

# North Dakota State Fleet Services Policy Manual 2016



Prepared by

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

BISMARCK, NORTH DAKOTA

[dot.nd.gov](http://dot.nd.gov)

**STATE FLEET SERVICES**

[dot.nd.gov/government/government.htm](http://dot.nd.gov/government/government.htm)

To: All State Agencies and Institutions

The mission of the North Dakota Department of Transportation is to safely move people and goods. In keeping with this, the mission of State Fleet Services is to provide high-quality motor vehicle transportation to state agencies and institutions at the lowest cost possible.

We continually strive to maintain quality relationships with our customers and business associates.

I hope this *State Fleet Services Policy Manual* will help you understand the policies and procedures of the North Dakota State Fleet and will enable you to travel more safely on our state roadways. It is our pleasure to serve the citizens of North Dakota.

Sincerely,

A handwritten signature in cursive script that reads "Grant Levi".

Grant Levi, P.E., Director  
North Dakota Department of Transportation

## Mission

The mission of State Fleet Services is to provide safe, high-quality motor vehicle transportation to state agencies/institutions.

## Values

How we accomplish our mission is as important as the mission itself. These basic values are fundamental to Fleet Services' success.

### People

People are our strength. They provide intelligence and vitality, and determine our reputation. Involvement and teamwork are our core human values.

### Services

Our services are the end results of our efforts, and we owe our customers the finest service possible. As our services are viewed, so are we viewed.

### Cost efficiency

Providing quality motor vehicles at the lowest cost possible is crucial. Cost efficiency is essential for the citizens of our state.

# Guiding Principles

**Customer service** is the focus of everything we do.

**Customers are our partners.** We maintain mutually beneficial relationships with our customers and other business associates.

**Employee involvement** is a way of life. We are a team. We treat each other with trust and respect.

**Integrity is never compromised.** The conduct with our customers must be responsible and command respect. Integrity cannot be compromised for any reason.

**Quality comes first.** To achieve customer satisfaction, the quality of our services is our number one priority.

**Continuous improvement** is essential to our success. We strive for excellence in our human relations, services, and cost effectiveness.

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## Introduction

All State Fleet Services users must familiarize themselves with the policy and procedures outlined in this policy manual. This policy manual, along with additional information, printable forms, and division personnel is listed on our website. You may also contact a State Fleet representative at the following:

State Fleet Services  
608 East Boulevard Avenue  
Bismarck, ND 58505-0700

Phone: 1-701-328-1434

Fax: 1-701-328-2514

[www.dot.nd.gov/divisions/fleet/statefleet.htm](http://www.dot.nd.gov/divisions/fleet/statefleet.htm)

The North Dakota Department of Transportation (NDDOT) will consider every request for reasonable accommodation to provide:

- Accommodation for people with disabilities.
- Language interpretation for people with limited English Proficiency (LPE).
- Translation of written material necessary to access NDDOT programs and information.

To request accommodations, contact Civil Rights Division, NDDOT, at 701-328-2978 or [civilrights@nd.gov](mailto:civilrights@nd.gov). TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

Additionally, the Request for Reasonable Accommodations form, (SFN 60135) can be accessed at the following NDDOT website location: <http://www.dot.nd.gov/forms/sfn60135.pdf>

# STATE FLEET SERVICES

## State Law

24-02-03.3. Central management system for all state-owned licensed motor vehicles.

1. The director shall establish within the department a central vehicle management system to regulate the operation, maintenance, and management of all motor vehicles owned or leased by the state subject to registration under chapters 39-04 and 39-05. Upon the request of a state agency and an agreement between the agency and director for the use of the motor vehicle-related equipment, the director may purchase or lease motor vehicle-related equipment and include that equipment within the system. The director shall provide a uniform method of documenting the use and cost of operation of motor vehicles and motor vehicle-related equipment in the system. The director shall advise the director of the office of management and budget as to the need to acquire or dispose of system motor vehicles. The specifications for highway patrol vehicles to be acquired may be set by the highway patrol superintendent. Every state agency, institution, department, board, bureau, and commission unless exempted by the director must use the system. At the request of the director of the North Dakota agricultural experiment station, certain vehicles used in farming operations at the agronomy seed farm and branch research centers shall be exempt from the requirements of this section. However, an agency, institution, department, board, bureau, or commission may authorize the use of an employee's personal motor vehicle pursuant to subsection 4 of section 54-06-09.
2. The director may enter into an agreement with a state employee who has a disability requiring a specially-equipped vehicle to pay a mileage rate greater than the rate established in section 54-06-09 for the employee's use of the employee's specially-equipped motor vehicle while conducting state business. The rate must be based on the rate provided in section 54-06-09, increased by the actual cost per mile caused by the special equipment, and may not exceed the cost associated with the special equipment expressed as the new value plus the depreciated fair market value in eight years divided by two, divided by 20,000 miles.
3. Each entity required to use the system shall submit records of the operation of each vehicle as directed by the director.
4. The director may enter an agreement for the use of the motor vehicle-related equipment with the North Dakota museum of art established in section 54-02-11.

**39-01-02. Motor vehicles owned or leased by the state to display name on side of vehicles - Exceptions - Penalty.** All motor vehicles owned and operated by the state, except vehicles under the control of the central vehicle management system and the official vehicle for use by the governor,

**must have displayed on each front door the words NORTH DAKOTA.**

The words must be in letters four inches [10.16 centimeters] in height. Two and one-half inches [6.35 centimeters] directly below those words there must be printed in letters one and one-half inches [3.81 centimeters] in height the name of the state agency owning or leasing the motor vehicle. The width of the display required by this section must be proportionate to the required height. The color of the lettering must be in clear and sharp contrast to the background. The state auditor shall include in the auditor's report to the governor and the legislative assembly any instance of noncompliance with this section. The above requirements and the requirements for no smoking signs do not apply to vehicles operated by a state entity that engages in investigatory activities. The central vehicle management system vehicles must display a window decal designed by the director. The state highway patrol and all peace officers of this state shall enforce this section.

**39-01-03. Motor vehicle owned by the state, North Dakota art museum, or an international peace garden not to be used for private use or in political activities.** A person, officer, or employee of the state or of any department, board, bureau, commission, institution, industry, or other agency of the state, or person, officer, or employee of the North Dakota art museum, or of any entity located upon the international boundary line between the United States of America and Canada used and maintained as a memorial to commemorate the long-existing relationship of peace and good will between the people and the governments of the United States of America and Canada and to further international peace among the nations of the world, may not use or drive any motor vehicle belonging to the state or to any department, board, bureau, commission, institution, industry, or other agency of the state, or person, officer, or employee of the North Dakota art museum, or of any entity located upon the international boundary line between the United States of America and Canada used and maintained as a memorial to commemorate the long-existing relationship of peace and good will between the people and the governments of the United States of America and Canada and to further international peace among the nations of the world, for private use, or while engaged in any political activity.

**39-01-04. Political activity defined.** The term "political activity" as used in this chapter includes any form of campaigning or electioneering, such as attending or arranging for political meetings; transporting candidates or workers engaged in campaigning or electioneering; distributing campaign literature, political guide cards, or placards; soliciting or canvassing for campaign funds; transporting electors to the polls on election day; and any other form of political work usually and ordinarily engaged in by state officers and employees during primary and general election campaigns.

**54-06-09. Mileage and travel expense of state officers and employees.**

1. State officials, whether elective or appointive, and their deputies, assistants, and clerks, or other state employees, entitled by law to be reimbursed for mileage or travel expense, must be allowed and paid for mileage and travel expense.

