LP van operators are required to satisfactorily complete a designated web-based training program. Those who do not have either a CDL, or experience driving a LP van or other large vehicles, are also required to complete a State Fleet behind-the-wheel course in a LP van. The LP van policy is located on the Web at: www.dot.nd.gov/divisions/fleet/docs/fleet-largevans.pdf.

To register for the Web-based training or for additional information, call 701-328-1472.

See TIRES section for LP van tire policy (page 16).

Safety Alerts

State Fleet publishes a monthly safety alert with helpful driving tips. These can also be found on the Web at: www.dot.nd.gov/divisions/fleet/docs/safetyalert.pdf.

511 North Dakota Travel Information and Travel Planning

For travel planning, visit the Web site at <http://www.dot.nd.gov/divisions/maintenance/511.htm>.

For North Dakota Travel Information call 511.

Instructions on Using 511

1. Call 511 (listen for instructions).
2. Select state and route.
3. Select road segment you need conditions for.

The North Dakota Travel Information provides:

1. 24-hour voice response real-time information.
2. Service available from your home, office, or cell phone.
 - a. Winter driving conditions.
 - b. Weather forecast information.
 - c. Construction information.
 - d. Seasonal load restrictions.

North Dakota State Fleet Services Accessory Equipment Policy

ITEM	STATE FLEET RESPONSIBILITY	AGENCY RESPONSIBILITY
Bedliner		By request only
Bug Deflector	NO	NO
Bug Screen	By request only	
Cage - Cargo Vehicles	By request only	
Cage - Suburban		X
Decals - installation and removal		By request only
Electrical Pig Tails		X
Hitch - 5th Wheel (Group 4 only)	By request only	
Lift gate	By request only	
Lights		X
Mud Flaps	By request only Puller veh-rear only	
Protectors: Brush Bumper, Rail Protectors, Tail Gate Protectors		By request only
Running Boards: 15-passenger (2)	By request only	
Seat Cover		X
Snowplow: Mounting Bracket Transfer of mounting bracket	X	X
Step Bar for ingress / egress: both sides	By request only	
Steps (for access in and out of truck box)		By request only
Tool Box	By request only	
Topper or Cover for Pickup	By request only	
Warning Lights	Trucks only	X

Revised October 23, 2007

Appendix A

Dispatch, Fueling and Repair Sites

Dispatch, Fueling and Repair Sites

LOCATION	MOTOR POOL DISPATCH	SHOP REPAIR SHOP SUPERVISOR	24-HOUR FUELING SITE
Fleet Services - Capitol Motor Pool N. side of Capitol Maintenance. Shop N. of Capitol Bldg. - Capitol Grounds Bismarck, ND 58505	Yes 328-4126 7:00 a.m. - 5:00 p.m. Fax: 328-2551	No	Yes UL only
NDDOT - Bismarck 216 S. 19th St. - Airport Rd. Bismarck, ND 58504-6003	No	Yes 328-6940 7:00 a.m. - 3:30 p.m.	Yes
NDDOT - Devils Lake 316 Sixth St. S., P.O. Box 817 Devils Lake, ND 58301-0817	Yes 665-5100 7:00 a.m. - 5:00 p.m.	Yes 665-5120 7:00 a.m. - 3:30 p.m.	Yes UL only
Devils Lake Section 1905 Schwan Ave. NW W. of Devils Lake Dist, Shop off Hwy. 2 Devils Lake, ND 58301-0817	No	No	Yes Diesel only
NDDOT - Dickinson 1700 Third Ave. W. Dickinson, ND 58601-3009	Yes 227-6525 7:00 a.m. - 3:30 p.m.	Yes 227-6522 7:00 a.m. - 3:30 p.m.	Yes
NDDOT - Fargo 503 38th St. S. Fargo, ND 58103-1198	No	Yes 239-8914 7:00 a.m. - 3:30 p.m.	Yes
ND State University Thorson Maintenance Center Bolley Drive, NDSU Campus Fargo, ND 58105	Yes 231-9619 7:30 a.m. - 4:00 p.m.	Yes 231-9533 7:00 a.m. - 4:00 p.m.	Yes
NDDOT - Grand Forks Hwy. 81 N. 1951 N. Washington P.O. Box 13077 Grand Forks, ND 58208-3077	No	Yes 787-6520 7:00 a.m. - 3:30 p.m.	Yes
University of ND UND Transportation Building Tulane Dr. & Campus Rd. UND Campus Grand Forks, ND 58201	Yes 777-4122 8:00 a.m. - 4:30 p.m.	Yes 777-4088 7:30 a.m. - 4:30 p.m.	Yes
ND State Hospital I-94 Exit 260 Jamestown, ND 58401	No	No	Yes
Jamestown Section 3568 81st Ave. SE Jamestown, ND 58401	No	No	Yes
NDDOT - Minot 1305 Hwy. 2 & Bypass East P.O. Box 1396 Minot, ND 58702-1396	No	Yes 857-6929 7:00 a.m. - 3:30 p.m.	Yes
Minot State University 500 University Ave. W. Minot, ND 58701	Yes 858-3210 7:30 a.m. - 4:30 p.m.	No	No
NDDOT - Valley City 1524 Eighth Ave. S.W. Valley City, ND 58072-4200	Yes 845-8803 7:00 a.m. - 3:30 p.m.	Yes 845-8802 7:00 a.m. - 3:30 p.m.	Yes
NDDOT - Williston US 2 & Sixth Ave. W. 605 Dakota Parkway W. P.O. Box 698 Williston, ND 58802-0698	Yes 774-2721 7:00 a.m. - 3:30 p.m.	Yes 774-2720 7:00 a.m. - 3:30 p.m.	Yes

