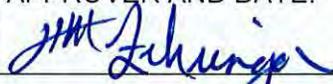


<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	SUBJECT: MOTOR POOL POLICY	PAGE <u>1</u> of <u>6</u> PAGES
		POLICY #: DNR-ADM-0002
	RULE/CODE REFERENCE: DAS Directive GS-D-01 DAS Directive GS-D-02 ODNR Motor Vehicle Policy ODNR Smoke Free Workplace Policy	SUPERSEDES: ODNR MOTOR POOL POLICY 05/24/2004
	PURPOSE: To define the operation of the ODNR motor pool and outline responsibilities of all parties.	EFFECTIVE DATE: 09/01/2014 REVISION DATE: 09/01/2014
	APPOINTING AUTHORITY: ORC §1501.01 ODNR Director	APPROVER AND DATE: 

This policy applies to all Ohio Department of Natural Resources (“ODNR”) employees, and in no way supersedes the negotiated language in the applicable collective bargaining agreements.

I. DEFINITIONS:

II. TERM	DEFINITION
Driving	Operating a motor vehicle on any roadway, including while temporarily stationary due to traffic, traffic lights, stop signs, or similar circumstance. Driving does not include operating a motor vehicle with or without the motor running after parking by the side or otherwise off of an active roadway.
Mobile Communication Devices	Any electronic communication device, including but not limited to: mobile/cellular telephones, text-messaging devices, personal digital assistant devices, computers, or other similar devices used to communicate voice, text, documents, or data.
Texting or Text Messaging	Reading from or entering data into any mobile communication device, including but not limited to: SMS (Short Message Service) texting, e-mail transmission, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data transmission.

III. PROCEDURE:

The Office of General Services – Fleet Management will provide a clean and safe vehicle for temporary use for statewide travel to all department employees in the course of conducting state business. Costs of using the motor pool will be recovered from the divisions/offices using the pool.

The motor pool is intended

- To supplement the Divisions' vehicle needs, not replace them.
- To be used for temporary and occasional travel needs.
- To be used for in-state travel only - out-of-state travel will require approved travel requests submitted to and approved through General Services.

Vehicle Request Procedure

Pool vehicle reservations should be made a minimum of two (2) days prior to when a vehicle is needed to allow adequate time for scheduling and coordinating vehicle

availability. Vehicles may not be available to accommodate reservations submitted with less than two (2) days' notice.

Employees may submit pool vehicle reservation requests in one of three ways:

1. Through Fleet Ohio at:
<https://fleet.das.ohio.gov/fawebprod/fareservationsportal/ReservationLogin.aspx>
2. By Internet/Intranet: The steps to reserve a pool car by Internet/Intranet are as follows:
 - a) Open the main Intranet web page: <http://intranet/dnn/default.aspx>;
 - b) Select "Car Reservation" from the right column of options;
 - c) Sign in with Employee's Operator ID;
 - d) Select "New Reservation" button on the top right of the screen;
 - e) Enter date and time of both the vehicle pick-up and the vehicle return;
 - f) Select type of vehicle needed (i.e. compact, sedan, mini-van);
 - g) Enter destination and any additional operator names;
 - h) Select "Confirm" to complete reservation request.
3. By Phone – When Fleet Ohio is not available, call ext. 6676 or ext. 6796. Please follow the voice mail instructions to be immediately directed to a staff member or leave a voice message with a time when the call may be returned.

The Motor Pool Reservation System is reviewed daily. Email reservation confirmations are typically issued within eight (8) business hours - if not received within this time period, call ext. 6676 or ext. 6796. Phone reservations are confirmed at the completion of the call.

Vehicle Pick-Up Process:

1. Keys, vehicles, and log books are to be picked up and returned to Building I – General Services.
2. For early morning departures (before 8:00 AM), the key, vehicle, and log book may be picked up from Building I - General Services prior to 5:00 PM the day before departure.
3. If a vehicle is returned after 5:00 PM, the Employee must park the vehicle at the Motor Pool parking area and secure the key and log book until they are returned the next business morning at Building I - General Services.
4. Employee must report any discrepancies or issues found regarding the vehicle to Fleet Management upon return.

Safety Requirements:

A. Occupant Safety

1. The driver shall require all occupants to use occupant restraint devices as designed at all times when the vehicle is in motion.
2. The driver shall check the vehicle before departure to ensure that all lights, turn signals, brake lights, and other safety equipment are functional and working properly, and notify Fleet Management or supervisor immediately of any equipment malfunction or problem that may prohibit safe vehicle operation.
3. Except as provided herein, no employee shall drive a state-owned or state-leased vehicle on any street, highway, or property open to the public for vehicular traffic while using a mobile communication device. These provisions do not apply while the driver is:
 - a) Using a mobile communication device designed and configured to allow hands-free operation and used in that manner while driving;
 - b) Using a mobile communication device for emergency purposes; or
 - c) Using a handheld or manually-operated mobile communication device while the vehicle is stationary and parked outside of a lane of travel.

