

# North Dakota State Fleet Services Policy Manual 2012



Prepared by

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

BISMARCK, NORTH DAKOTA

[www.dot.nd.gov](http://www.dot.nd.gov)

**STATE FLEET SERVICES**

[wwwdot.nd.gov/government/government.htm](http://www.dot.nd.gov/government/government.htm)

To: All State Agencies and Institutions

The mission of the North Dakota Department of Transportation is to safely move 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 black ink, reading "Francis G. Ziegler". The signature is fluid and cursive, with the first name "Francis" being more prominent and the last name "Ziegler" following in a similar style.

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 Web site. 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](http://www.dot.nd.gov/divisions/fleet/statefleet.htm)

Materials can be provided in alternative formats: large print, Braille, cassette tape or on computer disk for people with disabilities or with limited English proficiency (LEP) by contacting State Fleet Services Division, Department of Transportation (NDDOT) at (701) 328-1434. TTY users may use Relay North Dakota 711 or 1-800-366-6888.



# 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 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 services. 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.
  - a. For each mile [1.61 kilometers] actually and necessarily traveled in the performance of official duty when the travel is by private airplane, the individual is entitled to a sum equal to one and one-half times

the mileage reimbursement amount established under subdivision c for travel by motor vehicle. 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 certified air taxi commercial operator or other common carrier, including regularly scheduled flights by airlines, the individual is entitled to reimbursement for the amount actually and necessarily expended therefor in the performance of official duties.
  - c. The director of the office of management and budget shall adopt policies establishing mileage reimbursement for actual and necessary travel in the performance of official duty when the travel is by motor vehicle, the use of which is required by the employing entity. The director shall amend the policies when necessary to set reimbursement at the same rate as established by the United States general services administration for privately owned vehicles.
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 em-

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. Temporary work permits issued by NDDOT because of a recent

Drivers License suspension are acceptable.

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, and students required to drive for educational programs may be considered temporary employees are 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 50). (See Collisions/Vehicle Damage, page 19.) 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 48.)

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 45).

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.** (See below for state law.)

**39-08-23. Use of a wireless communications device prohibited.**

1. The operator of a motor vehicle that is part of traffic may not use a wireless communications device to compose, read, or send an electronic message.
2. Under this section:
  - a. "Electronic message" means a self-contained piece of digital communication that is designed or intended to be transmitted between physical devices. The term includes e-mail, a text message, an instant message, a command or request to access a worldwide web page, or other data that uses a commonly recognized electronic communications protocol. The term does not include:
    - (1) Reading, selecting, or entering a telephone number, an extension number, or voice mail retrieval codes and commands into an electronic device for the purpose of initiating or receiving a telephone or cellular phone call or using voice commands to initiate or receive a telephone or cellular phone call;
    - (2) Inputting, selecting, or reading information on a global positioning system device or other navigation system device;
    - (3) Using a device capable of performing multiple functions, such as fleet management systems, dis-

patching devices, smartphones, citizen band radios, music players, or similar devices, for a purpose that is not otherwise prohibited;

- (4) Voice or other data transmitted as a result of making a telephone or cellular phone call; or
- (5) Data transmitted automatically by a wireless communication device without direct initiation by an individual.

b. "Traffic" means operation of a motor vehicle while in motion or for the purposes of travel on any street or highway and includes a temporary stop or halt of motion, such as at an official traffic-control signal or sign. The term does not include a motor vehicle that is lawfully parked.

- 3. This section does not apply if a wireless communications device is used for obtaining emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard or to prevent a crime about to be committed, in the reasonable belief that an individual's life or safety is in immediate danger, or in an authorized emergency vehicle while in the performance of official duties.

11. **Drivers are responsible for securing the vehicle and its contents.** Always remove keys and lock the vehicle when unattended to prevent theft of contents and/or vehicle theft. Failure of the driver to secure the vehicle exposes the agency/institution to the risk of being held responsible for all costs of recovery and damages up to and including the current value of the state fleet vehicle.

12. **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/replacement key charges if keys are lost or locked in the vehicle.

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

13. **Complaints.** All complaints received from the public or otherwise by State Fleet Services for missutilization, 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.
14. **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.
15. **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.
16. **Agencies/institutions with monthly assigned vehicles** have the responsibility of maintaining their assigned vehicles. This includes daily vehicle checks 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](http://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.
17. **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.
18. **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 24) for guidelines.



19. **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.
20. **All agencies/institutions with monthly assignments** must provide their own equipment (listed in number 19) at their own expense.
21. **State Fleet cars will be plugged in at all daily motor pools**, when practicable, 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.
22. 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. **Do not leave vehicle unattended while idling. It is an unnecessary exposure to risk of theft.** 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 Request

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 email 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 27-42.)

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.