- a. For each mile [1.61 kilometers] actually and necessarily traveled in the performance of official duty when the travel is by private airplane, the individual is entitled to a sum equal to one and one-half times the mileage reimbursement amount established under subdivision c for travel by motor vehicle. Mileage by private aircraft must be computed by actual air mileage when only one state employee or official is traveling; if two or more state employees or officials are traveling by private aircraft, the actual mileage must be based on the road mileage between the geographical points. Reimbursement for private airplane travel must be calculated as follows:
    - (1) If reimbursement is for one properly authorized and reimbursable passenger, reimbursement must be paid on a per mile basis as provided in this subsection.
    - (2) If reimbursement is claimed for a chartered private aircraft, reimbursement may not exceed the cost of regular coach fare on a commercial flight, if one is scheduled between the point of departure, point of destination, and return, for each properly authorized and reimbursable passenger on the charter flight; or, where there is no such regularly scheduled commercial flight, the actual cost of the charter.
  - b. Except as provided in subdivision a, when travel is by rail or certified air taxi commercial operator or other common carrier, including regularly scheduled flights by airlines, the individual is entitled to reimbursement for the amount actually and necessarily expended therefor in the performance of official duties.
  - c. The director of the office of management and budget shall adopt policies establishing mileage reimbursement for actual and necessary travel in the performance of official duty when the travel is by motor vehicle, the use of which is required by the employing entity. The director shall amend the policies when necessary to set reimbursement at the same rate as established by the United States general services administration for privately owned vehicles.
2. No reimbursement may be paid for leased private aircraft, except for leased or rented private aircraft from a recognized fixed base aviation operator who is in the business of leasing and renting private aircraft and is located on an airport open for public use.
  3. If only one person engages in such travel in a motor vehicle exceeding at any geographical point three hundred miles [482.80 kilometers] beyond the borders of this state, reimbursement is limited to eighteen cents per mile [1.61 kilometers] for miles driven in excess of six hundred miles [965.60 kilometers] of round trip out-of-state travel.
  4. An official, deputy, assistant, clerk, or other employee, when required to travel by motor vehicle or truck in the performance of official duty, shall use a state-owned vehicle whenever possible unless exempted under

section 24-02-03.3. However, an agency, institution, department, board, bureau, or commission may allow use of an official's, deputy's, or employee's personal motor vehicle in circumstances authorized by the official, deputy, or the employee's supervisor. If personal motor vehicle use is authorized under this subsection, the agency may also allow mileage reimbursement at a rate less than that otherwise provided in this section. When official travel is by motor vehicle or airplane owned by the state or by any department or political subdivision of the state, no allowance may be made or paid for such mileage, except that governmental entities may share expenses when officials or employees of those entities travel in the same motor vehicle or aircraft.

5. Notwithstanding the other provisions of this section, state employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding at least thirty consecutive days, must be allowed and paid forty-five cents per mile [1.61 kilometers] for each mile [1.61 kilometers] actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, and the three-hundred-mile [482.80 kilometers] restriction imposed by subsection 3 does not apply.
6. Before any allowance for any such mileage or travel expenses may be made, the official, deputy, assistant, clerk, or other employee shall file with the employee's department, institution, board, commission, or agency an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, institution, board, commission, or agency. The statement must be submitted to the employee's department, institution, board, commission, or agency for approval and must be paid only when approved by the employee's department, institution, board, commission, or agency.

## General Regulations for Operators

**Definition:** Only state employees and individual approved students or volunteers 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 NDCC Chapters 39-04 and 39-05. In addition to the window decal required by NDCC 39-01-02, all State Fleet vehicles, unless exempted by statute, will display official license plates beginning with "SF" followed by the property number assigned by State Fleet Services so all State Fleet vehicles can easily be identified.

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. If residency has been established in an adjoining state, that state's driver's license is valid. If an employee has an out-of-state license and

becomes a resident of North Dakota, he or she has 60 days under NDCC 39-06-02 to get a valid North Dakota driver's license. 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. Temporary work permits issued by NDDOT because of a recent Drivers License suspension are acceptable.

2. **Acceptable Driver's License.** It is legal for an individual who has a driver's license from another country to drive a state vehicle, as stated in North Dakota (NDCC 39-96-02). State Fleet requires each driver must have a valid and current driver's license issued by a state of the United States; a state of Mexico; or a province in Canada. If the driver has a license issued by a foreign country (other than Mexico or Canada) the driver must provide a valid and current driver's license from their country of residence and a valid and current International Driver's Permit.
3. **Only state of North Dakota employees are authorized to operate state, rented, or leased/courtesy vehicles while conducting state business.** Some volunteers, including higher education students, if acting in an official capacity on behalf of the state, and students required to drive for educational programs may be considered temporary employees and are allowed to use state vehicles for those purposes. Drivers must possess a valid driver's license.
4. **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 file proof of financial responsibility (SR-22).
5. **Operators must pay, without reimbursement** and as soon as possible, all illegal parking fees, toll fees, and traffic fines. State Fleet Services will notify the agency/institution when a fine has been received in the State Fleet office.
6. **Operators must immediately report all accidents or damage** involving state vehicles within 24 hours of the accident. The driver must complete the online version of the Risk Management Fund Motor Vehicle Accident Report. (See [SFN 51301](#), page 52.) (See [Collisions/Vehicle Damage](#), page 20.) If the vehicle is assigned to the agency, **the driver or driver's agency is responsible to contact the NDDOT shop foreman to get vehicle repaired.**
7. **Operators must use state vehicles only for conducting state business** and not for personal use. Commuting is defined as a state employee driving a state vehicle to and from his or her residence and place of employment. This practice is considered using a state vehicle for personal use, which is a violation of state law. Vehicles should not be taken to personal residences for overnight parking. (NDCC 39-01-03) If commuting has been approved ([SFN 19525](#)) by State Fleet, for official state business,

agencies must comply with IRS publication 15-B to apply possible fringe benefits. The state-owned vehicle may NOT be parked in a garage at a personal residence, rental unit or multi-unit apartment complex, unless approved according to the criteria listed below.

State agencies/institutions with responsibilities requiring 24-hour response to emergencies may instruct employees that are needed for those emergency contingencies, to commute for official state business only. Use of the state-owned vehicle by a non-state employee is prohibited. If necessary and approved by the agency to fulfill emergency job responsibilities or to facilitate critical agency functions, the state-owned vehicle may be parked in a personal residence garage (when not in official use) after an assessment of the structure and surrounding area has been conducted by the employee and the supervisor. The assessment form (SFN 58652) must be kept on file at the agency as long as the vehicle is being garaged. The garage and surroundings must be reassessed annually. The agency must verify the employee maintains insurance on the structure and may not approve the use of any garage attached to a multi-unit building.

8. **Operators may not transport their spouses, children, animals, or hitchhikers** in state vehicles. Some non-employees may be authorized to ride in State Fleet vehicle if necessary for “official state business” (i.e., to further the business purpose of the program, agency, or state).
9. **All occupants must wear properly fastened safety belts** whenever they travel in state vehicles. The operator must verify compliance and remind all passengers of the required seat belt policy.
10. **Smoking in a State Fleet vehicle is prohibited by law.** (See NDCC 23-12-09 through 23-12-11.)
11. NDDOT fleet policy forbids possessing or displaying a weapon of any type while using NDDOT facilities or while operating a State Fleet vehicle, unless specifically authorized by state law or the employing agency.
12. **Text messaging while driving or operating a state fleet vehicle.** Deadly crashes involving drivers distracted by text messaging highlight a growing danger on the roads nationwide. Text messaging causes drivers to take their eyes off the road and at least one hand off the steering wheel, endangering themselves and others.

**State employees shall not engage in text messaging while driving a state government fleet vehicle.** (See below for state law.)