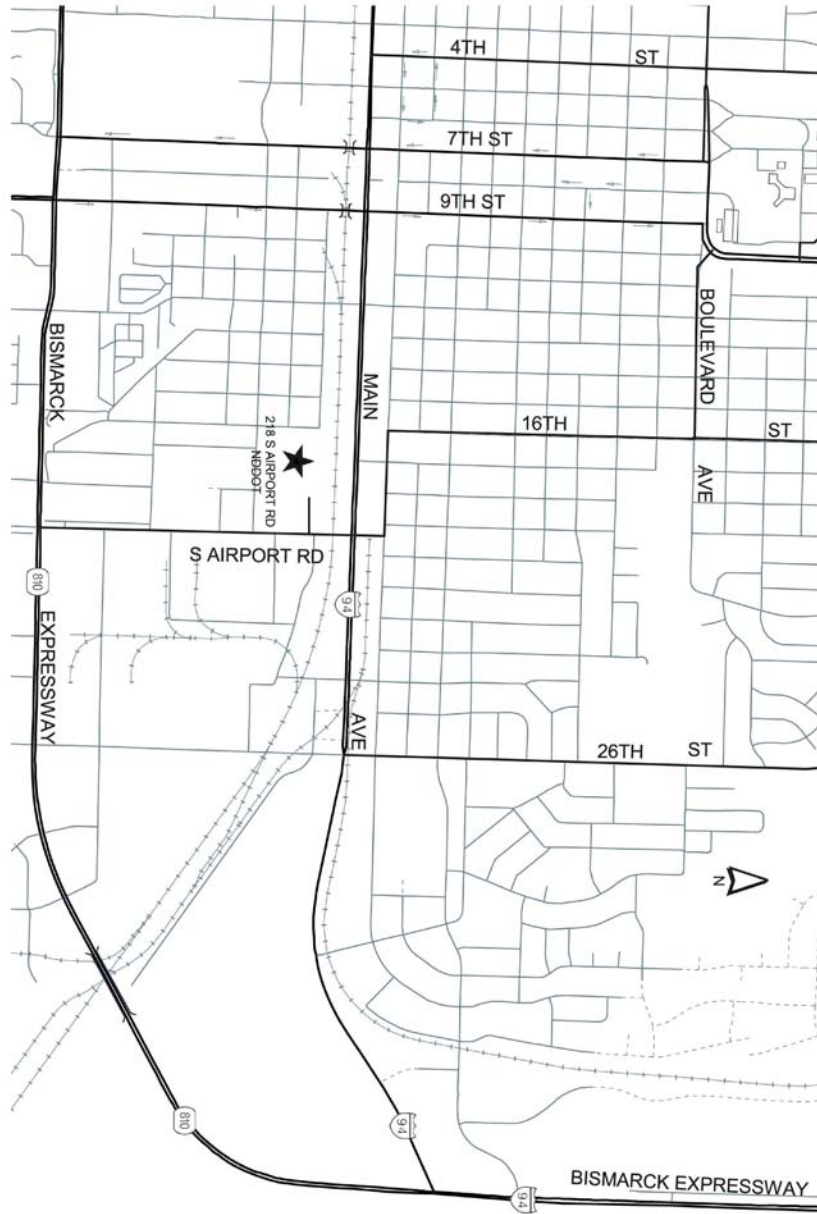
Statewide road reporting #511.

<http://www.dot.nd.gov/divisions/fleet/docs/dispatchsites.pdf>

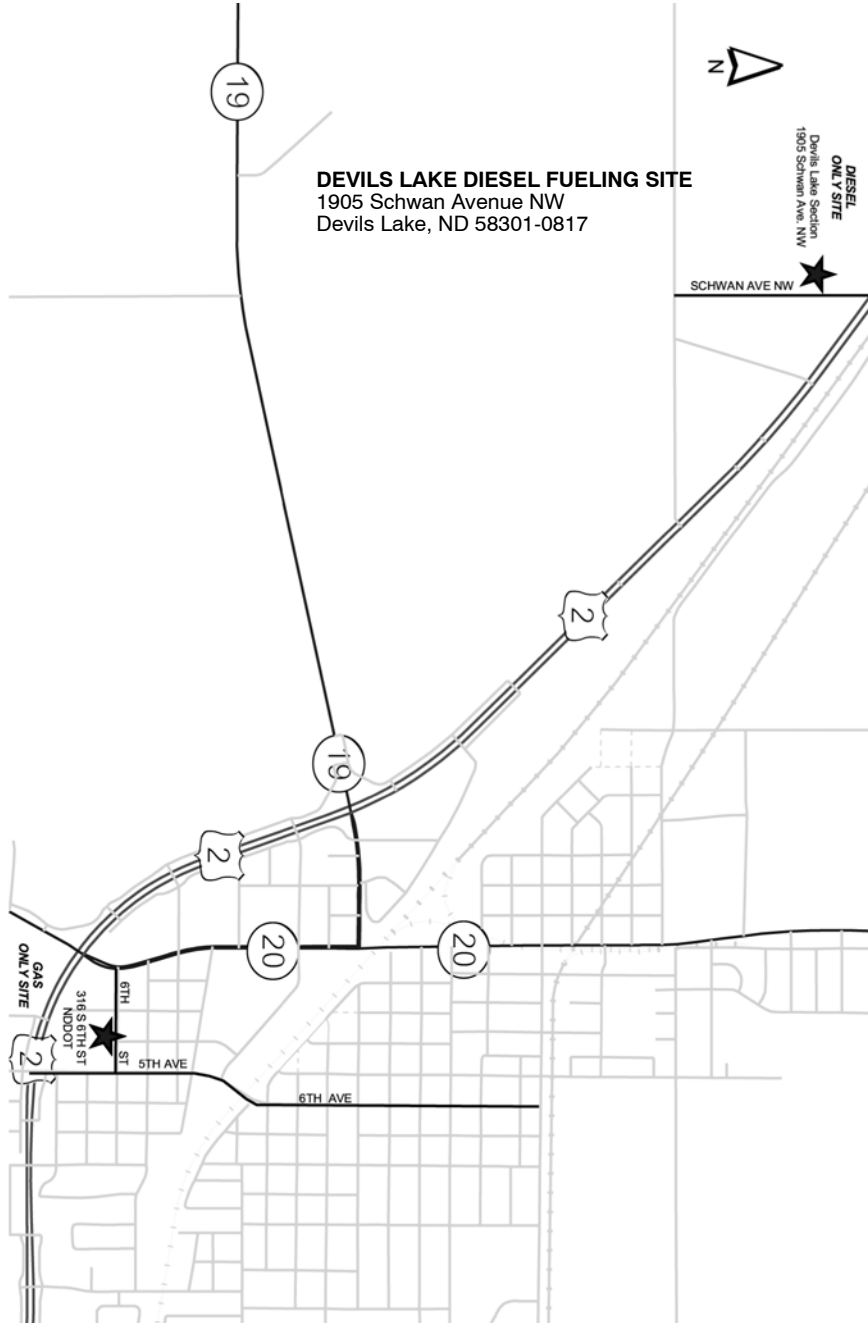
BISMARCK MOTOR POOL DISPATCHING AND FUELING SITE
North side of Maintenance Building
North of the Capitol Building