## **Online Reservation System**

State agency/institution personnel who are set up in the motor pools statewide can now go online to make/change/view reservations.

From the NDDOT Web site ([www.dot.nd.gov](http://www.dot.nd.gov)) go to the government section and click onto State Fleet. From the State Fleet Web site, double click onto "Motor pool on-line reservation." Once you are at the reservation portal, click onto the "Motor pool online reservation portal." Enter your employee ID # and login.

Your employee information should appear on the screen. At this point you may change your information, update existing information or make new reservations.

## **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 8.

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 49, 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](http://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 with as much advanced notice as possible to the assigned contact person and will be processed on a first-come-first-serve basis.

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. Filthy vehicles will be cleaned commercially with the costs charged back to the agency/institution.

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. When turning in monthly assigned motor vehicles, the primary driver must complete SFN 50652, "Checklist for Vehicle Turn-In." (See page 52.) This form must accompany the vehicle to the turn-in location. Vehicles are to be turned in clean and in good condition. Filthy vehicles will be cleaned commercially with the costs charged back to the agency/institution.

## **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 19, Automotive Insurance.)

## Renting Motor Vehicles

State agencies must use State Fleet vehicles for travel within state or originating within the state. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference NDCC § 24-02-03.3 The vehicle rental companies are to be used if:

- Approval for in-state vehicle rental is granted by the State Fleet Director.
- Travel out-of-state commercially requires a vehicle rental at that destination.

OMB Fiscal Policy 518 provides that agencies must use state contract that include insurance and damage waiver as part of the base rental rate. For more information on the State Cooperative Contract for Rentals, go to [www.nd.gov/spo/agencydocs/wsca-contact-info.pdf](http://www.nd.gov/spo/agencydocs/wsca-contact-info.pdf). Because of problems associated with administering long-distance claims, Risk Management guidelines are that agencies purchase the collision and comprehensive liability insurance from the rental company if renting the vehicle in other countries (e.g. Canada, Mexico) and in states other than bordering and closely bordering the states of Minnesota, South Dakota, Montana, Wyoming, Iowa, and Wisconsin.

## 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 32-12.2-18 Student required driving in educational programs.**

Upon request by any state institution of high education, the Office of Management and Budget, through the risk management fund, shall provide a defense and administer claims against students arising from the operation of a vehicle owned or leased by the state, the operation of which is a required part of an established course of study. Liability shall be limited to the required amounts of financial responsibility contained in Section 39-16.1-02. Nothing in this chapter makes the state responsible for the actions of the student or requires indemnification for any loss beyond the limits provided in this section, nor provides any benefits to the student except those minimum levels undertaken in a program of self-insurance filed under Section 26.1-41-05. 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, parking, or toll fees are the responsibility of the user. The operator is responsible for paying all parking fines/tickets/toll 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 or when no travel is advised 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 27-42 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.

### Diesel Exhaust Fluid (DEF)

For diesel-powered vehicles that require DEF, the fluid is available at each DOT district repair facility through contract savings. It is only available during regular working hours.

### 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 27 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 NDDOT shop supervisor when practicable. (See page 27 for telephone numbers.)

When circumstances such as travel distance, time, etc., cause the NDDOT 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 NDDOT 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. (Do not charge more than \$750 to credit card. Call local district shop for purchase order on large purchases.)

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 27 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 six-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.

### **Flat Tires**

Change tire if you are able. If you are unable, contact local district shop (see page 27) for suggested roadside service assistance and bill to credit card.

## **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 at <http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf>.

## **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 other than normal wear and tear such as rock chips, minor scratches, and parking lot door dings, must be reported to State Fleet Services. The driver of the State Fleet vehicle is required to complete the "Risk Management Fund Motor Vehicle Accident Report," SFN 51301 (see pages 50 and 51). This form must be completed online. Go to [www.nd.gov/risk](http://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. 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).

Coverage only applies to collisions that occur while conducting official state business. This includes operation of state fleet, rental, and leased vehicles. A card with coverage information 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.

**Rentals:** OMB Fiscal Policy 518 provides that agencies must use state contract that include insurance and damage waiver as part of the base rental rate. For more information on the State Cooperative Contract for Rentals, go to [www.nd.gov/spo/agency/docs/wsca-contact-info.pdf](http://www.nd.gov/spo/agency/docs/wsca-contact-info.pdf). Because of problems associated with administering long-distance claims. Risk Management guidelines are that agencies purchase the collision and comprehensive liability insurance from the rental company if renting the vehicle in other countries (e.g. Canada, Mexico) and in states other than bordering and closely bordering state of Minnesota, South Dakota, Montana, Wyoming, Iowa, and Wisconsin.

## **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](http://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.

## 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 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 the State Fleet Risk Manager at 328-1472. Email to [rrstephens@nd.gov](mailto:rrstephens@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](http://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 18).