**39-08-23. Use of a wireless communications device prohibited.**

1. The operator of a motor vehicle that is part of traffic may not use a wireless communications device to compose, read, or send an electronic message.
2. Under this section:
  - a. “Electronic message” means a self-contained piece of digital

communication that is designed or intended to be transmitted between physical devices. The term includes email, a text message, an instant message, a command or request to access a worldwide web page, or other data that uses a commonly recognized electronic communications protocol. The term does not include:

- (1) Reading, selecting, or entering a telephone number, an extension number, or voice mail retrieval codes and commands into an electronic device for the purpose of initiating or receiving a telephone or cellular phone call or using voice commands to initiate or receive a telephone or cellular phone call;
- (2) Inputting, selecting, or reading information on a global positioning system device or other navigation system device;
- (3) Using a device capable of performing multiple functions, such as fleet management systems, dispatching devices, smartphones, citizen band radios, music players, or similar devices, for a purpose that is not otherwise prohibited;
- (4) Voice or other data transmitted as a result of making a telephone or cellular phone call; or
- (5) Data transmitted automatically by a wireless communication device without direct initiation by an individual.

b. "Traffic" means operation of a motor vehicle while in motion or for the purposes of travel on any street or highway and includes a temporary stop or halt of motion, such as at an official traffic-control signal or sign. The term does not include a motor vehicle that is lawfully parked.

3. This section does not apply if a wireless communications device is used for obtaining emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard or to prevent a crime about to be committed, in the reasonable belief that an individual's life or safety is in immediate danger, or in an authorized emergency vehicle while in the performance of official duties.

13. **Drivers are responsible for securing the vehicle and its contents.** Always remove keys and lock the vehicle when unattended to prevent theft of contents and/or vehicle theft. This includes when parked in a building. Failure of the driver to secure the vehicle exposes the agency/institution to the risk of being held responsible for all costs of recovery and damages up to and including the current value of the state fleet vehicle.
14. **Each agency/institution is responsible for the actions of its authorized drivers** and must institute proper disciplinary actions for violating the regulations. Additionally, each agency/institution must reimburse State Fleet Services for:

- a. The cost of repairs for damages resulting from an employee's or unauthorized user's gross negligent driving or misuse, to include continuing to drive a vehicle while mechanical warning lights are on and a mechanical failure occurs.
- b. The cost of repairs for damages resulting from other than normal over-the-road operations.
- c. The cost to repair a vehicle when the wrong fuel type is pumped into the vehicle.
- d. Collision damage resulting from the operator using the vehicle for purposes other than state business.
- e. Locksmith/replacement key charges if keys are lost or locked in the vehicle.
- f. Any loss or damages from the theft of a vehicle caused by driver/agency negligence.

State Fleet Services will notify the agency/institution fleet contact of all violations.

- 15. **Complaints.** All complaints received from the public or otherwise by State Fleet Services for misutilization, driver behavior, speeding, traffic violation, etc., will be documented. Complaints will be forwarded to the agency/institution that was in possession of the state vehicle at the time of complaint for awareness and, if necessary, driver discipline.
- 16. **Vehicles with wheelchair securement devices.** The state may be liable if wheelchair securement devices are not used according to the Americans With Disabilities Act (ADA) regulations. All State Fleet vehicles using wheelchair securement devices will include a minimum of a three-point attachment. It is the driver's responsibility to make sure that all securement devices are secured to the frame of the wheelchair and along the adjustment bar before starting the vehicle.
- 17. **Agencies/institutions with monthly assigned vehicles** have the responsibility of maintaining their assigned vehicles. This includes daily vehicle checks and insuring the Preventive Maintenance (PM) services are performed and that manufacturer recalls are completed in a timely fashion. Invoices must be submitted to State Fleet. A current outline of the mandatory PM schedule can be found on the State Fleet Services website [www.dot.nd.gov/divisions/fleet/statefleet.htm](http://www.dot.nd.gov/divisions/fleet/statefleet.htm). Daily vehicle checks include checking fluid levels and visually checking for tire condition, body damage, fluid leaks, etc. In addition, the vehicle is to be maintained for cleanliness, both interior and exterior. State Fleet will not pay for interior cleaning. Any vehicles requiring a professional interior cleaning will be at the agency expense. Vehicle car wash tickets can be obtained from the dispatch locations and the NDDOT district shops during working hours. All receipts for any vehicle repair or maintenance must be sent to the DOT Shop or State Fleet.

18. **State Fleet Services will service all equipment which is original** and furnished by the manufacturer in a new vehicle. The transfer of special state-owned equipment such as two-way radios, toppers, etc., is the agency's responsibility. The initial installation of new equipment into vehicles already in service is the user's responsibility upon approval from State Fleet. Servicing of the above will not be at Fleet Services' expense.
19. **Drivers may not place bumper stickers or unauthorized equipment in or on state vehicles.** This includes private equipment such as antennas, radios, speakers, etc. Radar-detecting devices are not allowed in state vehicles. Magnetic signs, decals, lettering or wraps may be allowed with the approval of State Fleet. Any damage to the vehicle stemming from these items will be the responsibility of the agency to make the required repair.

**OnStar, or equivalent, and/or Satellite radio.** If vehicle is factory equipped with these items, State Fleet will not pay for fees to renew initial free services. The driver or agency may set up a personal account, however they should be aware that State Fleet manages the vehicle and may move it to another agency at any time.

Some additional items or accessories that are not furnished by the manufacturer as original equipment may be purchased upon approval of Fleet Services. See Accessory Equipment Policy chart ([page 26](#)) for guidelines.

20. **State Fleet Services will furnish a shovel**, an electrical cord, and a scraper for all daily motor pool vehicles only in the winter months. Other winter survival gear may be provided by the user agency/institution.
21. **All agencies/institutions with monthly assignments** must provide their own equipment (listed in number 20) at their own expense. This includes winter survival kits.
22. **State Fleet cars will be plugged in at all daily motor pools**, when possible, in below-zero temperatures. The user will then be responsible for using and retaining the extension cord after picking up the vehicle. When using the block heater overnight, place the front tire on the cord when plugging in to prevent theft.
23. Trucks and light vehicles should not be allowed to idle for more than five minutes. When a vehicle is started in cold weather, it is acceptable to let it idle while clearing the windows of frost/ice/snow. **Do not leave vehicle unattended while idling. It is an unnecessary exposure to risk of theft.** It is better and more efficient to begin driving the vehicle at a reduced speed to assist in the cold-weather warm up.

## Daily Motor Pool Transportation Request

State agency/institution personnel requiring the use of a state vehicle should call the dispatcher's office with as much advance notice as possible, at one of the nine daily motor pools throughout the state.

A one-time set-up of primary information is required on all state motor pool users. (SFN 58997, page 48) Once you are set up as a user, the only information required to reserve a vehicle will be the destination, reservation date and time of pickup, the return date and time of drop off, and the number of people traveling. All drivers who will be fueling state vehicles are required to get a driver ID number. Please go to the website under Driver ID Card Request Instructions and follow the steps to obtain a driver ID number.

State Fleet Services has daily motor pools in several cities. See table and maps on [pages 29-44](#) for locations and hours.

State vehicles may be used for out-of-state travel at the agency/institution's discretion. The state vehicle credit card is valid at most major fuel retailers in the United States, but before filling the vehicle, drivers should verify that the credit card will be accepted. Check with State Fleet Services, or your agency/institution contact for Canada travel.

Fleet Services dispatchers will determine the availability of vehicles for a particular day. If vehicles are available, short trips will be granted. Personal transportation should be used if no vehicles are available.

Motor pool reservations can be made for no more than one week periods, unless otherwise approved by State Fleet. Consecutive week reservations will not be allowed unless approved by a fleet manager.

## **Online Reservation System**

State agency/institution personnel who are set up in the motor pools statewide can now go online to make/change/view reservations.

From the NDDOT website ([www.dot.nd.gov](http://www.dot.nd.gov)) go to the business section and click onto State Fleet Services. From the State Fleet website, click onto "Motor Pool Online Reservation." Once you are at the reservation portal, click onto the "Motor Pool Online Reservation Portal." Enter your employee ID number and login.