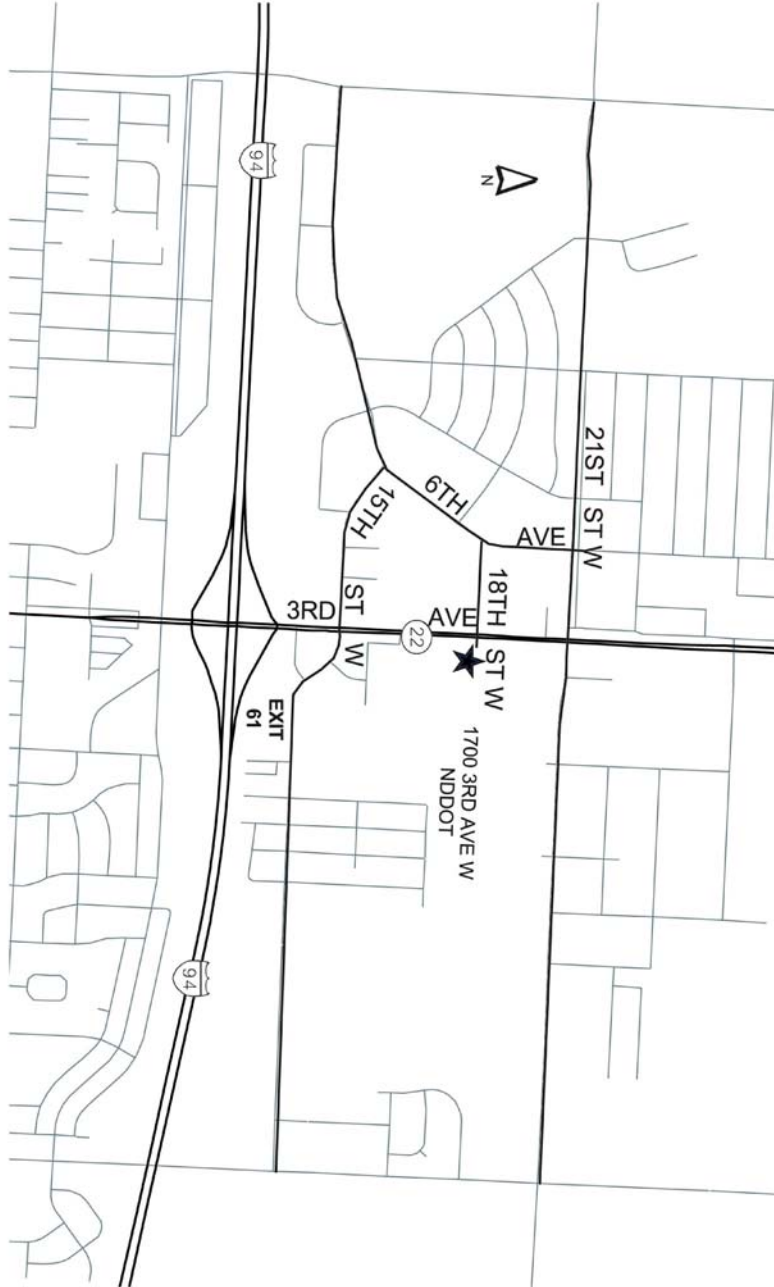
NDDOT BISMARCK DISTRICT SHOP FUELING AND REPAIR SITE
216 South 19th Street - Airport Road
Bismarck, ND 58504-6003



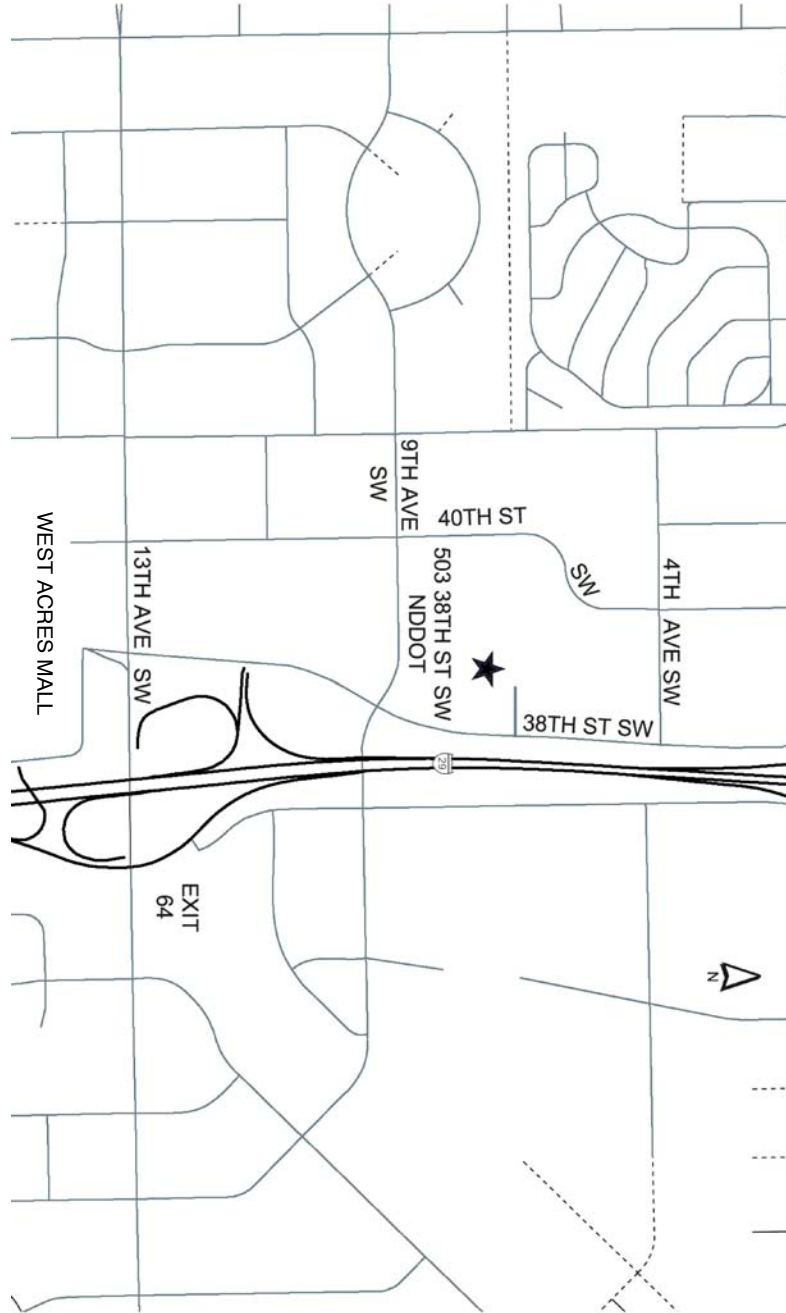
NDDOT DEVILS LAKE DISPATCH, FUELING AND REPAIR SITE
316 South Sixth Street
Devils Lake, ND 58301-0817