## **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 Van	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
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	Group 18 and up	X



## **Appendix A**

### **Dispatch, Fueling and Repair Sites**



## Dispatch, Fueling and Repair Sites

LOCATION	MOTOR POOL DISPATCH	SHOP REPAIR SHOP SUPERVISOR	24-HOUR FUELING SITE
<b>Fleet Services - Capitol Motor Pool</b> 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
<b>NDDOT - Bismarck</b> 216 S 19th St. - Airport Rd. Bismarck, ND 58504-6003	No	Yes 328-6940 7:00 a.m. - 3:30 p.m.	Yes
<b>NDDOT - Devils Lake</b> 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 665-512 7:00 a.m. - 3:30 p.m.	Yes UL only
<b>Devils Lake Section</b> 1905 Schwan Ave. NW W. of Devils Lake Dist., Shop off Hwy. 2 Devils Lake, ND 58301-0817	No	No	Yes Diesel only
<b>NDDOT - Dickinson</b> 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
<b>NDDOT - Fargo</b> 503 38th St. S. Fargo, ND 58103-1198	No	Yes 239-8914 7:00 a.m. - 3:30 p.m.	Yes
<b>ND State University</b> Thorson Maintenance Center Bolley Drive, NDSU Campus Fargo, ND 58105	Yes 231-9619 7:30 a.m. - 4:00 p.m.	Yes 231-9533 7:30 a.m. - 4:00 p.m.	Yes
<b>NDDOT - Grand Forks</b> 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
<b>University of ND</b> 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
<b>ND State Hospital</b> I-94 Exit 260 Jamestown, ND 58401	No	No	Yes
<b>Jamestown Section</b> 3568 81st Ave. SE Jamestown, ND 58401	No	No	Yes
<b>NDDOT - Minot</b> 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
<b>Minot State University</b> 500 University Ave. W. Minot, ND 58701	Yes 858-3210 7:30 a.m. - 4:30 p.m.	No	No
<b>NDDOT - Valley City</b> 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
<b>NDSCS - Patterson Maint. Ctr. - Wahpeton</b> 800 N. Sixth St. Wahpeton, ND 58076	Yes 671-2379	Yes 7:00 a.m. - 4:00 p.m.	No
<b>NDDOT - Williston</b> 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