Your employee information should appear on the screen. At this point you may change your information, update existing information or make new reservations.

## **Check-Out Procedure**

The agency/institution user comes to the motor pool dispatch office to check out a vehicle that has been reserved. The user is required to show a valid driver's license at time of checkout. Driver is given a set of keys, a packet containing Fleet Services Policy Manual and other travel information, the vehicle's credit card and two identical dispatch sheets which must be signed and dated before the vehicle is released to the user.

## Check-In Procedure

Upon returning the vehicle to the daily motor pool, the user will record the ending mileage on both dispatch forms. If the odometer fails, estimated mileage must be recorded. The user is also responsible for refueling, removing personal refuse, and vacuuming the vehicle. The user must also note or disclose any mechanical or body damage to the dispatcher.

If a vehicle is returned when the dispatcher's office is unattended, put one of the dispatch forms, keys, and credit card into the packet and place in the night drop box. **The driver may keep the other copy of the dispatch form for their agency/institution use.**

## Rideshare

A special effort should be made to share with other agencies/institutions when several agencies/institutions are attending the same meeting or seminar. We should try to keep the total number of vehicles to a minimum by using 7- to 15-passenger vans.

For further information in regards to the Rideshare program, please contact the Motor Pool office in the location that you are wishing to Rideshare from or you may contact the State Fleet Motor Pool office in Bismarck. (See [page 29](#) for addresses and phone numbers.)

State Fleet Services encourages all state agencies/institutions to participate in the Rideshare program to reduce transportation costs. Daily pool vehicle costs are billed at a percentage of the total cost to the agency/institution in proportion to the number of occupants.

For example, if two people from two different agencies/institutions used Rideshare, the billing is 50 percent of the total cost to each agency/institution.

## Use of Fleet Vehicles

State Fleet Services will annually monitor the use of all agency/institution monthly assignments. Fleet Services will pay particular attention to vehicles traveling less than 5,000 miles per year. Daily use and location may justify a monthly assignment. In some cases, the use of personal vehicles for transportation may be the most cost-effective method. Combining work activities and vehicle sharing with others can reduce the number of under-used fleet vehicles.

## Monthly Assignments

**Definition:** Motor vehicles assigned to agency/institution for at least one month are considered a monthly assignment.

Agency/institution with monthly assigned motor vehicles are responsible for their care and daily servicing. This includes exterior and interior cleaning, refilling all fluids, checking oil and fluid levels, time to take vehicles to garages, etc. See General Regulations for Operators, [number 17, page 9](#).

Requests for monthly assigned vehicle must be made online using SFN 60558 (<https://eforms.nd.gov/lfserver/SFN60558>) (see page 56) and submitted to the agency's fleet manager for review. Requests for specialized vehicles can be submitted to State Fleet. The director has the discretion to exempt them from the fleet.

Two sets of keys will be provided. Extra keys will be at the agency's expense. A minimum of two ignition keys and key fobs must be turned in with vehicle or the agency will be charged for cost of a replacement. Valet keys will not be accepted in place of ignition keys.

The costs associated with preventive maintenance and all other repairs are to be charged on the applicable credit card or a purchase order must be created. Receipts must be submitted to the State Fleet office or district shop. State Fleet does not pay taxes on repairs and parts. If taxes are charged, it will be the agency/user responsibility to go back to the merchant for credit.

The billing mile/hour begins with the delivery point for a new vehicle. When a vehicle is to be turned in, the using agency/institution must pay for the miles/hours to the required turn-in location. Broken odometer or hour meters on State Fleet vehicles must be repaired immediately.

At the end of each month, agencies/institutions that have monthly assigned vehicles are responsible for entering the monthly mileage in the Billing Usage System (BUS). Usage entry must be completed by 5 p.m. (CT) on the second working day of the following month. When a monthly assignment is driven by or shared by more than one agency/institution, complete SFN 2186, (page 51), available in book format from State Fleet Services. Each user must list the beginning and ending mileage of each use. The agency/institution that is assigned the vehicle must enter the usage in the BUS for all users. If there is no usage for the month, do not enter an ending mileage in the BUS. See website [www.dot.nd.gov/divisions/fleet/statefleet.htm](http://www.dot.nd.gov/divisions/fleet/statefleet.htm).

## **Temporary or Seasonal Vehicle Request**

Due to the seasonal nature of many agencies/institutions, there may be a need for temporary/seasonal assigned vehicles. State Fleet will fulfill these requests when possible.

Requests for temporary/seasonal assigned vehicles must be made to State Fleet between January 1 and March 1 online using SFN 60558 (<https://eforms.nd.gov/lfserver/SFN60558>) (see page 56). Requests will be processed on a first come, first served basis. There will be times when State Fleet may not be able to accommodate requests due to vehicle availability, low usage, geographical location, etc. Further, vehicles may not be readily available by a specific requested date due to many different circumstances. Agency/institutions may need to pick up the vehicle at a location other than the requested pick-up location. It is the agency/institution's responsibility to pick up the vehicle where it is located and return it to the location State Fleet requires. All temporary/seasonal assigned vehicles must be turned in by November 1 or earlier, as

determined by the fleet manager.

Vehicles MUST be well maintained and returned in good condition. If a vehicle is turned in dirty it will be cleaned professionally with the cost charged to the agency/institution. If mechanical issues occur, they MUST be reported to the nearest DOT shop foreman and repaired as soon as possible. If body damage occurs, an accident report must be completed within 24 hours. Agency/user must contact the nearest DOT shop foreman to discuss repair of the vehicle. The shop foreman and/or State Fleet will decide whether or not to repair the vehicle.

Other temporary/seasonal assignments and emergency requests should be submitted on SFN 60558, ([page 56](#)), for State Fleet manager review.

Sharing vehicles is encouraged and benefits all agencies/institutions especially in times when vehicles are in high demand like seasonal use period.

## **Motor Vehicles Returned to State Fleet**

State Fleet Services will coordinate the disposal and replacement of all motor vehicles. When turning in monthly assigned motor vehicles, the primary driver must complete SFN 50652, "Checklist for Vehicle Turn-In," ([page 54](#)). This form must accompany the vehicle to the turn-in location within 14 days of the request from State Fleet, unless otherwise noted. Vehicles are to be turned in clean and in good condition. Dirty vehicles will be cleaned professionally with the costs charged back to the agency/institution.

Vehicle repairs need to be addressed prior to turning in the vehicle. If the vehicle is turned in with damage that needs to be repaired or is dirty and needs to be cleaned, the assignment will not end until those items are completed.

If there is damage to the vehicle, an accident report must be submitted online. ([See pages 20-21](#) for accident reporting.) The agency must contact the appropriate shop foreman for instructions on repair estimates. The decision to repair rests with the shop foreman and State Fleet.

## **Lease Motor Vehicles**

An agency/institution needing to lease a vehicle must receive approval from State Fleet Services before the contract is completed ([see page 1](#)). State Fleet can approve the contract verbally and approve the written request later. ([See page 21](#), Automotive Insurance.)

## **Renting Motor Vehicles Commercially**

All state agencies must use State Fleet vehicles for travel within state or originating within the state (reference NDCC 24-02-03.03). Occasionally there may be rare, extenuating circumstances when a vehicle needs to be rented commercially. When such a case arises, the agency must contact the State Fleet Director, prior to the travel date, to request permission to rent. If the State Fleet Director determines the rental is necessary, a one-time written approval

will be given for the rental. If a rental is approved and a state contract exists which covers the type of vehicle to be rented, the agency must procure the rental pursuant to the state contract. If travel is out-of-state, refer to [page 21](#) for more information on liability coverage.

## Higher Education Student Drivers of State Fleet Vehicles

Liability coverage for accidents involving state owned vehicles is provided by NDCC chapter 32-12.2. The relevant laws within this chapter provide coverage for state employees and persons acting on behalf of the state in an official capacity, with or without compensation, who are using a vehicle for state business and who are operating that vehicle within the scope of their employment. Higher education student drivers, acting as employees of an institution or if acting in an official capacity on behalf of the institution, may be allowed to operate state vehicles for specified purposes.

