

NOTICE OF REVISION/CHANGE
TO
POLICY & PROCEDURE MEMORANDUM #34

SUBJECT: VEHICULAR USE
TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS
EFFECTIVE DATE: JULY 1, 1985
REVISION DATE: June 1, 1987; September 27, 2010

This revision necessitates the replacement of the entire policy.



ASSISTANT SECRETARY

This is revision No. 2 of this PPM with an original effective date of July 1, 1985.

IMPORTANT:

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM #34

SUBJECT: VEHICULAR USE

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: JULY 1, 1985, Revised July 1, 1987, Revised September 27, 2010

POLICY:

It is the intention of the Office of State Parks (OSP) to increase the safety of our employees, control the employment of vehicles used in the performance of State related business, reduce the State's liability exposure, reduce loss expenses, achieve accountability, foster the safe operation of assigned vehicles, and meet the requirements of Louisiana Revised Statute 39:1543.

PROCEDURE:

It is required that each employee of the Office of State Parks become familiar and is in compliance with procedures for safe operation of fleet vehicles, home storage procedures, minimum preventive maintenance procedures, accident reporting procedures and the completion of the Daily Vehicle Log (DAMV-3/MV4/SAFETY CHECKLIST).

Operation of Vehicle and Driver Safety:

Employees of OSP must follow the Department of Culture, Recreation, and Tourism current Vehicle Operations policy. Upon hire and annually, a driving history background check will be conducted on each employee to determine whether or not the employee will be authorized to drive a state vehicle. If it is found that the employee has a personal vehicle registered in their name without proper insurance, the employee can drive a state vehicle but cannot drive their personal vehicle on state business. Employees are required to take an approved Office of Risk Management safe driving course within ninety days of hire and every three years thereafter.

Use of State Vehicles within the official domicile to obtain meals is not permitted except for:

- Investigation personnel actually on duty
- Field workers between site visits
- Bona-fide official State business meetings
- Employees who are required to accompany or be on duty with clients while on travel status

The use of State vehicles for the personal use or benefit of an individual or individuals is not permitted; including but not limited to:

- Personal errands (such as banking business, shopping), and
- Transporting of unauthorized non-state employees, and
- Use of state vehicles while not on official duties (such as leave or lunches)

If there is a need for an employee to temporarily store a state vehicle at their home (home storage), prior authorization **MUST** be obtained from the appointing authority or their designee. Approval can be granted if reasonable business needs exist. The appointing authority or their designee will review requests on a case by case basis. Written documentation (email, etc.) of the approval must be maintained in the files.

For purposes of this PPM, the appointing authority's "designee(s)" is defined as follows:

<u>Position</u>	<u>Designee(s)</u>
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Section Heads	Deputy Assistant Secretary or Assistant Secretary
Chief of Operations	Deputy Assistant Secretary or Assistant Secretary
District Managers	Parks Chief of Operations or Deputy Assistant Secretary
Park Managers	District Manager or Parks Chief of Operations
Park Staff	Park Managers with approval of District Managers
District Staff (Operations)	District Manager or Parks Chief of Operations
Asst. Chief of Resource Dev.	Chief of Resource Dev. Or Deputy Assistant Secretary
District Staff (Resources)	Assistant Chief of Resource Dev. or Chief of Resource Dev.

If it is determined that any employee requires permanent home storage, formal request will be made to the State Fleet Manager by the appointing authority or their designee. The request of the State Fleet Manager must be resubmitted annually.

If there is a need to transport non-state employees, prior authorization **MUST** be obtained from the appointing authority or their designee using a "Hold Harmless Agreement" Form. The completed form must be submitted before the transport begins.

It is the responsibility of the driver of the vehicle to inspect the vehicle before each departure. A check list is included on the Daily Vehicle Log.

Supervisors responsible for vehicles and utilize the Computerized Maintenance Management Software (COGZ) will enter into this system any maintenance, service, and repair performed on a vehicle. The original paperwork will remain on file with the supervisor.

All supervisors and mangers are responsible for ensuring that employees are properly authorized to drive **BEFORE** allowing them to drive on state business.

FORMS:

There are four (4) basic forms that will be used to document compliance with this policy and procedure. These forms are the Authorization/Driving History Form, Annual Home Storage, Daily Vehicle Log (DAMV-3/MV4/SAFETY CHECKLIST), and Hold Harmless Agreement Form. The following is an explanation of how these forms are to be used by the Office of State Parks personnel.