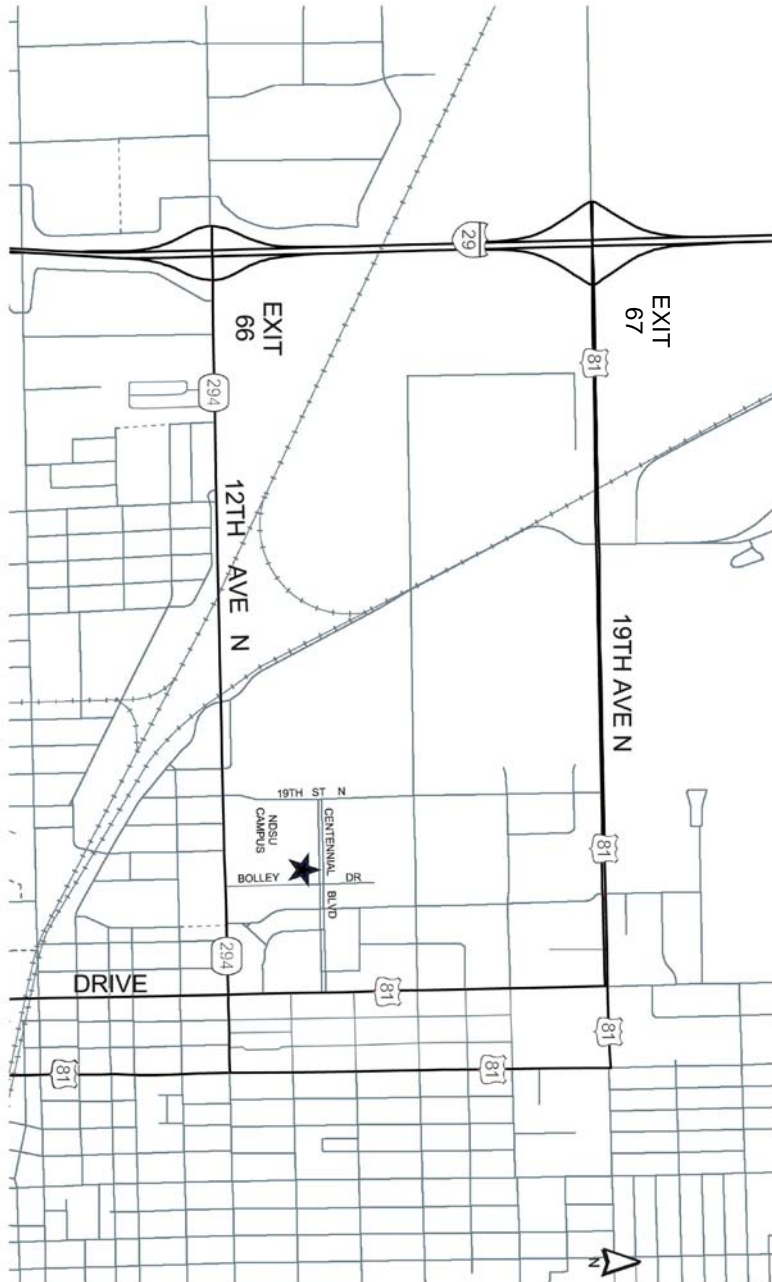
NDDOT DICKINSON DISPATCH, FUELING AND REPAIR SITE
1700 Third Avenue West, Suite 101
Dickinson, ND 58601-3009



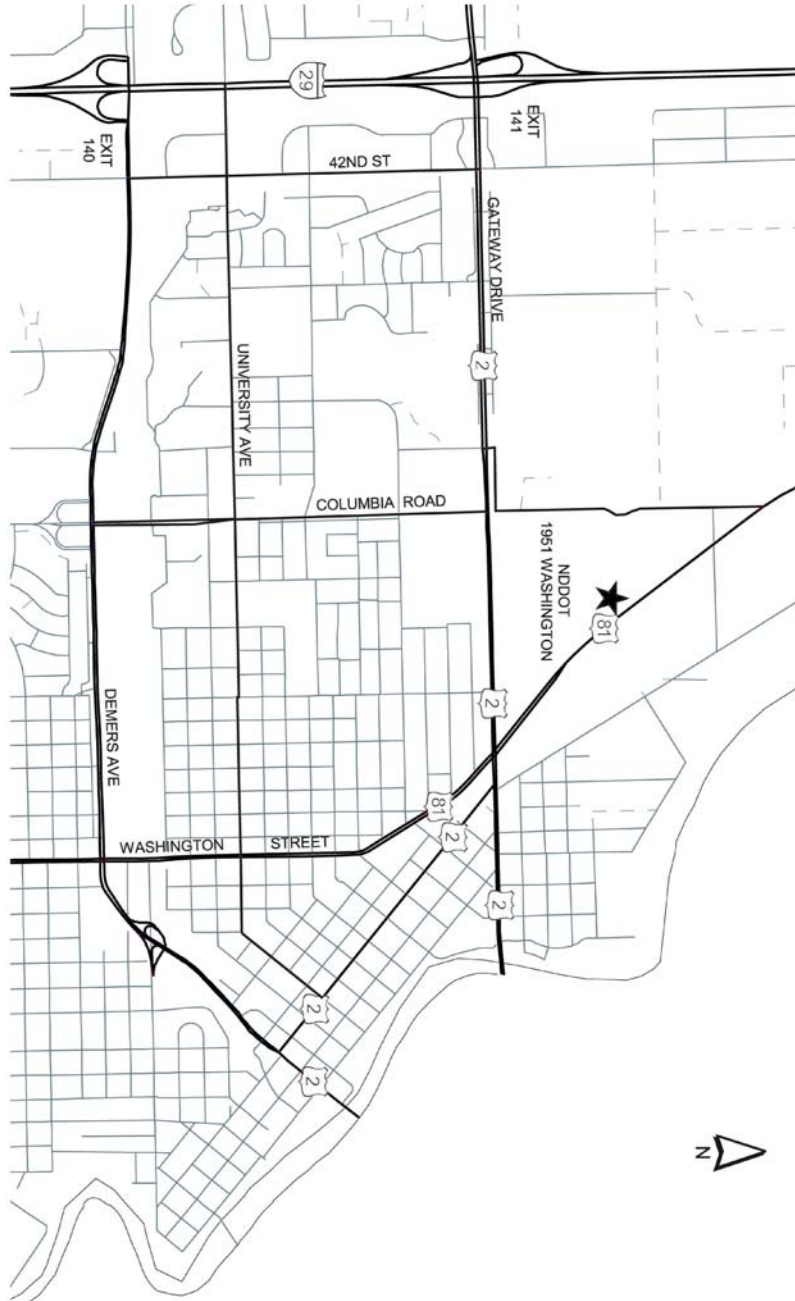
NDDOT FARGO FUELING AND REPAIR SITE
503 38th Street South
Fargo, ND 58103-1198



