

NDSU

STATE FLEET

MOTOR VEHICLE SAFETY

NDSU
STATE FLEET - MOTOR VEHICLE SAFETY
Safe Operating Procedure

I. General Policy

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.

By law, every state agency, institution, department, board, bureau, and commission unless exempted by the director must use the system.

Each agency is responsible for the actions of its authorized drivers and must institute proper disciplinary actions for violating the regulations.

II. GENERAL SAFETY - SAFE OPERATION

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. The license must be in the possession of the driver at all times when operating a state vehicle, and be of the appropriate class governing the vehicle being operated.
2. Operators must obey and comply with all traffic laws and regulations governing the operation of motor vehicles.

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 fileproof of financial responsibility.

3. Operators must pay, without reimbursement and as soon as possible, all illegal parking fees and traffic fines. State Fleet Services will notify agency directors of traffic violations. The agency must respond in writing to describe the disciplinary action taken to improve the operator's driving behavior.
4. Operators must immediately report all accidents involving state vehicles.
5. Drivers must use state vehicles only for conducting state business and not for personal use. Vehicles should not be taken to personal residences for overnight parking.

6. Drivers may not transport spouses, children, animals, or hitchhikers in state vehicles. Drivers may permit other than state employees to be passengers in state vehicles only if necessary to conduct state business.
7. All state employees must wear properly fastened safety belts whenever they travel in state vehicles. Compliance is required of passengers also.
8. Smoking is not allowed in any State Fleet vehicle.
9. 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.
10. Agencies/institutions with monthly assigned vehicles have the responsibility to maintain their assigned vehicles.
11. State Fleet Services will service all equipment which is original and furnished by the manufacturer in a new vehicle.
12. Drivers may not place bumper stickers or unauthorized equipment in or on state vehicles. This includes private equipment and radar-detecting devices.
13. Truck operators must replace wiper blades, light bulbs, and lenses, and other miscellaneous items. Other minor repairs and adjustments will also be done by the operator, subject to ability, tools, and knowledge.
14. State Fleet Services will furnish a shovel, an electrical cord, and a scraper for all daily pool vehicles in the winter months.
15. State Fleet cars will be plugged in at all daily motor pools in below-zero temperatures. The user will be responsible for using and retaining the extension cord after picking up the vehicle.
16. All state Fleet vehicle operators (those who drive monthly) are required to complete the four-hour National Safety Council Defensive Driving course. A refresher course will follow every three to five years.

III. Procedure

The book “**North Dakota State Fleet Services Regulations**” prepared by the ND Department of Transportation contains more detailed information regarding the state fleet motor vehicle regulations. It is the standard for NDSU’s Motor Vehicle Safety safe operating procedure.

The information provided are the minimum requirements required of all state employees.

For assistance or interpretation of the State Fleet Services Regulations, please refer to NDSU's Motor Pool/Reservations or to the North Dakota State Fleet Services in Bismarck, ND. Copies of the handbook may be obtained for either office.

The Occupational Safety and Environmental Health Office will be the reference for NDSU's Safe Operating Procedure regarding Motor Vehicle Safety.