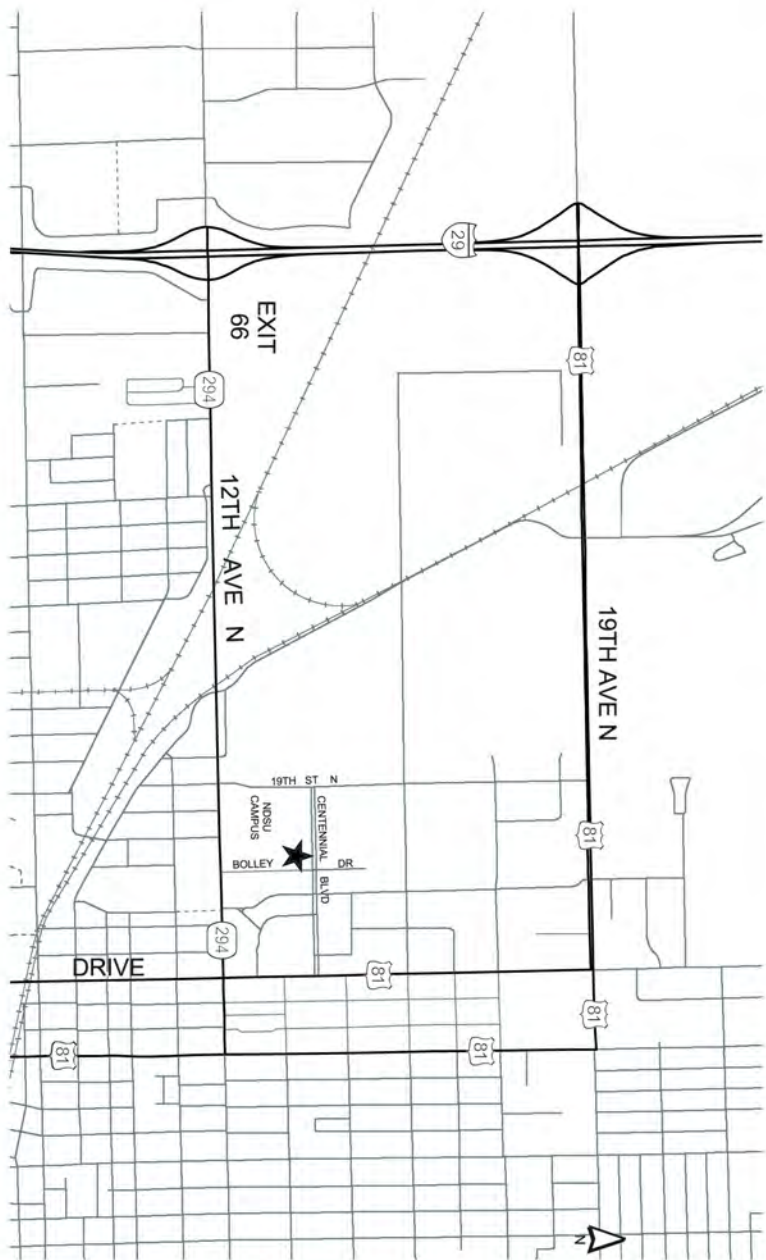
**NDDOT FARGO FUELING AND REPAIR SITE**

503 38th Street South  
Fargo, ND 58103-1198





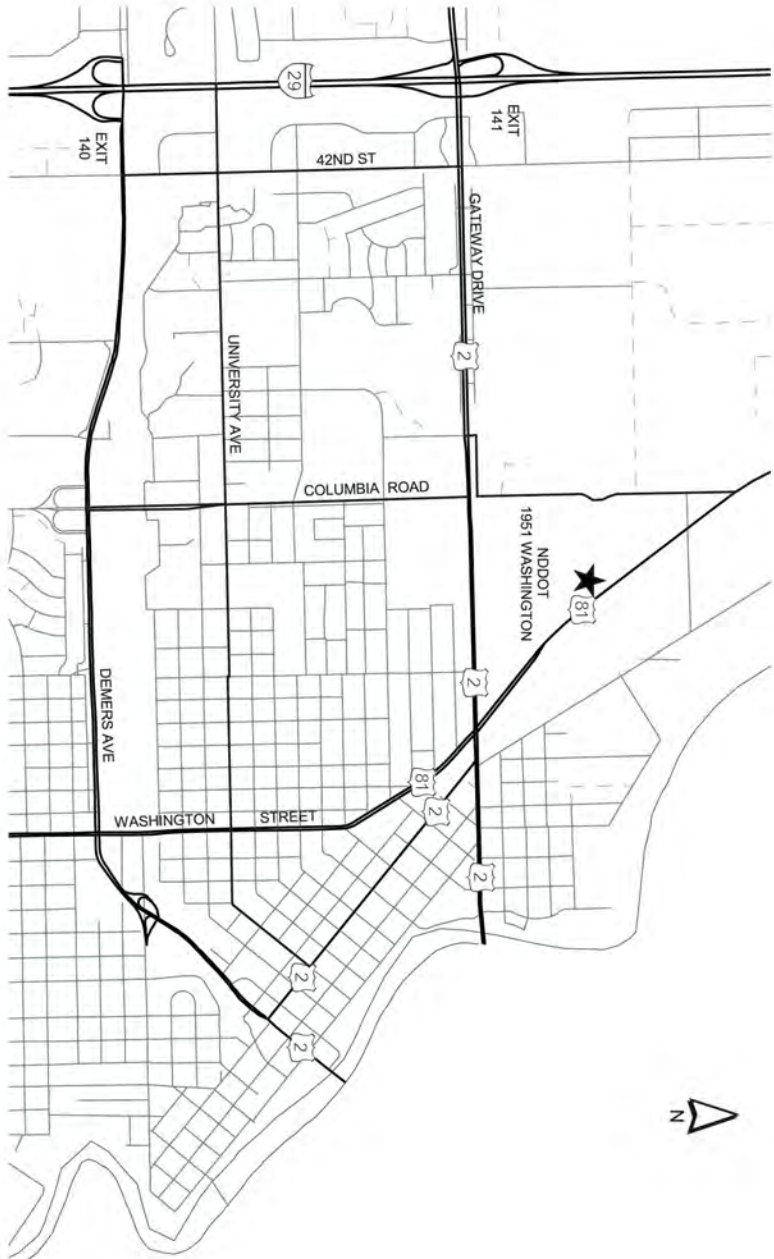
**ND STATE UNIVERSITY DISPATCH, FUELING AND REPAIR SITE**  
Thorson Maintenance Center  
Bolley Drive, NDSU Campus  
Fargo, ND 58105