### **NDCC 32-12.2-18 Student required driving in educational programs.**

Upon request by any state institution of higher education, the Office of Management and Budget, through the risk management fund, shall provide a defense and administer claims against students arising from the operation of a vehicle owned or leased by the state, the operation of which is a required part of an established course of study. Liability shall be limited to the required amounts of financial responsibility contained in Section 39-16.1-02. Nothing in this chapter makes the state responsible for the actions of the student or requires indemnification for any loss beyond the limits provided in this section, nor provides any benefits to the student except those minimum levels undertaken in a program of self-insurance filed under Section 26.1-41-05. See *North Dakota State Board of Higher Education Policy Manual, Subject: Student Affairs – Student Drivers of State Owned Vehicles* and/or contact State Risk Management for requirements. Also see NDUS website [www.ndus.edu/makers/procedures/ndus-guide-to-authorized-use-of-state-fleet-vehicles/](http://www.ndus.edu/makers/procedures/ndus-guide-to-authorized-use-of-state-fleet-vehicles/)

## OMB Annual Contracts

Fleet Services is required by law to abide by the Office of Management and Budget (OMB) purchasing policies and regulations.

OMB has annual contracts in effect with certain firms for high-usage items used by most state agencies/institutions. These are commonly called “open-end contracts,” and they obligate the agency/institution to order specified items needed during the specified contract period from that seller. The outstanding feature of this type of contract is that quantities are not fixed. The agency/institution determines the quantities to be ordered and delivered under terms of the contract.

Agencies/institutions that are performing vehicle maintenance must purchase supplies from these contracts when practical—check with local DOT shop supervisor for local contracts. Depending on the particular item, these vendors may provide services in your area. Regulations allow for emergency needs as an exception.

OMB contracts that pertain to motor vehicles are:

- Batteries
- Lift gates
- Tires
- Motor oil and lubricants

OMB posts copies of all available state contracts on their website <https://secure.apps.state.nd.us/csd/spo/services/bidder/listCurrentContracts.htm>.

## **Storage, Parking, Toll, Towing and Locksmith Fees**

Storage, parking, or toll fees are the responsibility of the user. The operator is responsible for paying all parking fines/tickets/toll fees.

Agencies/institutions with monthly assigned vehicles are responsible for paying any jump-start or towing fees if the block heater is not used during cold weather.

State Fleet is responsible for towing fees only when an accident or mechanical breakdown has occurred. Towing costs resulting from a vehicle being driven into swampy or rugged terrain, when travel alerts are in effect, or during inclement weather, will be paid by the agency/institution.

Locksmith fees, extra keys, etc., are the responsibility of the agency when keys have been lost or locked in a vehicle.

## **Gasoline and Oil**

### **Gasoline/Diesel Fuel**

It is highly recommended that gasoline/diesel fuel be obtained from state fuel sites in order to save money. (See maps on pages 29-44 for locations.) These sites are available for use 24 hours a day, seven days a week, with an automated fuel dispensing system (AFDS).

### **Improper Fueling**

Be sure to select the proper fuel for the vehicle you are driving. Most pumps differentiate diesel with green pump handles. If a vehicle is filled with the wrong fuel type/product, any costs to flush or repair the system is the agency's responsibility.

### **Oil**

Oil is located at the nine daily pools in a small box marked "Oil" close to the fuel pumps at the fuel sites. The user must complete the form provided in the box.

### **Diesel Exhaust Fluid (DEF)**

For diesel-powered State Fleet vehicles that require DEF, the fluid is available at each DOT district repair facility through contract savings. It is only available

during regular working hours. The user must completely fill out SFN 2249, [page 55](#).

## Credit Card

All state fleet motor vehicles have an assigned vehicle credit card which allows you to fill fuel at state fuel sites and most commercial fuel locations. (For Canadian travel, contact State Fleet Services.) In order to use the credit card the user must have an authorized driver ID number. For instructions, [see Appendix B, page 57](#).

### State Fleet and Commercial Fueling Sites

1. Insert and remove card (magnetic strip as shown on reader). Card-reader prompts as follows: (Card reader prompts are in **BOLD**).
2. **PLEASE ENTER YOUR DRIVER ID NUMBER.**  
Key in the assigned six-digit Driver ID number. Press ENTER.
3. **ODOMETER READING.**  
Key in odometer reading (no tenths of miles or hours). Press ENTER.  
For trucks and buses, key in the hour meter. Press ENTER.
4. **SELECT PUMP.**  
Key in hose number (pump number). Press ENTER.
5. **THANK YOU. DISPENSE PRODUCT.**  
After this prompt, flip the dispenser handle on and begin fueling.

Occasionally you will receive an error message—try reinserting your card. If there is a problem with the driver ID number, call the help number on the driver ID card. If problems persist with the credit card, call the 800 number on the back of the credit card.

**Lost, stolen, or damaged cards must be reported immediately to State Fleet Services at 328-1434 or to your Motor Pool dispatcher.**

### Credit Card Use at Commercial Stations

The credit card should be used to purchase fuel, oil, wash, and other motor vehicle repairs from a commercial outlet when a state fleet facility is not available. Operators are to use self-service when fueling at commercial stations.

- Verify that the station accepts the credit card.
- Try to use major name brand stations.
- Actual prompting at a retail facility will depend upon the card-scanning software available at the station.
- Ask the attendant to scan the card as a **FLEET CARD**.

If the retail facility is capturing the maximum amount of fueling information, the driver will be prompted for the following:

**DRIVER ID NUMBER** - Key in the assigned six-digit number.

**ODOMETER** - Key in odometer or hour meter reading (no tenths).

If the card is not accepted or denied, please call the 800 number on the back of the credit card.

If the retail facility does not give a prompt for a driver ID number and odometer, the fueling transaction is still captured. State Fleet will **not** require a copy of the fuel receipt if it is fuel only.

## **Breakdown/Emergency Repair**

If, while operating a state fleet vehicle, you have a mechanical breakdown or need emergency repair:

1. During normal business hours call the nearest state fleet maintenance facility. (See page 29 for the telephone numbers.)
2. Be prepared to give the maintenance facility a brief description of the nature of the emergency and the location. The maintenance facility will give you directions on what is to be done.
3. If you are unable to contact a state fleet facility, you may need to contact a repair or tow service to get the vehicle repaired.
4. Notify your agency/institution for any additional assistance or transportation. State Fleet is not responsible for any additional cost associated with a breakdown except the repair and towing. If extended repairs are required, it is the employee's agency's/institution's responsibility to make alternate transportation arrangements.
5. Use the credit card to pay for repairs or towing under \$1,000. Credit card receipts must be sent to the DOT district or State Fleet. Be sure to include the State Fleet vehicle number and odometer.

## **Vehicle Repair**

**All** fleet vehicle repair should be scheduled through a NDDOT shop supervisor when practicable. (See page 29 for telephone numbers.)

When circumstances such as travel distance, time, etc., cause the NDDOT shop to be impractical, use the following guidelines:

### **Routine Minor Repair or Service**

For minor repair or service work that costs \$200 or less (ex: fan belt, flat tire, wiper blades, headlights, radiator hose, oil change, air filter, etc.), all receipts must be turned in to the local NDDOT shop supervisor or sent directly to State Fleet Services. Indicate method of payment, State Fleet vehicle number and odometer reading on receipt. For rock chips on windshields, contact the shop foreman in your area for guidance on where to have the chip repaired.

## Major Repair or Service

**For approved major repair or service work that costs \$200 or more**, including main drive train components such as engine, transmission, differential, set of tires, brake job, alternator, tune-up, battery, muffler and tailpipe, etc. (Do not charge more than \$1,000 to credit card.) Call the local DOT district shop for a purchase order on large purchases.

