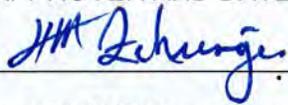


<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p>SUBJECT: MOTOR VEHICLE POLICY</p>	<p>PAGE <u>1</u> of <u>8</u> PAGES</p>
		<p>POLICY #: DNR-ADM-0002</p>
	<p>RULE/CODE REFERENCE: DAS Directive GS-D-01 DAS Directive GS-D-02 ODNR Smoke Free Workplace Policy</p>	<p>SUPERSEDES: ODNR MOTOR VEHICLE POLICY 04/01/2008</p>
	<p>PURPOSE: To establish guidelines regarding the use and maintenance of state owned motor vehicles.</p>	<p>EFFECTIVE DATE: 09/01/2014</p> <p>REVISION DATE: 09/01/2014</p>
	<p>APPOINTING AUTHORITY: ORC §1501.01 ODNR Director</p>	<p>APPROVER AND DATE: </p>

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.

II. PROCEDURE:

All ODNR Office and Divisions shall be familiar with and implement the below Directives.

Use of State Owned Motor Vehicles Authorized by Division/Office Chief

All use of state owned motor vehicles must be authorized by the Chief of the Office/Division to which such motor vehicles are assigned. Only state employees, officers and personnel authorized by the Chief are permitted to drive a state owned motor vehicle. Permission may also be granted for a non-employee to ride in a state owned motor vehicle if both of the following requirements are met:

- Use of the vehicle is directly related to the employee's job;
- The employee has obtained the approval of the appropriate Division/Office Chief prior to transporting a person who is not a state employee.

Official State Business

A state owned motor vehicle shall be operated to conduct official state business, and

perform duties as assigned by their Chief. The unauthorized use of a state owned motor vehicle may subject the driver to prosecution pursuant to [ORC §124.71](#) and/or to disciplinary action pursuant to [ORC §124.34](#), ODNR Policies, and/or the applicable labor agreement.

The Office of General Services – Fleet Management will provide a clean and safe vehicle for statewide travel to assigned employees in the course of conducting state business.

Each Office or Division is required to comply with the DAS monthly fleet reporting requirements. This policy shall apply to both individually assigned state vehicles and vehicles assigned to a Division which may be shared by employees in an office or region.

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

Operators of state owned motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both state-owned property and public trust. Misuse of a state owned motor vehicle including violation of the Traffic Code may subject the driver to disciplinary action pursuant to [ORC §124.34](#), ODNR Policies, and/or the applicable labor agreement. 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 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) Comply with all regulations and responsibilities pertaining to maintenance and use of a state vehicle.
- b) Ensure regular appropriate maintenance and repair of an assigned vehicle per the manufacturer's recommended maintenance schedule.
- c) Obtain a yearly safety inspection.
- d) Have warranty repairs completed at the manufacturer's dealership.
- e) Check fluid levels and perform a safety check as outlined in (A.2.) above each time an assigned vehicle is fueled.
- f) Close windows and lock/secure vehicle while unattended.
- g) When the vehicle is a shared resource among employees of an Office or Division, the Employee must ensure that the vehicle has at least half tank of fuel, and is clean and 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.
- f) In the event of an accident involving a state owned motor vehicle, the operator must comply with all reporting requirements contained in the ODNR Vehicle Accident Procedure, a copy of which is to be located in the vehicle glove compartment or may be obtained from the Office of General Services. The Office of Risk Management steps are located online at <http://das.ohio.gov/Divisions/GeneralServices/RiskManagement.aspx>

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.
 - c) Fuel vehicles equipped with diesel engines which are no longer under manufacturer's warranty with bio-diesel fuel, when available. Fueling is encouraged at Columbus ODOT facility (1620 W. Broad St., Columbus, Ohio), where bio-diesel is available. **NEVER** fuel in a diesel engine vehicle with E85 fuel, as engine damage will result.
 - d) E85 and bio-diesel should always be purchased when available within 2.5 miles of a driver's planned route, which includes the entire route and not just the beginning or end points.
 - e) E85 and bio-diesel (E85 only) list current alternative retail fueling locations, and are continually updated. Check periodically if not currently able to obtain alternative fuel in your area. Some independent retail locations do not accept the fuel card, and verification of acceptance is required prior to fueling.