**NDDOT GRAND FORKS FUELING AND REPAIR SITE**

1951 North Washington

Grand Forks, ND 58208-3077



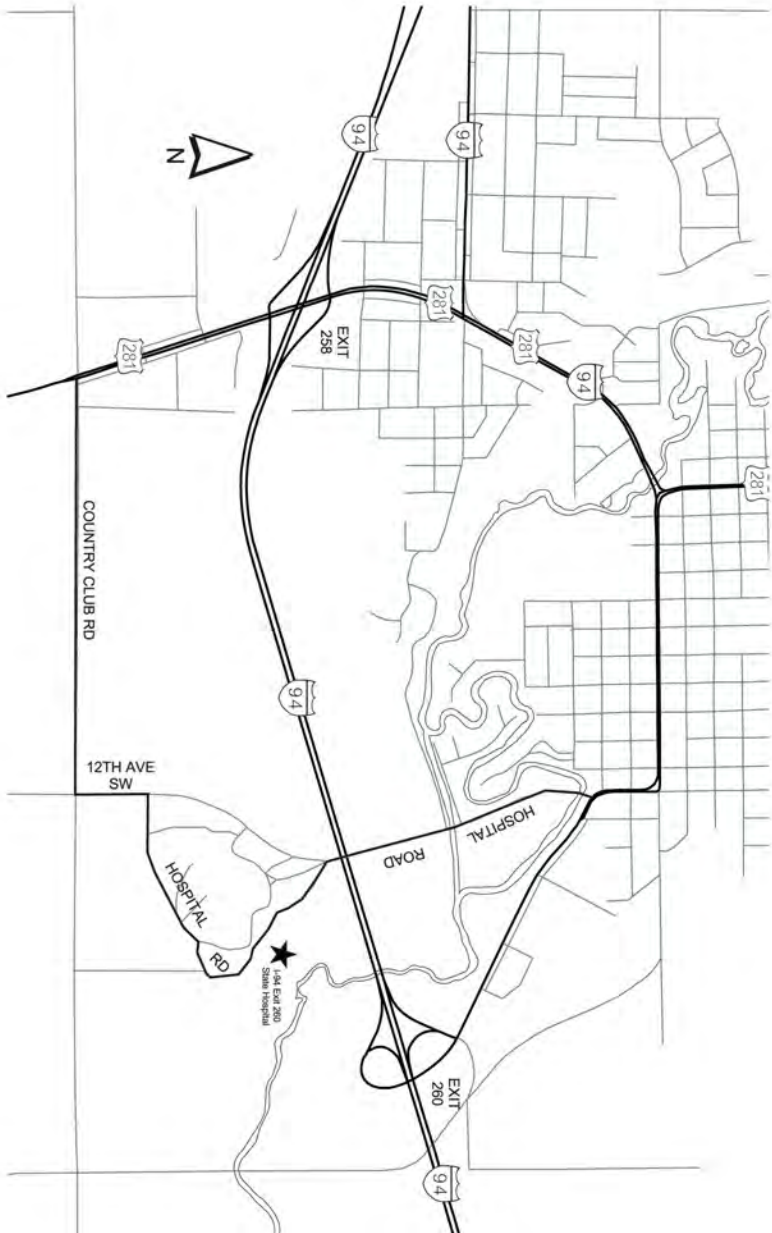
**UNIVERSITY OF NORTH DAKOTA DISPATCH, FUELING AND REPAIR SITE**  
UND Transportation Building  
Tulane Drive and Campus Road  
UND Campus  
Grand Forks, ND 58201