4. Text Messaging – Except as provided in paragraph A.3, employees are prohibited from texting or text messaging when driving a state-owned or state-leased vehicle or when operating a privately-owned vehicle while on state business.

B. Conditions for Use/Safe Operation

DNR Employees operating state-owned or state-leased vehicles or operating a privately owned vehicle while on state business shall comply with all of the following:

1. License
 - a) The Employee must maintain a valid driver's license, or if applicable, a valid commercial driver license (CDL), along with any required endorsements issued from the state or Canadian province where the employee lives.
 - b) Immediately provide written notification to their immediate supervisor of any license suspension or termination upon receipt of the notice.
 - c) Immediately provide written notice to their immediate supervisor, DNR Human Resources, Fleet Management and the Department of Administrative Services (DAS) Office of Risk Management along with copies of any Court order awarding special driving privileges during which the Employee's driving privileges are otherwise suspended or revoked.
2. Maintenance and Use:
 - a) Check fluid levels and perform a safety check as outlined in (A.2.) above each time an assigned vehicle is fueled. Pool vehicles issued on short term temporary assignment will be checked by Fleet Management staff.
 - b) Close windows and lock/secure vehicle while unattended.
 - c) Ensure that the pool vehicle has at least half tank of fuel and is litter-free upon return.
3. Traffic Law Compliance:
 - a) Abide by all applicable state and local traffic and parking laws. The Employee shall be personally and individually liable for any criminal or civil penalty for violating any state or local traffic or parking laws.
 - b) Provide immediate written notice to their supervisor of any citation or ticket received while operating a state-owned or state-leased vehicle or while operating a privately-owned vehicle while on state business.
 - c) Provide immediate written notice to their supervisor upon final disposition of the citation or ticket along with confirmation of payment for any fine imposed.
 - d) Employees shall not operate any state-owned or state-leased vehicle or any privately-owned vehicle while on state business when under the influence of any alcoholic beverage or medication of any sort that may impair driving.
 - e) Employees shall immediately notify their supervisor and the local police or patrol post following a traffic crash or following damage to a state-owned or state-leased vehicle or while operating a privately-owned vehicle while on state business.
4. Use for Only Official Duty:

State-Owned or state leased vehicles shall only be used for official state duties, including but not limited to:

 - a) Travel between the location where the state vehicle is dispatched and the location where official state business is performed.
 - b) Travel between the location of state business and the location of temporary lodging while on official travel status, including restaurants, medical facilities and drugstores, places of worship, barber shops or hair salons, cleaning establishments, and similar places not within walking distance and required to sustain the health, welfare, or continued efficient performance of the driver, exclusive of places of entertainment.

- c) Travel between the location of dispatch or location where the state business is being performed to the Employee's personal residence only when specifically pre-authorized by the Employee's supervisor.
- d) Travel to transport other officers, employees, or guests of the state while they are on official state business, and transporting consultants, contractors, or commercial firm representatives when such transport is in the direct interest of the state.

Unauthorized Use Includes:

- a) Any personal use not identified above.
 - b) Travel or tasks beyond the vehicle's rated capability.
 - c) Transporting family, friends, associates or other persons not employed by the state or such travel does not serve the interest of the state.
 - d) Transporting hitchhikers.
 - e) Transporting cargo or pets/animals which have no correlation to the performance of official state business.
 - f) Transporting acids, explosives, weapons, ammunition or highly flammable material, except by specific authorization, or in an emergency situation.
 - g) Transporting any item or equipment projecting from the side, front, or rear of the vehicle in a way which may constitute an obstruction to safe driving or a hazard to pedestrians or other vehicles.
5. Fueling/State Fuel Cards

Alternative E85 and Bio-Diesel Equipped Vehicles and Fuel.

- a) All vehicles equipped with flex-fuel engines are to be fueled with E85 fuel when available.
- b) E85 flex-fuel vehicles are to be identified as follows:
 - Vehicle's Fuel Cap is Yellow;
 - A manufacturer's "Flex-Fuel" placard is attached to the vehicle's exterior;
 - Owner's manual;
 - 2008 model and newer vehicles that are E85 capable have a yellow label on the dash near the fuel gauge identifying the vehicle as E85.

State Fuel Cards: Every time the state fuel card is used to purchase unleaded gasoline or E85, 18.4 cents of federal tax is stripped from the posted price per gallon of fuel. Often, pump price minus tax is less than the state's daily bulk gasoline rate. Economy and savings should be evaluated when deciding to obtain fuel from a state fuel tank or to purchase retail. Proximity to work assignment, route of travel, necessity, and price are additional factors to be considered.