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:

State of Ohio Fleet cards are to be used whenever possible with each permanently assigned vehicle and made available to pool car users. State of Ohio employees using state Voyager cards may purchase petroleum products, gasoline, diesel, associated maintenance services, supplies, accessories and repair items costing less than \$500.00 (Five Hundred Dollars) which are essential to the safe operation of the state vehicle. Only purchases under \$500.00 will be authorized, otherwise a Voyager customer service representative will need to contact the DNR Fleet Manager prior to repair for approval at 614-265-6676. In addition, the Employee must comply with the following:

- a) Be certain the state fuel card is accepted before services are obtained. The Employee must confirm the acceptance of the fuel card prior to making a purchase.
- b) Ensure that that all fuel purchases are made at self-serve pumps in order to reduce purchase costs. Purchases of petroleum products at full-service pumps are strictly prohibited by all state employees under all circumstances.
- c) 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.
- d) 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.
- e) Personal use of the fuel card is prohibited. Cigarettes, tobacco, food and alcohol purchases are prohibited. 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).
- f) 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.
- g) 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.
- h) 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) Swipe the card in the pump reader;
- b) Follow the two prompts to enter first, the vehicle's current mileage, and second, the assigned fuel card PIN number.
- c) Complete filling the tank.
- d) Obtain a receipt from the pump or attendant, and ensure that the following are legible or are otherwise handwritten on the receipt.
 - i. Date of purchase;
 - ii. Vehicle ID number;
 - iii. Odometer reading;
 - iv. Full details of items purchased such as gallons of gas (including tenths) or unit price, and total purchase price;
 - v. **Signature of purchaser;**
 - vi. Name of the issuing station.
- e) Retain and submit fuel card receipt at end of shift, if a shared Division vehicle, or at the end of the month or designated reporting period, if the vehicle is assigned to a individual employee.
- 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.

C. Vehicle Breakdowns While Traveling

The National Automotive Club (NAC) is available for State of Ohio Voyager account holders. NAC provides statewide emergency assistance 24 hours a day, 7 days a week. NAC services include lock-outs, jump starts, tire service, and towing. The vendor serves the State of Ohio with operating parameters established by DAS Office of Fleet Management. A Voyager card must be in the caller's possession at the time of service. The NAC Phone Number is (800) 894-6060.

If a breakdown occurs during the non-business hours, contact NAC to tow the vehicle to the nearest automotive facility and contact your Fleet Manager or Fleet Coordinator at the beginning of the next business day.

D. Glass Repair using the Voyager Credit Card

Contact the DNR Fleet Manager immediately at (614) 265-6676. The State of Ohio typically receives a discount of over 60% off the replacement glass list price. The commonly used vendor (Safelite Auto Glass) accepts the Voyager card and has statewide operations. To maintain quality services and pricing, DAS uses a "piggy-back Clause" with glass vendors that bid on large government contracts, but is not a declared party of any glass contract. Divisions may use other purchasing alternatives as needed, blanket PO's, or other term contracts which may be put into effect at the time.

E. Assignment of State Vehicles

The long term assignment of all state vehicles, whether owned or leased, should be tightly controlled and carefully monitored. Whenever possible, all state vehicles should be kept as pool cars, available to employees only for any necessary work-related travel. Personal assignment of vehicles is not permitted except in limited circumstances.

No state employee should have exclusive use of a state vehicle simply as a perquisite or benefit of state employment. State vehicles should not be assigned to an employee who uses it solely for commuting between work and home. Long term assignment of state vehicles to an individual is permissible only if a substantial amount of business travel is necessary during regular hours. Employees who are regularly required to travel between work locations may be assigned a state vehicle, which can then be used to travel to and from home. Policies related to commuting to and from home strictly apply.

The Administration recognizes that a long term assignment of a state vehicle to an individual employee may sometimes be more cost efficient than reimbursing an employee for mileage driven in a personal vehicle. Various job-related requirements, such as a requirement for travel to remote locations or an anticipated need for immediate access to a vehicle for work-related emergencies may make individual vehicle assignments appropriate.

All agencies remain responsible for closely monitoring the use and assignment of state vehicles.

F. Parking State Vehicles at A Personal Residence

A state owned motor vehicle that has been approved to be taken to an employee's home must be kept locked and parked off public streets whenever possible.

III. 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. E. Comply with the DAS monthly fleet reporting requirements.
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.

IV. RESOURCES:

State Policy on Commuting in a State Vehicle
ODNR Motor Pool Procedure
ORC §125.01 et seq.
OCSEA/AFSCME Contract
FOP Contract

V. CONTACTS:

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

Related Department Forms:

- Employee Loss Notification Automobile Accident or Incident Form