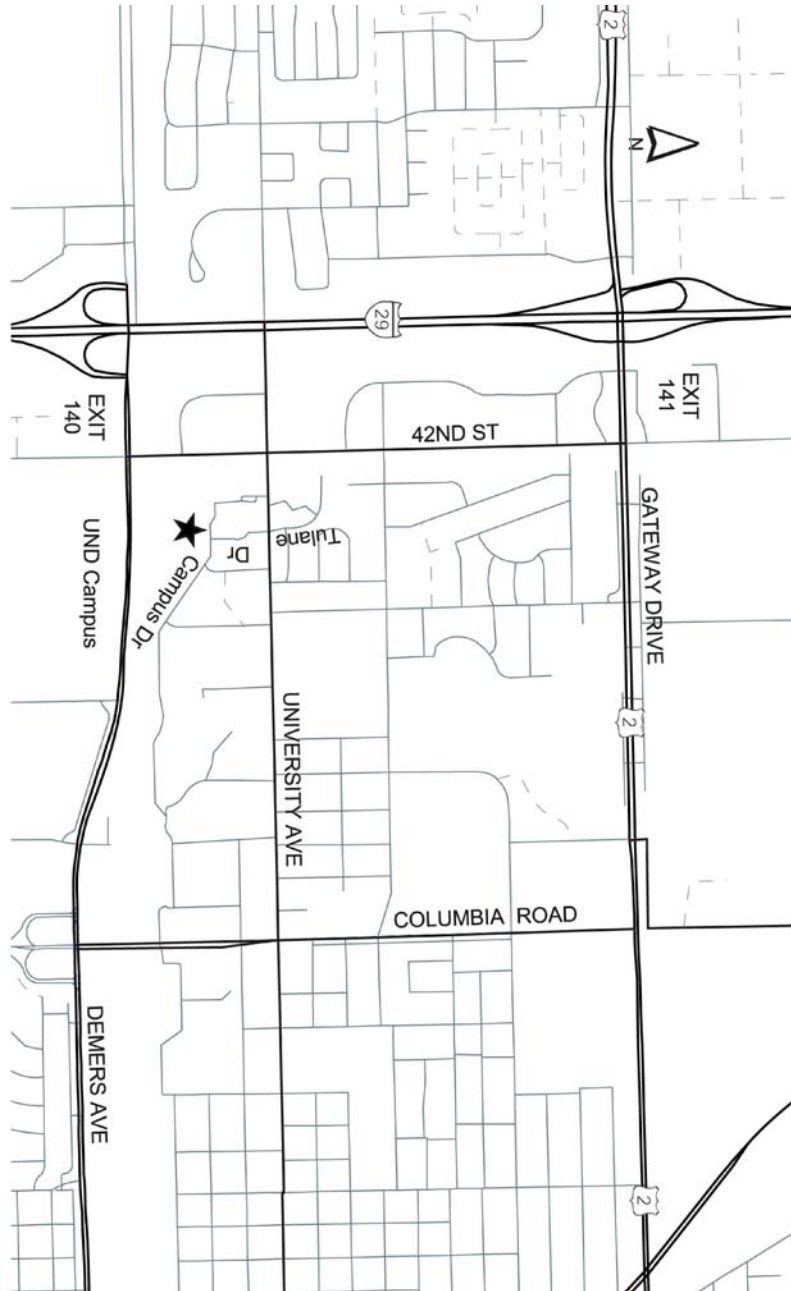
ND STATE UNIVERSITY DISPATCH, FUELING AND REPAIR SITE
Thorson Maintenance Center
Bolley Drive, NDSU Campus
Fargo, ND 58105



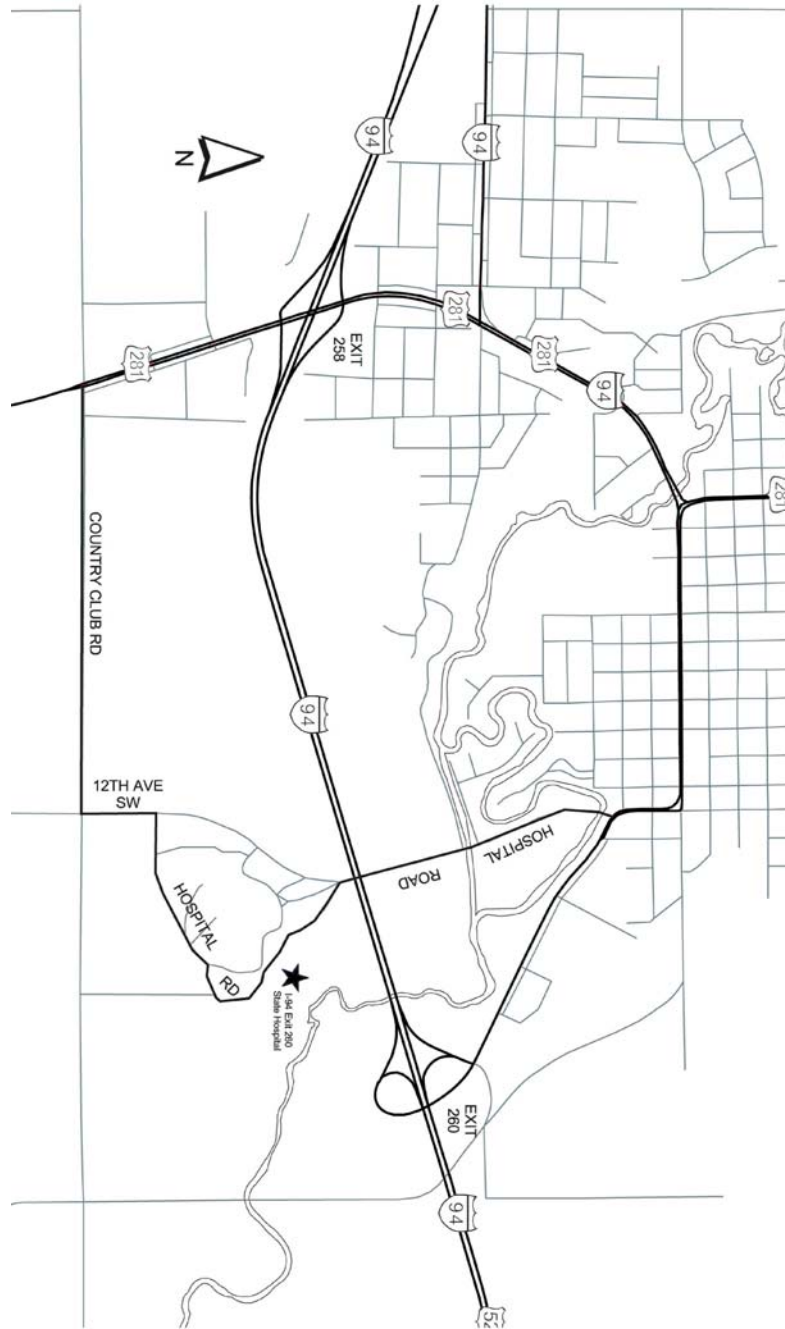
NDDOT GRAND FORKS FUELING AND REPAIR SITE
1951 North Washington
Grand Forks, ND 58208-3077



UNIVERSITY OF NORTH DAKOTA DISPATCH, FUELING AND REPAIR SITE
UND Transportation Building
Tulane Drive and Campus Road
UND Campus
Grand Forks, ND 58201



