



## ***Fleet Policies and Procedures*** ***For EMSWCD November, 2015***

1.0 This policy must be read in its entirety by staff prior to driving state vehicles.

### **Safe Operation**

The Public Agency shall be solely responsible for ensuring that all Rented Vehicles are operated only by safe, careful, legally qualified, and properly licensed drivers. The drivers shall be 18 years of age or older, and employed or otherwise under the direct control of, the Public Agency and shall be conclusively presumed to be employees or volunteers of the Public Agency and not of the State. The Public Agency represents to the State that its personnel, including the driver of any Rented Vehicle, are its officers, employees, or agents, as those terms are used in ORS 30.265. Those personnel shall in no event constitute or be considered officers, employees, or agents of the State for the purposes of the Oregon Tort Claims Act, ORS 30.260 to 30.300, or in any manner, or for any purpose. The Public Agency shall cause the Rented Vehicles to be used and operated with reasonable care and caution to prevent loss and damage due to negligent, reckless, or other wrongful use, abuse, fire, theft, collision, or injury to persons or property. Further, on written complaint from the State to the Public Agency specifying any reckless, careless, or abusive handling of a Rented Vehicle, the Public Agency shall remove the driver of any such vehicle. In addition, the Public Agency shall ensure that its drivers comply with all policies, conditions, and regulations now or subsequently made by the State with respect to the proper use, care, and operation of the Rented Vehicles.

### **Rented Vehicle Operator Qualifications**

The Public Agency shall not authorize any person to operate a Rented Vehicle or to present a Permanent Assignment Request or a Checkout Card unless the person is at least 18 years of age and has both a valid driver's license and a driving record that meets the standards set by the Public Agency for operating Public Agency-owned motor vehicles. Upon receipt of written request from the State, standards of the Public Agency must be made available for review. The Public Agency shall not allow any person to operate a Rented Vehicle if the Public Agency observes or should reasonably be aware that the person is impaired or otherwise not in a physical, mental, or emotional condition to safely and lawfully operate a moving vehicle.

### **Required Driving Record Screening Measures**

The Public Agency shall implement such internal procedures as may be necessary to monitor the driving record of any assigned driver, and shall be responsible for reporting to the State, on the State's request, any traffic infractions and moving vehicle violations incurred by assigned drivers. The State may at any time investigate the driving record of any person presenting a Permanent Assignment Request or a Checkout Card, although it shall not be obligated to do so and shall have the right to rely on the Public Agency's driving record screening measures. Public Agency shall use the Fuel Card when obtaining fuel for the Rented Vehicle, in accordance with DAS Statewide Vehicle Policy and the DAS Fleet Policies

found at <http://www.oregon.gov/DAS/EAM/FPS/pages/policies.aspx> . The Public Agency may obtain fuel from retail fueling sites where the Fuel Card is accepted. The Public Agency also may obtain fuel from the State Motor Pool (at 1100 Airport Rd SE Salem, OR 97301) or at another State-operated fueling facility if the Public Agency has entered into a Written Cardlock Customer Agreement with the State. Except in circumstances in which fuel is not available from either of these two sources within a distance that can be reached before the Rented Vehicle's fuel is exhausted, the Public Agency may obtain fuel for the Rented Vehicle from any other source. Oregon State Fire Marshal regulations prohibit non-state employees from accessing the self-service fueling at state-owned facilities unless the Public Agency has signed a Cardlock Customer Agreement.

### **Authorized and Prohibited Use**

The Public Agency shall use Rented Vehicles only in accordance with DAS Statewide Vehicle Policy and the DAS Fleet Policies found at <http://www.oregon.gov/DAS/EAM/FPS/pages/policies.aspx> and shall use Rented Vehicles only for official public business, as required by ORS 283.310(1)(b). The Public Agency shall not allow drivers of Rented Vehicles to operate them for other than official public business. Unless statutorily authorized, the Public Agency shall not allow drivers or passengers to carry firearms or transport alcohol, contraband, other illegal substances, or **marijuana (as defined in ORS 475.005)**, except as permitted by OAR chapter 125, division 155 to the extent required to accomplish official public business. The Public Agency shall not allow Rented Vehicles to be used to transport animals, except as permitted by OAR chapter 125, division 155 to the extent required to accomplish official public business, and with the prior permission of DAS Fleet. The Public Agency shall prohibit the use or consumption of any tobacco, tobacco products, or marijuana including, but not limited to, cigarettes, cigars, pipes, chew, snuff, electronic cigarettes and smokeless products, inside state vehicles or equipment.