State fuel cards are to be retained in the card sleeve and stored in the vehicle's glove box. Care should be taken to ensure card is not scratched, or is exposed to excessive wear, heat, bending, or demagnetization.

State Fuel Card Purchasing Requirements:

- a) Be certain the state fuel card is accepted before services are obtained.
- b) Non-fuel, vehicle-related supplies or repairs are authorized only in emergencies or when not practical to acquire at a DNR facility, ODOT facility, or contract garage. A copy of the receipt must be supplied to Fleet Management with an explanation upon request. Copies are required for all purchases in excess of \$10.00, along with a copy of all work orders for vehicle repairs. Work order must separately list parts and labor costs. A memo or email from the facility manager justifying the

- expense is required for all purchases in excess of \$10.00. If a card is used inappropriately, the facility manager must provide a memo or email detailing measures that have been implemented to prevent a re-occurrence.
- c) The fuel card is for use only with its assigned vehicle, which is identified by the equipment ID in the car's lower left corner. The fuel card shall not be used in conjunction with or in lieu of another vehicle card for any purchase. Use of the state fuel card for purchasing fuel or other items for personal benefit is prohibited, including use of reward points or customer loyalty premiums (e.g. Speedway SuperAmerica, LLC, which currently offer Speedy Rewards).
 - d) Personal use of the fuel card is prohibited. Cigarettes, tobacco, food and alcohol purchases are prohibited.
 - e) The fuel card may be used for car washes where this service is offered and the card accepted. The total number of monthly car washes and cost per wash shall be reasonable. Common sense decisions must be made with this type of use. Managers at DNR locations, at their discretion, may restrict the use of the card when a contract with a local car wash has been established.
 - f) Employees should divide business among companies who honor the fuel card, and only purchase the type and grade of fuel recommended in the owner's manual.
 - g) If the state fuel card purchase is rejected, ask the attendant to phone the vendor for assistance at the toll-free number on the rear of the fuel card. The vendor will ascertain the card's validity and provide the attendant with the necessary information to process the transaction. Fleet Management may also be contacted for assistance Monday through Friday from 8:00 AM - 5:00 PM at (614) 265-6676.

Record Keeping/Completion of Fuel Receipt:

Fuel may be purchased as follows:

- a) The Employee must confirm the acceptance of the fuel card prior to making a purchase.
- b) Swipe the card in the pump reader;
- c) Follow the two prompts to enter first, the vehicle's current mileage, and second, the assigned fuel card PIN number.
- d) Complete filling the tank.
 - i. Obtain a receipt from the pump or attendant, and ensure that the following are legible or are otherwise handwritten on the receipt:.
 - ii. Date of purchase;
 - iii. Vehicle ID number;
 - iv. Odometer reading;
 - v. Full details of items purchased such as gallons of gas (including tenths) or unit price, and total purchase price;
 - vi. **Signature of purchaser;**
 - vii. Name of the issuing station.
- e) Retain and submit fuel card receipt at end of shift.
- f) The Employee must immediately notify Fleet Management by email if a fuel card is worn or damaged. Fleet Management will request a replacement card from the fuel card vendor. Worn or damaged cards are still valid for purchases, but may need to be taken to the service station attendant for processing. Cards are not to be destroyed by field locations, but must be returned to Fleet Management upon receipt of replacement.
- g) If a fuel card is lost, the Employee must immediately notify Fleet Management by email. Fleet Management will ensure that the fuel card is cancelled and request a

replacement card. Divisions may temporarily use an equipment card until the replacement card is received. These transactions must be reversed from the equipment card in FleetOhio and entered on the correct vehicle in FleetOhio.

IV. RESPONSIBILITIES:

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	A. To process violations of the policy according to the disciplinary process and grid.
Office of General Services - Fleet Management	A. To annually review policies for applicability and updates. B. Purchase and maintain a fleet of clean, safe vehicles. C. Pay for all vehicle maintenance, repairs, insurance and gasoline. D. Complete all monthly DAS vehicle reports. E. Maintain data and information on vehicle use.
ODNR Division/Office Supervisors and Managers	A. Consistently and appropriately monitor workforce to ensure compliance with policy. B. Initiate a request to ODNR Human Resources for disciplinary action as soon as they are aware of any policy violation. C. Proactively communicate questions, concerns and issues to the appropriate contact listed below. D. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.
Employee	A. Read and comply with policy. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below. C. Complete all associated policy training in a timely fashion.

V. RESOURCES:

OCSEA/AFSCME Contract
FOP Contract

VI. CONTACTS:

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources – Labor Relations Section	(614) 265-6981	Policy.Coordinator@DNR.State.OH.US