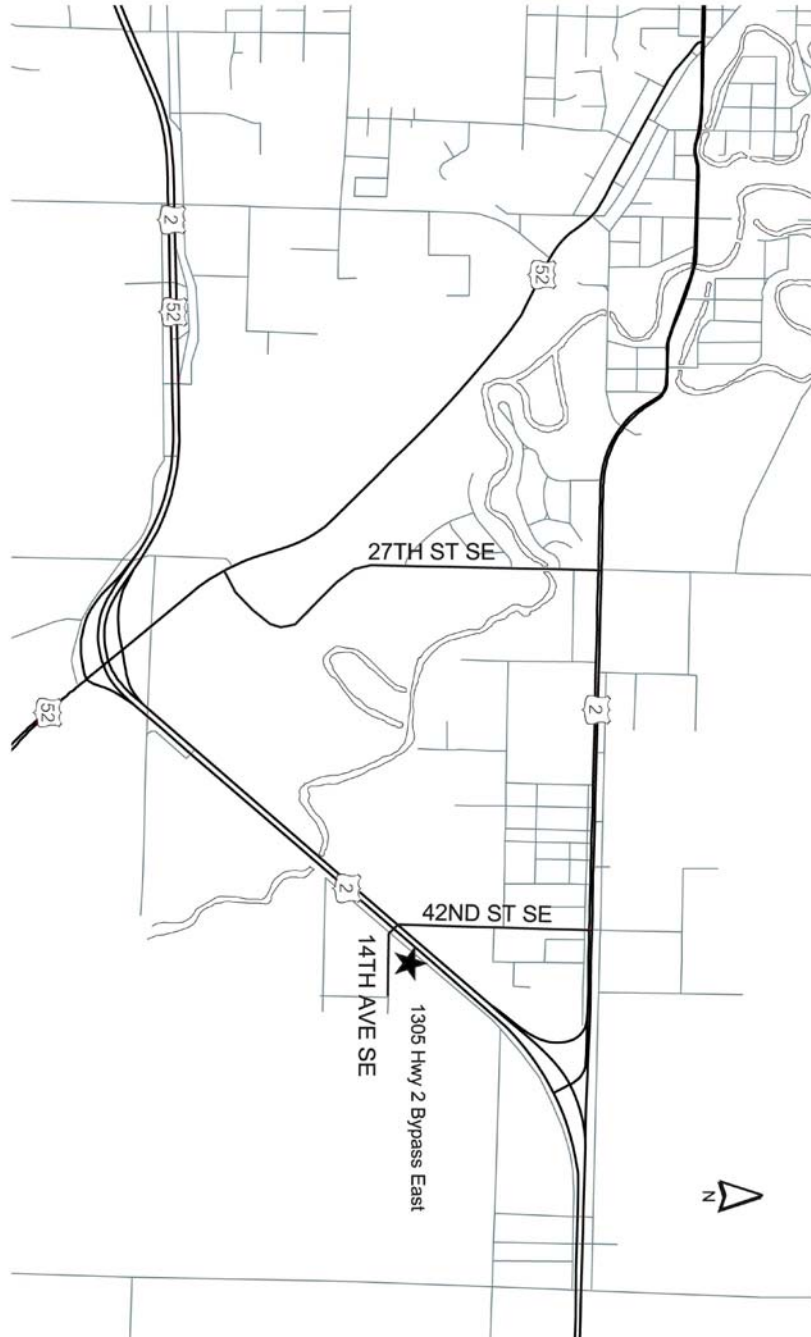
ND STATE HOSPITAL FUELING SITE
I-94, Exits 258 or 260
Jamestown, ND 58401



JAMESTOWN SECTION FUELING SITE
3568 81st Avenue SE
Jamestown, ND 58401



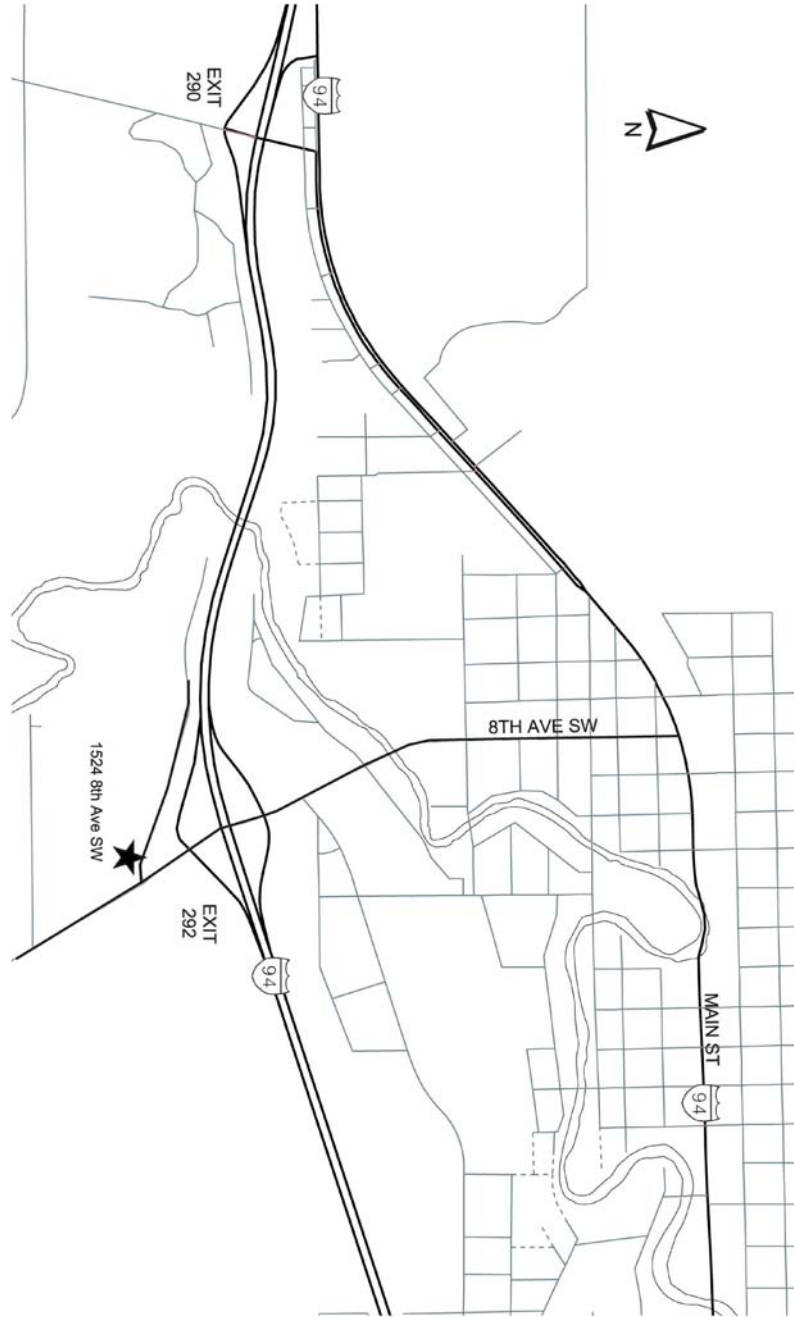
NDDOT MINOT FUELING AND REPAIR SITE
1305 Hwy. 2 Bypass East
Minot, ND 58701-7922



MINOT STATE UNIVERSITY DISPATCH SITE
500 University Avenue West
Minot, ND 58701



NDDOT VALLEY CITY DISPATCH, FUELING AND REPAIR SITE
1524 Eighth Avenue SW
Valley City, ND 58072-4200