### **Storage and Protection**

The Public Agency shall park Rented Vehicles off the public street in a reasonably secure setting. The Public Agency shall lock and properly secure Rented Vehicles at all times.

### **Reporting of Incidents; Fines and Penalties**

**Notification and Cooperation:** The Public Agency shall immediately notify the State by phone of any accidents, theft, traffic violations, and any other similar incidents involving the Rented Vehicle ("Incidents"), whether or not damage results. The current phone number for purposes of this notification is 1-800-378-0077 or any other number the State may provide to the Public Agency for this purpose. After the occurrence of any Incident, as soon as practicable, the Public Agency shall report to the State in writing, giving all information concerning the Incident, including but not limited to, the date, time, place, and circumstances of the Incident, the name of any investigating police officer, any incident report, the names and addresses of any person injured, the owners of any property damaged, the names and addresses of all witnesses, and all statements taken (the "Incident Information"). The Public Agency shall cooperate fully with the State and the police in the Incident investigation and shall cooperate with the State and its legal counsel in defense of any claim or suit that may be brought against the State or for which the Public Agency or the State may be liable, and shall not do anything to impair the defense or impair or invalidate any applicable insurance coverage. The Public Agency shall also promptly provide to the State on the State's request copies of all citations issued to any driver of a Rented Vehicle, as well as any police report, and all documentation of all Incident Information.

**Fines and Penalties:** The Public Agency shall be responsible for and shall pay (or cause its personnel to pay) all fines, penalties, and forfeitures imposed for parking or traffic violations, or for the violation of

any statute, law, ordinance, rule, or regulation of any duly-constituted public authority, which are incurred while the Rented Vehicle is in the possession of the Public Agency.

## **2.0 To use one of the state vehicles:**

1. Check with appropriate program:
  - Honda – check with Urban Lands staff to make sure they don't need it that day. Their use trumps yours.
  - Trucks & Prius – check with Rural Lands staff. Their use trumps yours.
2. Check out the Honda or Prius on the Outlook shared calendar.
3. **REMEMBER:** The public keeps a watchful eye on these vehicles. They can very easily report any misuse and poor driving using their smart phone. Treat these vehicles better than you treat your own. Never use the state vehicle for anything other than EMSWCD business. That includes stopping for a personal errand on the way to somewhere else. You are allowed to stop for a meal if it is during your work day.
4. The state vehicle should be parked overnight here at the office in the parking lot. If you feel strongly that parking it at home is necessary for a night, you must get Scot's permission and we must document the reasons why just in case there is a complaint.

3.0 After having read the entirety of this policy, provide the Facilities and Fleet Manager with the expiration date of your driver's license, the name of your insurance company and the expiration date of your policy. The instructions on how to reserve a state vehicle is outlined in this document as well.

A monthly vehicle safety checklist must be filled out by the vehicle's primary driver and turned in to the Facilities and Fleet Manager by the close of business on the first business day of each month.

A mileage/usage log must be filled out on a daily basis by anyone driving the vehicle and turned in with the vehicle checklist to Scot by close of business on the first business day of each month.

Please read **Attachment A** regarding headlights and driving.

## **3.0 Accident Procedures**

The process for accidents or damage found on a DAS vehicle (no matter how minor) is as follows:

1. While at accident site:
  - check for any injuries call for assistance (911 for serious injuries + non-emergency line to report accident if no or minor injuries).
  - exchange info with the other driver(s) involved using the "Driver Information Sheet" found in the Vehicle accident report packet in the vehicle.
  - take photos of all vehicles involved in the incident (license plate + damage).
  - Get witness information if possible
2. Report accident to supervisor.
3. Report accident to DAS Accident Coordinator: Leslie Hanson (503-373-7503) [Leslie.HANSON@oregon.gov](mailto:Leslie.HANSON@oregon.gov) or DAS Fleet (1-800-378-0077)