State Fleet is tax exempt. Check all receipts for taxes charged. If tax was charged, ask the merchant to reverse the tax.

Major repair and service requires approval by the DOT shop supervisor if during shop hours. (See page 29 for telephone numbers.) If major repairs are needed after shop hours, the individual must make his or her own decision to authorize the repairs.

All receipts for repairs or service must be sent in to the DOT district shop or State Fleet. Include the vehicle number and odometer reading on all receipts.

## Retail Vehicle Maintenance and Repair

- Verify that the maintenance facility accepts the credit card.
- Try to use major brand name fueling stations with service bays, Fleet Services contracted maintenance facilities, or original equipment manufacturer.

If the maintenance facility is capturing the maximum amount of data, the driver will be asked for the following:

**DRIVER ID NUMBER** - Key in the assigned six-digit number.

**ODOMETER** - Key in odometer or hour meter reading (no tenths).

State Fleet Services requires a copy of the detailed invoice and receipt of the service or repair to be turned in at the local NDDOT district or Motor Pool location. Indicate method of payment, State Fleet vehicle number, and odometer reading on invoice.

If the credit card is not accepted or denied, please call the 800 number on the back of the credit card. If card is still declined, contact a DOT shop or State Fleet Services for further direction.

**Lost, stolen, or damaged cards must be reported immediately to State Fleet Services at 328-1434 or to your Motor Pool dispatcher.**

## Tires

All tire replacement **must** be approved by a shop foreman.

## Large Passenger Vans

Cold inflation pressure for tires on large passenger vans (LP vans) is to be manufacturer's recommendation (see label on driver door/post area). No LP

van is to be released for carrying passengers at highway speed (55 mph or higher) before the motor pool dispatch or assigned agency has ensured the tires are inflated to the proper pressure. Tires on LP vans, both front and rear, are to be replaced when tread depth reaches 4/32nds.

## **Light Vehicles**

The standard replacement depth for tire replacement is 3/32nds of an inch. Only all-season radial tires will be the replacement tire with exceptions to be evaluated on a case-by-case basis. All tires shall be purchased from the tire contract. Emergencies are an exception. Any exception to the above will be made by State Fleet Services.

## **Trucks**

All trucks in rental groups 18 through 32 must replace front tires on the steering axle at 4/32nds. All rear tires must be replaced at 2/32nds.

## **Flat Tires**

Change the tire if you are able. If you are unable, contact local district shop ([see page 29](#)) for suggested roadside service assistance and bill to credit card.

## **Rental Rates**

Vehicle rental rates are based on the costs of depreciation, operating expenses, and replacement rates. All daily motor pool vehicles will be billed on a per mile basis. Agencies/institutions assigned vehicles will be billed operating and replacement costs on a per mile basis and a flat depreciation charge for each month of the assignment. The rates charged will cover both fixed and variable costs of operation and will be reviewed quarterly and adjusted as needed. The adjusted rate schedule will then be sent to all State Fleet Service user agencies/institutions. A current rate schedule will be available on the State Fleet website at <http://www.dot.nd.gov/divisions/fleet/docs/rentlrate.pdf>.

If a vehicle is picked up on the first of the month it will not be billed the monthly depreciation until the next month's usage.

A monthly assigned vehicle will be charged the entire month depreciation for the month it was turned in. However, if another agency uses the vehicle, the usage will represent a usage split of the monthly depreciation.

If an agency does not enter usage in a month the monthly depreciation will still be billed to the agency for that vehicle.

Agencies with monthly assigned vehicles cannot back bill to previous months. If a previous month other than the current usage month is entered it will bill at the current month rate. For example: if the current usage month is May, but you enter usage with an April date, the May rate will apply. Usage can still be entered for the current billing cycle until 5 p.m. on the second working day of the following month. Billing will still run on the third working day.

On a motor pool reservation, the rate charged is the month in which the reservation ends. Example: vehicle is dispatched (picked up) on August 28 and returned on September 5. The rate charged shall be the effective rate for the month of the return (reservation end).

Motor pool reservations can be made for no more than one-week periods, unless otherwise approved by State Fleet. Consecutive week reservations will not be allowed unless approved by a fleet manager.

## **Collisions/Vehicle Damage**

Vehicle collisions should be investigated by law enforcement.

All motor vehicle collisions or any type of damage other than normal wear and tear must be reported to State Fleet Services. Normal wear and tear includes things such as rock chips, minor scratches and paint chips, door dings, scratches and dents inside pickup boxes, and broken windshields (unless caused by a crash or something hitting it while in use). A Risk Management Fund Motor Vehicle Report needs to be completed if there is glass damage due to a crash or something hitting it that needs to be repaired immediately.

The driver of the State Fleet vehicle is required to complete the "Risk Management Fund Motor Vehicle Report," SFN 51301 ([see pages 52 and 53](#)). This report must be completed online. Go to [www.nd.gov/risk](http://www.nd.gov/risk), click on "Online Reporting System," and follow the instructions to complete the report. All reports must be submitted within 24 hours of the collision. Parked vehicles involved in an accident need only indicate "parked" in the "DRIVER" space. All other information must be completed.

**If the vehicle is assigned to the agency, the driver or driver's agency is responsible to get in contact with the DOT shop foreman to get the vehicle repaired.**

If there is another party involved in the crash, **do not speak** to the other party's insurance or attorneys. State Fleet or Risk Management will handle all insurance claims.

In the event of a serious property damage, personal injury, or if a death occurs, contact 911 and State Radio at 1-800-472-2121 immediately. Also, notify State Fleet Services at 701-328-1472 and State Risk Management at 701-328-7584.

## **Accident Review Board (NDCC 32-12.2-14)**

Accident prevention is primarily an agency/institution responsibility. The North Dakota Administrative Code Chapter 4-11-01 outlines the responsibilities of the State Risk Management Motor Vehicle Accident Review Board. However, each agency/institution is strongly encouraged to establish an accident review process, subject to State Accident Review Board approval, to determine the preventability of accidents and recommends corrective action. A preventable accident is defined as "any accident in which the operator failed to exercise every reasonable precaution to prevent the accident."

All preventable accidents should be addressed and positive action taken to prevent recurrence. Contact State Fleet Services for more information.

## Automotive Insurance

### Liability Coverage

All State Fleet Services vehicles are covered for liability under the North Dakota Risk Management Fund (pursuant to NDCC 32-12.2). Coverage only applies to collisions that occur while conducting official state business. A card with coverage information can be found in the glove compartment of the vehicle attached to the vehicle registration card. For duplicate copies, contact any NDDOT shop foreman or State Fleet Services. For more information, go to <https://www.nd.gov/omb/sites/omb/files/documents/agency/risk-management-services/vehiclecoverage-faqs.pdf?ts=2016020914>.

**Rentals:** OMB Fiscal Policy 518 provides that agencies must use state contract that include insurance and damage waiver as part of the base rental rate. For more information on the State Cooperative Contract for Rentals, go to <http://www.naspovaluepoint.com/#/contract-details/51/overview/general>. If the state contract is unavailable, Risk Management guidelines are that agencies purchase the collision and comprehensive liability insurance from the rental company. For more information, go to <http://www.nd.gov/omb/agency/risk-management-services/vehicle-liability>.

### Collision and Comprehensive Coverage

Collision and Comprehensive insurance coverage for state vehicles is under the concept of self-insured.

If it is determined that collision damage occurred while operating the vehicle for non-state business purposes, the agency will be charged for the repair costs of the state vehicle. It will be the agency's responsibility to collect all costs from the vehicle operator.