1. Authorization/Driving History Form (DA 2054) (Exhibit A) – This form is an acknowledgement of responsibility for drivers of state-owned vehicles. This form is to be filled out by every employee of the Office of State Parks. New employees will complete this form and submit with their personnel paperwork. Thereafter, employees complete this form and submit this form as requested for review of their driving records.
2. Annual Home Storage – This form is required for requesting annual home storage of an assigned vehicle to an employee. Before making the request, the employee must have prior approval of the appointing authority or their designee. The fleet manager will complete the form electronically and submit to the State Fleet Manager.
3. Hold Harmless Agreement Form (Exhibit B) – This form is used to request permission to transport non-state employees in a state vehicle. This form must be completed and forwarded to the appointing authority of their designee for approval. Prior approval must be received.
4. Daily Vehicle Log (DAMV-3/MV4/SAFETY CHECKLIST) (Exhibit C & D) – This form is to document vehicle usage, cost record, and safety inspection for all vehicles. The form is completed after each use and completed at the end of each month. The forms are due in to the Administrative Office, Operations Section by the fifth of the following month.

Reading the columns on the form from left to right will be filled out as follows:

- A. License Plate, Serial Number (VIN), Property Control Tag Number, Make, Model, and Year have been completed for you. You must fill in the beginning odometer reading, month, and year.

- B. The personally assigned and home-stored boxes have been filled in.
- C. Beginning Odometer – Beginning reading will be recorded at the beginning of the month. This is the same as the previous months ending odometer reading.
- D. Date – Enter the date when the vehicle is actually used.
- E. Trip Ending Reading and Trip Mileage – The ending mileage for the trip which the vehicle was used is entered here. The difference from the ending of this trip and the previous trip will be entered as trip mileage. Only whole numbers (**No** tenths of a mile) is to be entered for mileage readings. Overnight trips are logged daily if the vehicle is used.
- F. Fuel – Number of gallons and total cost will be entered each time fuel is added to the vehicle from bulk fuel, credit card purchases, or Fleet Management purchases. Bulk fuel will be indicated with a capitol “B”, credit card purchases will be indicated with a capitol “C”, and Fleet Management will be indicated with a capitol “V”. If a vehicle is fueled multiple times in one day, each must be entered on separate lines on the log. Receipts **MUST** be included when logs are submitted; include the asset number (which can be found on the vehicle log) on the receipt.
- G. Maintenance and Repair Costs – Place costs for PREVENTATIVE MAINTENANCE (Oil changes, filter changes, tune engine, etc.) and/or NON-MAINTENANCE REPAIR COSTS (tire repair, air conditioner repair, etc.) from the back side of the form into the appropriate area on the front of the form.
- H. Other costs – Place costs (car wash, parking, inspection, etc.) from the back side of the form into appropriate space on the front of the form.
- I. Down Days – Indicate only if the vehicle was inoperable.
- J. Driver Initials – The person driving the vehicle **MUST** be the one initialing here. (Vehicle may be driven by several different drivers, and each must initial the log pertaining to the trip(s).
- K. Locations Where Trip Began, Etc. – This is to be filled out when the vehicle is used. The driver begins with the origination of the trip(s); all points visited; where trip ended; purpose of trip (meeting site visit, etc.). If the park abbreviations are used; they must be from the approved abbreviation list. All other abbreviations must be defined.
- L. Fill in the final odometer reading where indicated. This should be recorded on the last day of the month, at the end of the day. This reading is the same as the trip ending reading of the last vehicle’s last trip.
- M. Bring down all totals. If the total is “0”, fill in “0.00”. For days, fill in “00”. If the travel for the month requires multiple pages, the totals are to be entered only on the last page.
- N. Signature; Authorized supervisor must sign.
- O. Expenses for the Month; this will be a total of the expenses listed at the bottom of the form.

On side two of the Daily Vehicle Log (DAMV-3/MV4/SAFETY CHECKLIST).

- A. Vehicle Safety Inspection Checklist: The inspection before departure checklist is to be performed by the driver before each departure. The items listed as monthly need to be checked once a month, the person performing this must initial and date the form within this area of the form.
- B. Record Only Non-Maintenance Repair and Other Costs: The sections must be completed correctly by column along with the proper descriptions of work performed.

1. **Non-Maintenance-Repair Costs:** In this area include any maintenance cost which is not recorded in the preventative maintenance section of this form. The total, by date, including any preventative maintenance performed is logged on side one in the Maintenance & Repair column under the date the work was performed. If the work is performed by park staff, indicate occurrence. Supplies purchased in bulk must also be indicated. Receipts for work and supplies **MUST** be attached. Include asset number (which can be found on the vehicle log) on each receipt. This information will be entered in the Computerized Maintenance Management Software (COGZ).
2. **Non-Maintenance – Other Costs:** In this area include costs which are not maintenance expenditures such as car washes, inspections, etc. The total, by date are logged on side one in the Other Cost Column under the date the work was performed. Include the asset number on each receipt. Receipts for work and supplies **MUST** be attached. Include asset number on each receipt.
- C. **Preventative Maintenance Record:** This section is for listed, required, and scheduled preventative maintenance on the vehicle. Complete all required line items in this section. Follow the owner's manual for the required intervals that the maintenance is to be performed. The total for the same date including any Non-Maintenance Repair Costs is logged on side one in the Maintenance and Repair column under the date the work was performed. If the work is performed by the park staff, indicate this occurrence. Supplies purchased in bulk must also be indicated. Receipts for work and supplies **MUST** be attached. Include asset number (which can be found on the vehicle log) on each receipt. This information will be entered in the Computerized Maintenance Management Software (COGZ).