4. In all correspondence with the accident coordinator include in the subject of the e-mail the license plate # and the date of the incident.  
For example: 240721 DOI 7/16/2015
5. DAS will respond with a list of preferred vendors to repair the vehicle and ask you to get 2 quotes and complete the Vehicle Accident Report Packet.
6. Complete the Vehicle Accident Report Packet and submit to DAS Accident Coordinator (a packet of forms are in each vehicle and are also found at the link below):
  - Fill out State Vehicle Crash sheet
  - Fill out DMV report (if applicable)
  - Fill out internal incident form(s) (if agency has one)
7. Send quotes, photos, State Vehicle Crash sheet, internal incident form and if applicable, the DMV accident report to DAS Accident Coordinator
8. Once DAS receives the photos, reports, and quotes they will determine which vendor we will use and send an email awarding the repairs.
9. Have the vendor contact DAS Accident Coordinator once the vehicle is in their shop.
10. When the repairs are completed the vendor sends the final invoice to DAS Accident Coordinator and they will start the process for payment.
11. The agency will be billed on their monthly invoice from DAS Fleet. If the cost of repairs were below \$2500 the agency Risk Dept. will work with the other insurance company(s) to recoup the cost of repairs and if the cost was above \$2500 DAS Risk Dept. will work with the other insurance company(s).

Link to Accident Packet Info:

<http://www.oregon.gov/DAS/EGS/Risk/pages/vehicleaccidentreportpacket.aspx>

Attachment A

**Important Information Regarding Headlights:** We have had several reports of people driving vehicles with no taillights on in the dark. State Police has also contacted us with the same concern and a few people have been pulled over by Police Officers. In many newer model vehicles, the daytime running headlamps will come on even when the light control is in the "Off" position but the vehicle's taillights will not be on. It is extremely dangerous to drive in the dark with no tail lights. Please make sure you know how to work the light controls on the vehicle you are driving.

Example of 2013 and 2014 Ford Fusion, Explorer and Escape Light controls:

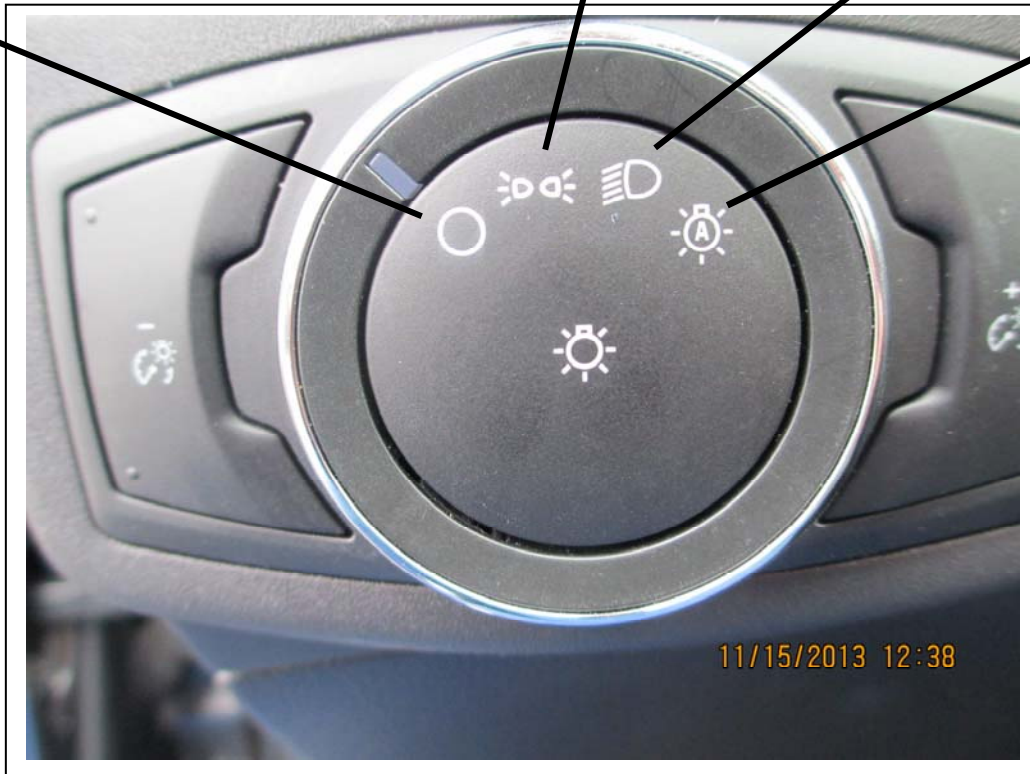
**Best to Use This One:**

"Autolamp" The headlamps will switch on and off automatically in low light situations or during inclement weather. The headlamps will remain on for a period of time after you switch the ignition off.

Off, daytime running headlamps are on **but no tail lights! Don't drive in low light or in the dark with lights in this setting**

Parking lamps, instrument panel lamps, license plate lamps and tail lamps are on **Don't drive with lights in this setting**

Headlamps, instrument panel lamps, license plate lamps and tail lamps are on



**Important Notice! Please Read**