NDDOT WILLISTON DISPATCH, FUELING AND REPAIR SITE
605 Dakota Parkway West
Williston, ND 58802-0698



Appendix B

Forms

Report Date/Time: 09/25/2009 13:12

User: DMLIPP

DISPATCHED MOTOR POOL RESERVATION

Reservation ID: 8906

Pickup Location: 0950 DICKINSON MOTOR POOL

Vehicle Type Requested:

Vehicle Type Assigned: 0202 SEDAN

IF VEHICLE NEEDS TO BE EXTENDED, CONTACT THE LOCAL MP OFFICE

Date/Time Booked: 09/25/2009 13:11

Date/Time Required: 09/25/2009 07:30

Date/Time of Est Return: 09/25/2009 14:00

Department: 80100 TRANSPORTATION, DEPARTMENT OF

Account: 9750

Destination: BISMARCK TO DICKINSON ND

Number of Passengers: 1

Comments:

Operators:

7005729: LIPP DIANE M 701-328-2701

License No Expiration 07/01/2010

Date/Time Out: 09/25/2009 13:11

Equipment ID: 08018 SF8018 2010 FORD FUSION

Beginning Meter: 251

Parking Stall:

Return Data:

Return Date and Time: _____

Ending Meter: 357

Personal Meter Units: _____

Parking Stall: _____

Fuel Level: E 1/4 1/2 3/4 F

Operator Signature: _____

**AUTHORIZATION AND WAIVER TO GARAGE
STATE FLEET VEHICLE AT EMPLOYEE'S HOME**
North Dakota Department of Transportation, State Fleet
SFN 58652 (08-2007)

Page 1

Employee Name	Starting Date
Name of Department	

This Agreement between the above employee, department, and North Dakota Department of Transportation (NDDOT) State Fleet Services, is to formalize a process whereby the above employee will be allowed to garage a state fleet vehicle at (his/her) residence to facilitate the employees need to commute to conduct state business. This arrangement will begin on the above stating date and at any time can be terminated at the will of the employee, (see above) or the above department, or NDDOT State Fleet with written notification.

All parties to this Agreement voluntarily agree to the following terms and conditions:

- This Agreement is of mutual benefit to the above department, hereinafter referred to as Department, and to above employee, hereinafter referred to as Employee.
- Prior to Employee garaging the State Fleet vehicle at (his/her) residence, the Employee must submit to NDDOT State Fleet proof that Employee has purchased an addendum to (his/her) personal automobile insurance policy adding the State Fleet vehicle for the peril of comprehensive coverage.
- Employee agrees Employee will be allowed to use State Fleet vehicle only for official purposes; and use by family members and others is prohibited.
- Employee will be permitted to house the State Fleet vehicle in Employees garage when not being used on official state business.
- Employee acknowledges that there are potential risks of which (he/she) may not presently be aware associated with garaging the State Fleet vehicle at (his/her) residence.
- In consideration for being allowed to garage the State Fleet vehicle at (his/her) residence, Employee specifically agrees, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, I forever:
 - o a. **waive, release, and discharge the State of North Dakota** and its agencies, officers, and employees from any and all negligence and liability for my death, disability, personal injury, property damages, property theft or claims of any nature which may hereafter accrue to me, and my estate as a direct or indirect result of garaging a State Fleet vehicle at my residence; and
 - o b. **defend, indemnify, and hold harmless the State of North Dakota**, its agencies, officers and employees, from and against any and all claims of any nature including all costs, expenses and attorneys fees, which in any manner result from housing a State Fleet vehicle at my residence.

Continued

**AUTHORIZATION AND WAIVER TO GARAGE
STATE FLEET VEHICLE AT EMPLOYEE'S HOME**

SFN 58652
Page 2

Employee Signature	Date
--------------------	------

Supervisor Signature	Date
----------------------	------

Division Director Signature	Date
-----------------------------	------

Director NDDOT State Fleet Signature	Date
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REQUEST FOR COMMUTING
 North Dakota Department of Transportation, State Fleet Services
 SFN 19525 (Rev. 11-2008)

Commuting to and from work with a state motor vehicle is not allowed unless responsibilities requiring 24-hour response to emergencies exist for individual drivers. A request in writing by agencies for each vehicle and approved by State Fleet Services is required.

State Agency
State Vehicle Unit Number(s)
<hr/> <hr/> <hr/>
Duties and Responsibilities of Agency Requiring Vehicles to be used for Commuting
<hr/> <hr/> <hr/>
Define Justification for Commuting by Vehicles(s)
<hr/> <hr/> <hr/>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> </div>

STATE FLEET SERVICES USE ONLY:

APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> REASON <hr/>
<hr/> <hr/> <hr/>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> </div>

STATE FLEET SERVICES EQUIPMENT USE
 North Dakota Department of Transportation, Financial Management
 SFN 2186 (Rev. 1-2009)

Document Number M				Vehicle Number			Month	Year
DAY	BEGIN METER	END METER	DRIVER	BUSINESS UNIT	DEPT. ID	OPTIONAL USER AGENCY INFORMATION		
						Project ID	Act ID	Resource Type Cat.

DRIVER PLEASE NOTE: Copies of all credit card purchases and purchase orders for repairs must be turned in to the District Shop or State Fleet Services.

DISTRIBUTION: I certify the above to be correct and recommend payment.

White: State Fleet Services

Yellow: User Agency

Driver//Department Authorized Signature _____ Date _____



RISK MANAGEMENT FUND
MOTOR VEHICLE ACCIDENT REPORT
 STATE OF NORTH DAKOTA
 SFN 51301 (1-2010)

DEPARTMENT LOCATION CODE

--	--	--	--	--	--

- Claim Form Requested
 Destruction Hold Notice

DRIVER RESPONSIBILITY: Submit online or complete this form immediately after the accident and fax a copy to State Fleet Services at 701-328-2514 and Risk Management at 701-328-7585. If you have any questions, please call State Fleet Services at 701-328-1472 or 701-328-1434.