### Defensive Driving

Crashes cost time, money, and sometimes even lives. Defensive driving is taking every reasonable precaution to avoid crashes in spite of conditions and the actions of others. To ensure State Fleet vehicle operators are trained in proper defensive driving techniques, Fleet Services requires those who operate fleet vehicles, on at least a monthly basis, to take the National Safety Council Defensive Driving Course (DDC) as soon as practical after accepting employment and every four years thereafter. Training for those who operate fleet vehicles less than monthly is at the discretion of agency trainers or risk managers. Operators should coordinate DDC scheduling through their agency trainers or risk managers. The schedule is available on our website at [www.dot.nd.gov/divisions/fleet/docs/ddcsched.pdf](http://www.dot.nd.gov/divisions/fleet/docs/ddcsched.pdf). This course is offered online and in the classroom.

Employees with access to ELM or University employees with access to Moodle have the option to take it online.

Law Enforcement may substitute Emergency Vehicle Operation courses or other driving skill classes in lieu of DDC.

## **Large Passenger Van Policy**

1. This policy applies to operation of state owned or leased large passenger vans.
2. “Large passenger vans” means motor vehicles designed or intended to carry more than 10 but less than 16 occupants, hereafter referred to as “LP vans.”
3. Operation of LP vans is limited to authorized persons who currently have a valid driver’s license and:
  - a. Have not been convicted of any criminal driving offense within the last three years;
  - b. Have not had any driving violations resulting in assignment of six or more points within the last three years; and
  - c. Have completed a State Fleet approved van driver safety program. (Certain exceptions may apply. See Implementation Guidance for details). A van driver safety program is a program that includes both classroom and behind the wheel components. The behind the wheel component requires driving the vehicle loaded to rated capacity with passengers or simulated passengers distributed as passengers would be seated.
4. All occupants of LP vans must use seat belts at all times when the vehicle is in motion.
5. Drivers of LP vans shall not use a phone while the vehicle is in motion. Radios used for dispatch are permitted.
6. Drivers of LP vans shall not exceed posted speed limits and must exercise care required and reduce speed accordingly when conditions dictate.
7. Drivers of LP vans are limited to 10 consecutive hours and 14 total hours of operation in any given 24-hour period. Drivers who operate for 10 consecutive hours must be given at least eight consecutive hours off duty before resuming driving. For trips requiring more than 10 consecutive or 14 total hours of operation in any given 24-hour period, two or more qualified LP van drivers are required to provide adequate relief. In addition to limits on hours of operation, user entities need to be concerned about the danger of having people that may be emotionally and/or physically exhausted from an event being required to immediately drive back to home station, usually at night, and often into the early morning hours. Therefore, when LP vans are used to transport athletic teams, no participant shall drive

for more than two hours on the return trip. Participants are defined as the head coach and assistant head coach and players who were active in the official event. The non-participant restriction applies to the return trip only and then only if the trip has a duration of longer than two hours. In addition, the non participant restriction shall not apply to driving that takes place between sunrise and an hour after sunset. Return trips shall be scheduled so that arrival at home station is no later than 2 a.m. This provision is not intended to prevent completion of a trip that was unexpectedly delayed or slowed en route.

## **Implementation of Large Passenger Van Policy**

Agencies and universities are to identify LP van drivers and arrange for them to be trained as set forth below:

1. All LP van drivers are required to complete the classroom component. User agencies may exempt certain individuals from the behind the wheel component. These include Commercial Drivers License (CDL) holders, those with experience driving LP vans carrying at least 11 passengers and casual or occasional drivers that may move empty vehicles one time only or from time to time.
2. The classroom component is to be completed first and the Behind-the-Wheel (BTW) component second.
3. The classroom component will be web-based training. Agencies and universities are to arrange for computer access for the selected individuals. Cost for the license to use the web-based course for the classroom component will be paid by State Fleet. Agencies/universities are responsible for monitoring their own drivers and ensuring compliance with this policy. State Fleet will establish and maintain review capability and will review compliance from time to time.
4. The BTW component will be a course per State Fleet direction. In the event that an approved course is unavailable, the BTW component may be satisfied with an on street and highway drive with an experienced LP van driver. The driver must demonstrate the ability to maneuver in city and highway traffic, making proper left and right turns, lane changes, and include a demonstration of the ability to properly park and back the LP van. The cost of LP van use in completion of the BTW component will be paid by user agencies and institutions.
5. Incidental costs, such as transporting students to training sites, will be borne by user agencies and universities.
6. If there are questions, please contact the State Fleet Risk Manager at 328-1472, email [rrstephens@nd.gov](mailto:rrstephens@nd.gov).

## **Large Passenger (LP) Van Training**

All LP van operators are required to satisfactorily complete a designated web-

based training program. Those who do not have either a CDL, or experience driving a LP van or other large vehicles, are also required to complete a State Fleet behind-the-wheel course in a LP van. The LP van policy is located on the web at [www.dot.nd.gov/divisions/fleet/docs/fleet-largevans.pdf](http://www.dot.nd.gov/divisions/fleet/docs/fleet-largevans.pdf).

To register for the web-based training or for additional information, call 701-328-1472.

See tires section for LP van tire policy ([page 19](#)).

## **North Dakota Travel Information and Travel Planning**

For travel planning, visit the website at <https://www.dot.nd.gov/divisions/maintenance/511.htm>.

**For North Dakota Travel Information call 511.**

Instructions on Using 511

1. Call 511 (listen for instructions).
2. Select state and route.
3. Select road segment you need conditions for.

The North Dakota Travel Information provides:

1. 24-hour voice response real-time information.
2. Service available from your home, office, or cell phone.
  - a. Winter driving conditions.
  - b. Weather forecast information.
  - c. Construction information.
  - d. Seasonal load restrictions.

## **ND Roads Mobile Application**

ND DOT's mobile Travel Information app is intended for use with smartphones to view information that is relevant to the traveling public. The application allows you to access this information in both a map and text view. For a quick overview of the road conditions within North Dakota, select one of the pre-determined map/text views for information that you are interested in. Advanced options will allow users to add/remove map layers, save favorites, identify features, search by keywords in the text version and select common routes. This web page is not to be used while driving. ND Roads - North Dakota's mobile travel app is available in the Apple App Store and Google Play at <http://www.dot.nd.gov/travelinfo/ndroads.htm>.

## **GovDelivery®**

NDDOT is offering a free email and/or cell phone subscription service to enable people to receive notification on topics of interest. GovDelivery® is a web-based email subscription management system that allows you to subscribe to news and information updates on the NDDOT website. Whenever information is updated on a NDDOT web page you have subscribed to, you will receive an email and/or mobile alert. You may customize and manage your subscription profile in order to receive exactly the types of information you desire and you may cancel your subscriptions at any time. For example, if you are interested to receive road condition information in a certain area of the state, you can subscribe to receive emails when road conditions change in that particular area. The subscription service is free and is offered as a public service from the NDDOT. The only costs that may apply are for text messages sent to your mobile device, based on your cell phone plan. Visit the website at <http://www.dot.nd.gov/govdelivery/landing.htm>.

## North Dakota State Fleet Services Accessory Equipment Policy

ITEM	STATE FLEET RESPONSIBILITY	AGENCY RESPONSIBILITY
Bug deflector	NO	NO
Bug screen	By request only	
Security partition* - factory install only	By request only	
Decals/Wraps - installation and removal		By request only
Electrical Pig Tails		X
Hitch - 5th wheel ball type only	By request only	
Hitch - other type		X
Lift gate		By request only
Lights		X
Mounting bracket/transfer of mounting bracket for snowplow		X
Mud flaps		X
Protectors: brush bumper, rail protectors, tail gate protectors, bedliner		X
Seat cover		X
Step bar for ingress/egress: both sides	By request only	
Steps (for access in and out of truck box)		By request only
Tool box		X
Topper or cover for pickup		By request only
Warning lights	Group 19 and up	X
Remote start		By request only

\* Non-enforcement vehicles only.