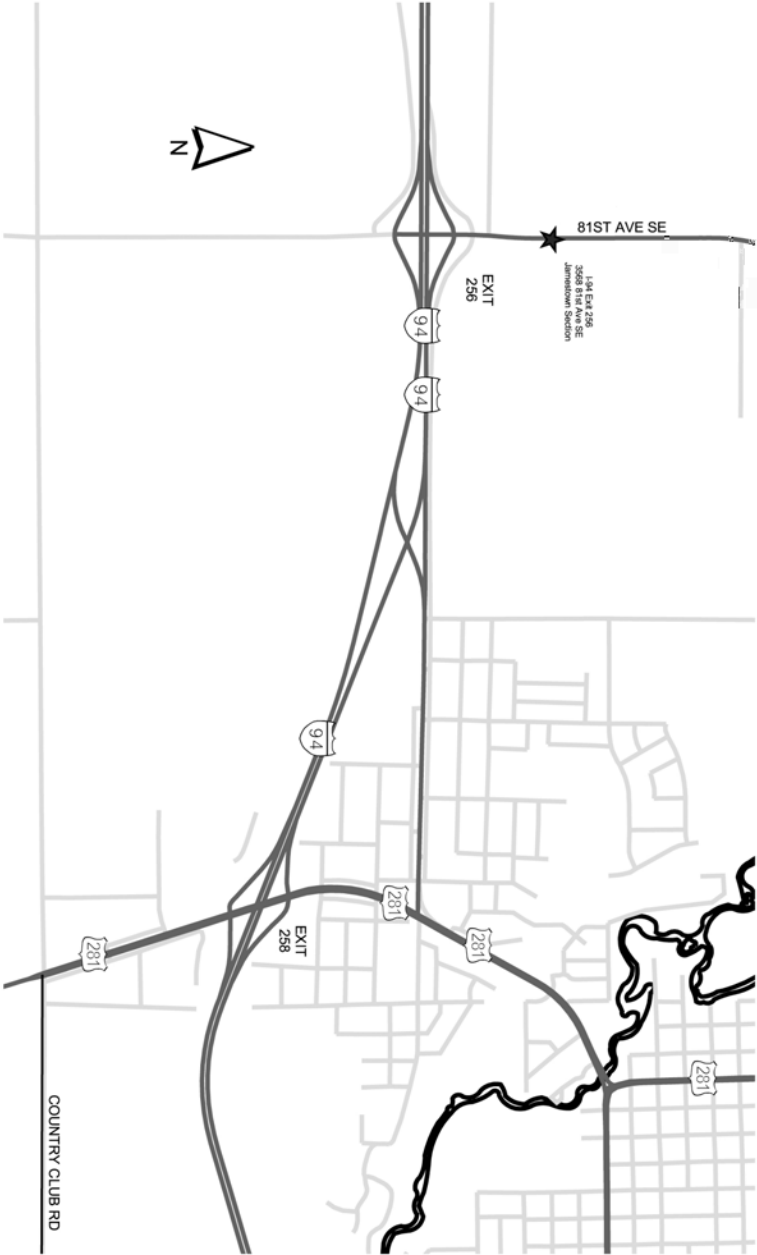
**ND STATE HOSPITAL FUELING SITE**

I-94, Exits 258 or 260

Jamestown, ND 58401

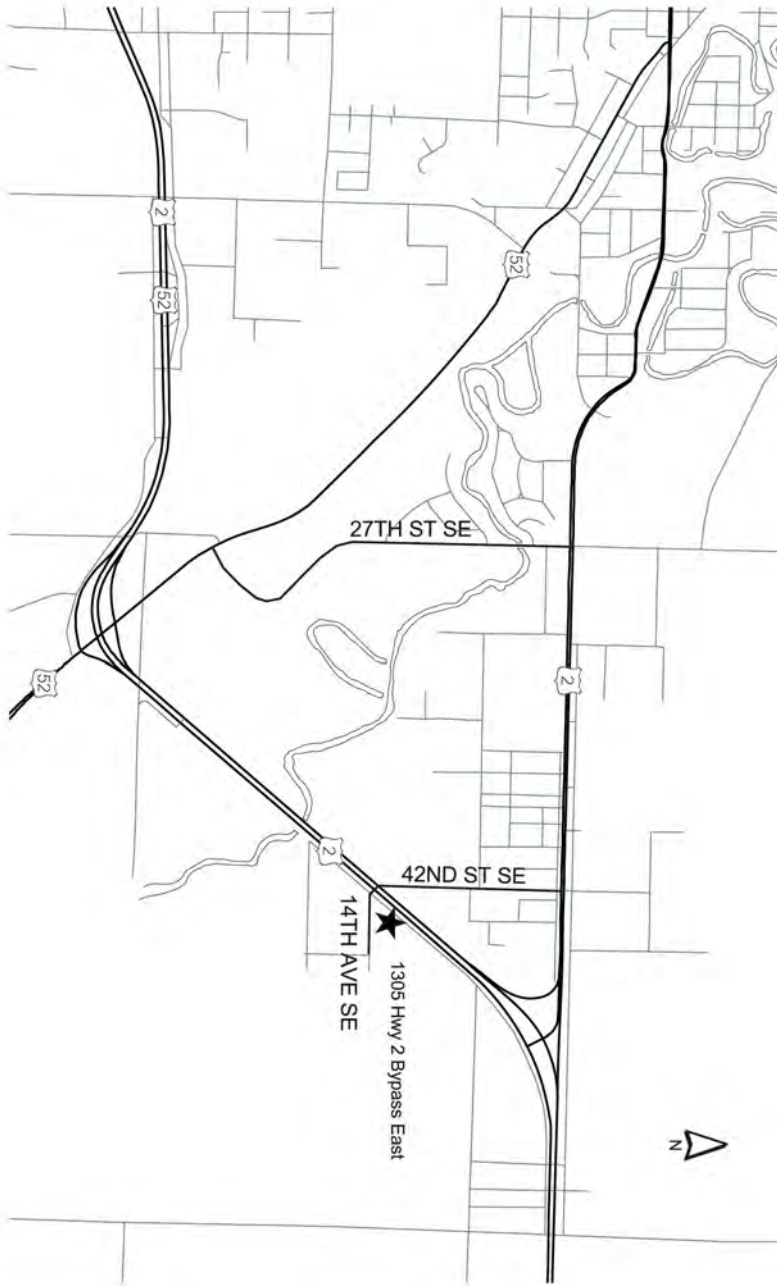


JAMESTOWN SECTION FUELING SITE  
3568 81st Avenue SE  
Jamestown, ND 58401



**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





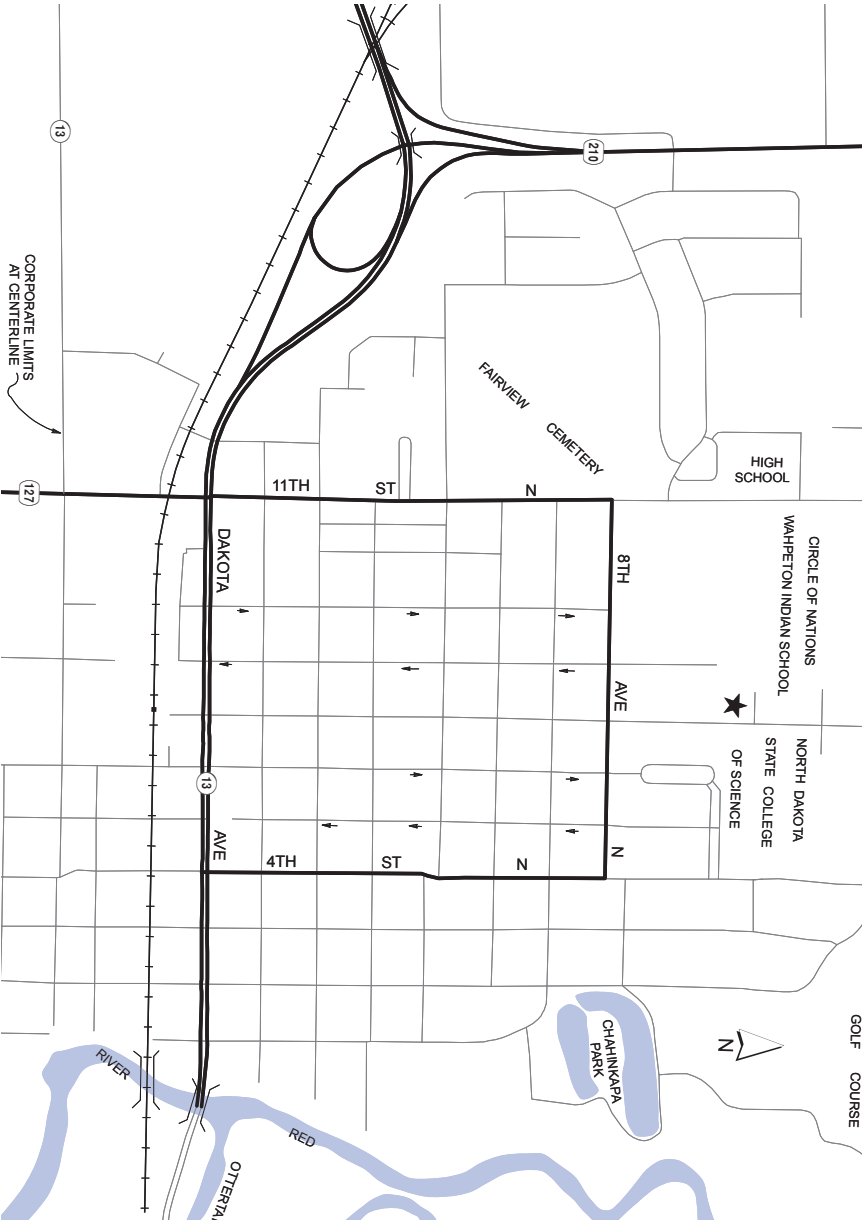
**NDDOT VALLEY CITY DISPATCH, FUELING AND REPAIR SITE**  
1524 Eighth Avenue SW  
Valley City, ND 58072-4200





**PATTERSON MAINTENANCE CENTER - WAHPETON**

800 North Sixth Street  
Wahpeton, ND 58076



**NDDOT WILLISTON DISPATCH, FUELING AND REPAIR SITE**

605 Dakota Parkway West

Williston, ND 58802-0698



# Appendix B

## Form Examples (subject to change)



**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:
  - 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
  - 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  
STATEFLEET 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 VOLUNTEER (NON-STATE EMPLOYEE) TO OPERATE STATE VEHICLE**

North Dakota Department of Transportation, State Fleet Services  
SFN 59000 (Rev. 06-2010)

- 1. State Fleet Services Authorization is based on driving record only.
- 2. The agency/university is responsible for the authorization of use by the approved volunteers. (Official State Business Only)
- 3. Authorization good for 1 year from date of signature.
- 4. Allow a **minimum** two weeks for processing.