All receipts for non-bulk fueling and service work are attached to the log. Receipts are to be in order by date and attached to a letter (8 ½ x 11) size sheet of paper. More than one receipt may be attached to a page, but not on the backside. Do not put tape over ink. Include asset number on each receipt.

Authorization and Driving History Form

Name: _____

Address: _____

City: _____

Class License: _____

Issue Date: _____

Drivers License No: _____

License Office No.: _____

Expiration Date: _____

Date of Birth: _____

Date of Hire (current job): _____

Employed By: _____

Section: _____

Job Title: _____

Unit: _____

Immediate Supervisor's Name: _____

Is it this employee's primary purpose to drive vehicles? _____

Is a current Official Driving Record attached? _____

Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? _____

Date of last Driver Training Course? Month _____ Day _____ Year _____

Class of License:

Endorsements:

Restrictions:

A: Combinations Vehicle : ()

B: Heavy Straight Vehicle: ()

C: Light Vehicle : ()

D: Commercial Vehicle : ()

E: Personal Vehicle : ()

T: Double Trailer : ()

P: Passenger Vehicle : ()

N: Tank Vehicle : ()

H: Hazardous Material : ()

X: Combination N+H : ()

L: Airbrakes : ()

Others : ()

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2). I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Employee Signature

Date

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

Agency Head
(or designated individual)

Date of Authorization



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Risk Management

HOLD HARMLESS AGREEMENT

By signing this document, I agree to the following:

In consideration of the benefit received from my driving, or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof, I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my presence in said vehicle. I further release and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my driving or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof.

Print Name _____

Signature _____

Date _____

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An Equal Opportunity Employer

Document Revision Date 03/23/2010

*SIGNATURE AND/OR DRIVER'S INITIALS INDICATE INSPECTION AND MAINTENANCE NOTED ON REVERSE SIDE WAS COMPLETED BEFORE DEPARTURE AND/OR AT INTERVAL REQUIRED.

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)
AUTHORIZED SUPERVISOR
TITLE

VEHICLE SAFETY INSPECTION CHECKLIST

Inspect before departure: Warning lights (example, maintenance required / service engine) Fluid leaks around vehicle Turn signals, brake lights & brakes	Headlights, flashers & horn Gauges for fuel, engine status, temperature, etc. Tire inflation and condition Wiper operation (for wet weather travel)	Check for loose items / potential projectiles Housekeeping, especially driver's foot area Exterior body (dents or pronounced scratches) Windshield (cracks)
Monthly: Check fluid levels: coolant, battery water (if applicable), brake master cylinder, transmission, power steering, oil		
Safety Inspection Remarks:		

RECORD ONLY NON-MAINTENANCE REPAIRS & OTHER COSTS IN THE FIRST TWO SECTIONS.

Date	Vendor	Odometer	NON-MAINTENANCE	REPAIR COSTS: Nature of Cost (tires, alternator, starter, etc.)	\$ Parts	\$ Labor	\$ Total
Total Repair Costs :							

Date	Vendor	Odometer	NON-MAINTENANCE	OTHER COSTS: Nature of Cost (Inspection Sticker, car washes, etc.)	\$ Parts	\$ Labor	\$Total
Total Other Costs:							

Preventive Maintenance (e.g. oil changes, air filters, fuel filters and transmission fluid change) should be recorded below

PREVENTIVE MAINTENANCE RECORD								
Write the odometer reading and date in the appropriate box when maintenance is performed, then initial each item completed.								
EACH COST MUST BE LISTED SEPARATELY.								
Mileage Interval	Maintained items. Perform by visual checks on all needed maintenance as indicated (check/initial)	Initial	Date Performed	Odometer	Vendor	\$ Parts	\$ Labor	\$ Total Cost
See Operator's Manual	Change engine oil and filter							
	Lubricate all grease fittings, hinges & latches							
	Replace air filter							
	Check clutch pedal free-play							
	Clean battery posts and clamps							
	Rotate tires							
	Check PCV valve and exhaust system							
	Tune engine – replace plugs, adjust carb, check timing							
	Remove all wheels and inspect brake linings							
	Change automatic transmission fluid and filter							
	Replace wheel bearings							
	Replace fuel filter							
Comments / Recommended repairs or adjustments not covered by this PM:								