AGENCY	Agency Name		District/Division	
	Address		Telephone Number	
TIME	Date of Accident	Day of Week	Hour	A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>
	Location Description (i.e. Highway Number, Posted Speed Limit, Location from Nearest City, City, Street, and Intersection With)			
LOCATION	<input type="checkbox"/> Backing <input type="checkbox"/> Snowplowing/Sanding <input type="checkbox"/> Right Angle <input type="checkbox"/> Rear End <input type="checkbox"/> Turned Over <input type="checkbox"/> Animal <input type="checkbox"/> Head On <input type="checkbox"/> You Hit <input type="checkbox"/> You Were Hit <input type="checkbox"/> Fixed Object <input type="checkbox"/> Sideswipe <input type="checkbox"/> Other(Describe) _____			

STATE VEHICLE No. 1	VEHICLE	Year	Make	Model	Unit Number	Odometer Reading	
	Driver's Name			Driver's License Number		Citation Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Work Telephone Number			Home Telephone Number			
	Home Address			City	State	Zip Code	
	Driver Injured <input type="checkbox"/> No <input type="checkbox"/> Yes - Describe Injury						
	Estimated Speed		Direction Traveling			Worker's Compensation Claim Filed <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Damage (List Parts)					Estimate \$	
	Passengers		<input type="checkbox"/> None <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed		Telephone Numbers Work Work		Telephone Numbers Home Home

OTHER VEHICLE No. 2	VEHICLE	Year	Make	Model	License Plate	State	
	Driver's Name			Driver's License Number		Citation Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Work Telephone Number			Home Telephone Number			
	Home Address			City	State	Zip Code	
	Direction Traveling		Driver Injured <input type="checkbox"/> No <input type="checkbox"/> Yes - Describe Injury				
	Damage (List Parts)					Estimate \$	
	Passengers		<input type="checkbox"/> None <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed		Telephone Numbers Work Work		Telephone Numbers Home Home

MOTOR VEHICLE ACCIDENT REPORT
SFN 51301 (1-2010) Page 2

OWNER'S	Insurance Company		Policy Number			
	Address		Telephone Number			
DRIVER'S	Insurance Company		Policy Number			
	Address		Telephone Number			
WITNESS	Name		Address	City	State	Zip Code
	Location To Accident		Telephone Number Work	Telephone Number Home		
DAMAGE TO OTHER PROPERTY	What		Estimate \$	Telephone Number Work	Telephone Number Home	
	Owner/Name		Address			
OTHERS INJURED/ KILLED	Name					
	Address	City	State	Zip Code	Telephone Number Work	Telephone Number Home
	Nature and Extent of Injury					
CONDITIONS	WEATHER <input type="checkbox"/> Clear <input type="checkbox"/> Raining <input type="checkbox"/> Snowing <input type="checkbox"/> Steeting <input type="checkbox"/> Fog <input type="checkbox"/> Other _____					
	ROADWAY <input type="checkbox"/> Dry <input type="checkbox"/> Icy <input type="checkbox"/> Slippery <input type="checkbox"/> Under Repair <input type="checkbox"/> Other _____					
	Did Vehicle Have Any Defects? _____					
	Were Seat Belts in Use? <input type="checkbox"/> Yes <input type="checkbox"/> No					
What Lights Were On? _____						
REPORT	Accident Reported to Law Enforcement <input type="checkbox"/> Yes <input type="checkbox"/> No			Vehicle Dispatch Office or DOT Repair Location		
	Law Enforcement Agency Name			Law Enforcement Telephone Number		
Explain How Accident Occurred And Purpose of Trip						
Diagram: Mark State Vehicle 1 And Other Vehicle 2						
State Employee			Department		Telephone Number	
State Employee Completing Report			Telephone Number		Date	

CHECKLIST FOR VEHICLE TURN-IN
 North Dakota Department of Transportation, State Fleet Services
 SFN 50652 (Rev. 11-2008)

To Be Completed by User

Agency Turning in Vehicle	
Dept. No.	Location
SF Vehicle No.	Turn-in Miles
Model Year	Vehicle Color
Vehicle Make	Vehicle Model
Pickups Only	<input type="checkbox"/> 4x2 <input type="checkbox"/> 4x4
<input type="checkbox"/> Crew-Cab	<input type="checkbox"/> Short Box <input type="checkbox"/> Long Box
<input type="checkbox"/> Chassis Only	<input type="checkbox"/> DRW <input type="checkbox"/> Ext. Cab
<input type="checkbox"/> 3 Door	<input type="checkbox"/> 4 Door

Prior to Vehicle Turn-in

- Remove All Agency Equipment
- Remove All Personal Items
- Remove All Loose Items From Inside
- Clean out Trunk
- Clean out All Pickup and Truck Boxes
- Wash and Clean Interior/Exterior of State Vehicles
- Windshield Cracked Pitted
- Spare Tire, Jack, Tire Wrench
- Tailgate on Vehicle

At Time of Turn-in

- Keys (minimum two sets) Registration Card
- Credit Card in Glove Box
- Owner's Manual in Glove Box
- License Plates on Vehicle (except Special plates)

Check Fluid Levels

- Oil Transmission Coolant
- Brake Battery

Accessories

<input type="checkbox"/> Air Conditioner	Do All Work
<input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Windows	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Seats	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cruise Control	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cassette/CD/AM FM	<input type="checkbox"/> Yes <input type="checkbox"/> No

List Any Mechanical Deficiencies

Example - Poor Transmission - Excessive Oil Use

Name of Person Turning In Vehicle Date

To Be Completed by DOT (shop rep.)

Has Vehicle Turn-in Sheet Been Completed
 Yes No

Note Engine Information
 Gasoline Diesel
 No. Cylinders _____ Liter Size _____ C.I.D. _____

Transmission Type
 Automatic Std. 3 sp. 4 sp. 5 sp.
 2 sp. Differential or Other

List Rear Axle Ratio - 7 Ton and Larger Vehicles

Tire Condition Good Fair Poor

List Repairs Made to Vehicle

List Any Noted Interior/ Exterior Damage

Name of Person Receiving Vehicle Miles/Hours/Date

Appendix C

Title VI Policy Statement

I. TITLE VI POLICY STATEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in all federally assisted programs. The Federal-aid Highway Act of 1973 (23 U.S.C. 324) added sex as a protected status in all Federal Highway Administration activities. Title VI was amended by the Civil Rights Restoration Act of 1987 (P.L. 100-259), effective March 22, 1988, which added Section 606, expanding the definition of the terms "programs or activities" to include all of the operations of an educational institution, government entity, or private employer that receives federal funds if any one operation receives federal funds.

The North Dakota Department of Transportation (NDDOT) is a state governmental entity. It is the policy of NDDOT to ensure compliance with Title VI of the Civil Rights Act of 1964 and all related statutes or regulations in all programs and activities.

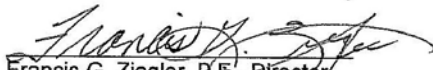
The NDDOT Title VI Liaison Officer is granted the authority to administer and monitor the Title VI and Nondiscrimination Program as promulgated under Title VI of the Civil Rights Act of 1964 and any subsequent legislation. The Title VI Liaison Officer will provide assistance as needed.

NDDOT will take all steps to ensure that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by NDDOT, its recipients, subrecipients, and contractors.

NDDOT delegates Title VI responsibilities to the Division and District Directors-Engineers and charges them with the responsibility to develop and implement procedures and guides to adequately monitor their programs.

NDDOT recognizes the need for continuous Title VI training for NDDOT personnel.

Anyone who believes that he or she has been discriminated against should contact the NDDOT Title VI Liaison Officer at 701-328-2576 in Bismarck (TTY: 701-328-4156).


Francis G. Ziegler, P.E., Director
North Dakota Department of Transportation

October 1, 2009
Date

Vehicle Maintenance Record cont.:

Date

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