**All volunteer drivers license records will be checked prior to approval.**

Agency/University				Date	
NAME	DRIVERS LICENSE	FIRST DATE OF TRAVEL	PROGRAM/REASON	APPROVED	NOT APPROVED

Signature of Agency

Date

Signature of State Fleet

Date

**RETURN TO STATE FLEET SERVICES**

**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)    
Duties and Responsibilities of Agency Requiring Vehicles to be used for Commuting    
Define Justification for Commuting by Vehicles(s)    
<div>_____</div> <div>Signature</div> <div>_____</div> <div>Date</div>

**STATE FLEET SERVICES USE ONLY:**

APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> REASON _____    
<div>_____</div> <div>Signature</div> <div>_____</div> <div>Date</div>



North Dakota Department of Transportation, Financial Management

Document Number

**DRIVER PLEASE NOTE:**

**DISTRIBUTION:**

I certify the above to be correct and recommend payment.

Driver//Department Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



**RISK MANAGEMENT FUND  
MOTOR VEHICLE REPORT**  
STATE OF NORTH DAKOTA  
SFN 51301 (10-2011)

DEPARTMENT LOCATION CODE

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- ☐ 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.

<b>AGENCY</b>	Agency Name		District/Division	
	Address		Telephone Number	
<b>TIME</b>	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)			
<b>LOCATION</b>				
<b>TYPE</b>	<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) _____			

<b>STATE VEHICLE  No. 1</b>	<b>VEHICLE</b>	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 Filled <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Damage (List Parts)				Estimate \$	
	Passengers		Telephone Numbers		Telephone Numbers	
	<input type="checkbox"/> None <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed		Work Work		Home Home	

<b>OTHER VEHICLE  No. 2</b>	<b>VEHICLE</b>	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		Telephone Numbers		Telephone Numbers	
	<input type="checkbox"/> None <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed		Work Work		Home Home	

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	Work Telephone Number	Home Telephone Number			
DAMAGE TO OTHER PROPERTY	What	Estimate \$	Work Telephone Number	Home Telephone Number		
	Owner/Name	Address				
OTHERS INJURED/ KILLED	Name	Work Telephone Number		Home Telephone Number		
	Address	City		State	Zip Code	
	Nature and Extent of Injury					

CONDITIONS	WEATHER	<input type="checkbox"/> Clear	<input type="checkbox"/> Raining	<input type="checkbox"/> Snowing	<input type="checkbox"/> Sleet	<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? _____						

<b>REPORT</b>	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.11-2011)

**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:

**Prior to Vehicle Turn-in**

- ☐ Remove All Agency Equipment and Personal Items
- ☐ Remove All Loose Items From Inside
- ☐ Clean out All Cargo Areas and Pickup/Truck Boxes
- ☐ Wash and Clean Exterior
- ☐ Clean and Vacuum Interior
- ☐ Check All Lights are Working
- ☐ Windshield ☐ Cracked ☐ Pitted
- ☐ Spare Tire, Jack, Tire Wrench
- ☐ Tailgate on Vehicle

**At Time of Turn-in**

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

**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/Body Damage

Odometer at Last Oil Change

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 <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Test Drive		
Note Engine Information <input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel No. Cylinders _____ Liter Size _____ C.I.D. _____		
Transmission Type <input type="checkbox"/> Automatic <input type="checkbox"/> Std. <input type="checkbox"/> 3 sp. <input type="checkbox"/> 4 sp. <input type="checkbox"/> 5 sp. <input type="checkbox"/> 6 sp.		
<input type="checkbox"/> Check all Fluid Levels <input type="checkbox"/> Check all Lights		
Tire Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
Additional Equipment <input type="checkbox"/> Topper <input type="checkbox"/> Tonneau Cover <input type="checkbox"/> Tool Box		
List Repairs Made to Vehicle		
List Mechanical Items That Need Attention		
List Any Noted Interior/ Exterior Damage		
Name of Person Receiving Vehicle		
Miles:	Hours:	Date:

Fax form to Fleet Services (701)328-2514

Form Is to Accompany Vehicle: To Sale Location

## **Appendix C**

### **Title VI Policy Statement**



NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
CIVIL RIGHTS DIVISION

Policy 1-1 Title VI

Original Date: July 11, 2011

TITLE VI AND NONDISCRIMINATION 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.

I, as Director of the North Dakota Department of Transportation, am personally committed to and support taking all steps to ensure that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, 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.

The NDDOT Civil Rights Division Director is appointed as the Title VI Liaison Officer and 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.

Further, I delegate Title VI responsibilities to the Division and District Directors-Engineers and charge them with the responsibilities to develop and implement procedures and guidelines to adequately monitor and administer their programs.

NDDOT recognizes the need for and will provide 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. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).

\*Title VI of the Civil Rights Act of 1964 governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898.



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

7/11/11  
Date





### Vehicle Maintenance Record:

Date \_\_\_\_\_

[illegible]

### Vehicle Maintenance Record cont.:

Date \_\_\_\_\_

[illegible]