# Appendix A

## Dispatch, Fueling and Repair Sites

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# Dispatch, Fueling and Repair Sites

LOCATION	MOTOR POOL DISPATCH	SHOP REPAIR SHOP SUPERVISOR	ONSITE FUELING
<b>Fleet Services - Capitol Motor Pool</b> N. side of Capitol Maintenance Shop N. of Capitol Bldg. - Capitol Grounds Bismarck, ND 58505	Yes 328-4126 7:00 a.m. - 5:00 p.m. Fax: 328-2551	No	Yes <b>UL only</b>
<b>NDDOT - Bismarck</b> 216 S 19th St. - Airport Rd. Bismarck, ND 58504-6003	No	Yes 328-6940 7:00 a.m. - 3:30 p.m.	Yes
<b>NDDOT - Devils Lake</b> 316 Sixth St. SE Devils Lake, ND 58301-3628	Yes 665-5100 7:30 a.m. - 4:00 p.m.	Yes 665-5120 7:00 a.m. - 3:30 p.m.	No
<b>Devils Lake Section</b> 1905 Schwan Ave. NW W. of Devils Lake Dist., Shop off Hwy. 2 Devils Lake, ND 58301-0817	No	No	Yes <b>Diesel only</b>
<b>NDDOT - Dickinson</b> 1700 Third Ave. W. Dickinson, ND 58601-3009	Yes 227-6525 7:00 a.m. - 3:30 p.m.	Yes 227-6522 7:00 a.m. - 3:30 p.m.	Yes
<b>NDDOT - Fargo</b> 503 38th St. S. Fargo, ND 58103-1198	No	Yes 239-8912 7:00 a.m. - 3:30 p.m.	Yes
<b>ND State University</b> Thorson Maintenance Center 1310 Bolley Drive, NDSU Campus Fargo, ND 58105	Yes 231-9619 7:30 a.m. - 4:00 p.m.	Yes 231-9533 7:30 a.m. - 4:00 p.m.	Yes
<b>NDDOT - Grand Forks</b> Hwy. 81 N. 1951 N. Washington P.O. Box 13077 Grand Forks, ND 58208-3077	No	Yes 787-6520 7:00 a.m. - 3:30 p.m.	Yes
<b>University of ND</b> UND Transportation Building Tulane Dr. & Campus Rd. UND Campus Grand Forks, ND 58201	Yes 777-4122 8:00 a.m. - 4:30 p.m.	Yes 777-4126 7:30 a.m. - 4:30 p.m.	Yes
<b>ND State Hospital</b> I-94 Exit 260 Jamestown, ND 58401	No	No	Yes
<b>Jamestown Section</b> 3568 81st Ave. SE Jamestown, ND 58401	No	No	Yes
<b>NDDOT - Minot</b> 1305 Hwy. 2 & Bypass East Minot, ND 58701	No	Yes 857-6929 7:00 a.m. - 3:30 p.m.	Yes
<b>Minot State University</b> 500 University Ave. W. Minot, ND 58707	Yes 858-3210 8:00 a.m. - 4:00 p.m.	No	No
<b>NDDOT - Valley City</b> 1524 Eighth Ave. S.W. Valley City, ND 58072-4200	Yes 845-8803 7:00 a.m. - 3:30 p.m.	Yes 845-8802 7:00 a.m. - 3:30 p.m.	Yes
<b>NDSCS - Patterson Maint. Ctr. - Wahpeton</b> 800 N, Sixth St. Wahpeton, ND 58076	Yes 671-2379 7:45 a.m. - 4:45 p.m.	Yes 7:00 a.m. - 4:00 p.m.	No
<b>NDDOT - Williston</b> US 2 & Sixth Ave. W. 605 Dakota Parkway W. P.O. Box 698 Williston, ND 58802-0698	Yes 774-2721 7:00 a.m. - 3:30 p.m.	Yes 774-2720 7:00 a.m. - 3:30 p.m.	Yes

**BISMARCK MOTOR POOL DISPATCHING AND FUELING SITE**

North side of Maintenance Building

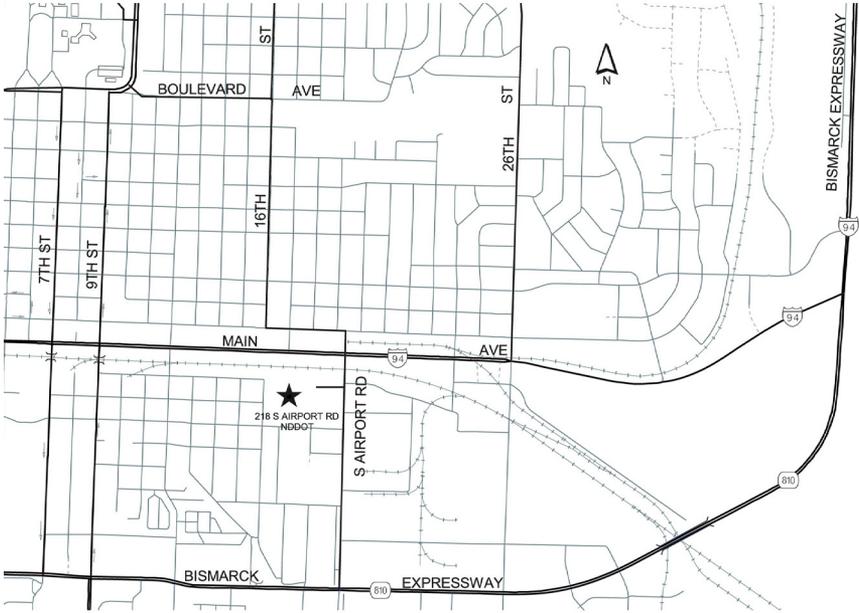
North of the Capitol Building



**NDDOT BISMARCK DISTRICT SHOP FUELING AND REPAIR SITE**

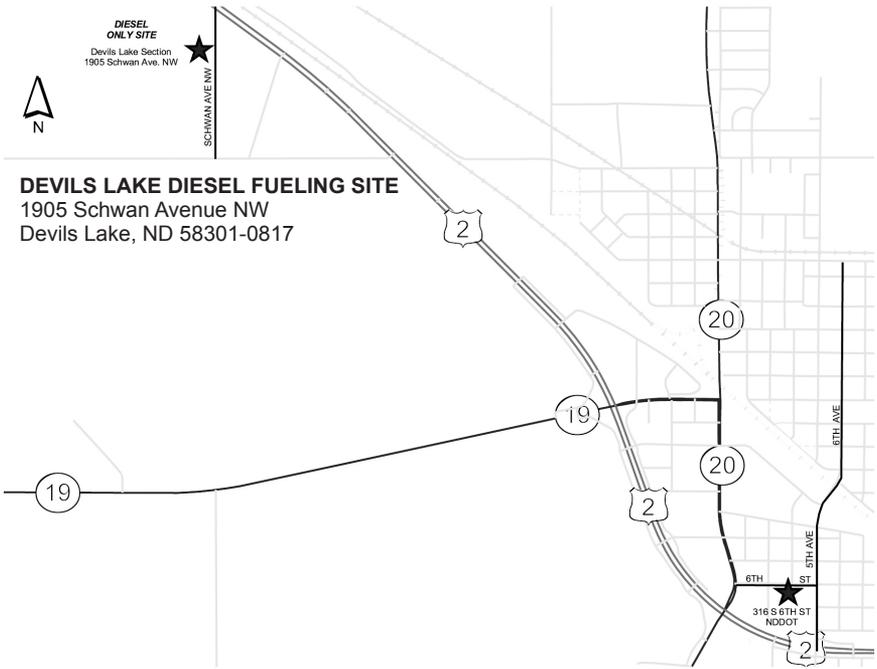
218 South 19th Street - Airport Road

Bismarck, ND 58504-6003



**NDDOT DEVILS LAKE DISPATCH, FUELING AND REPAIR SITE**

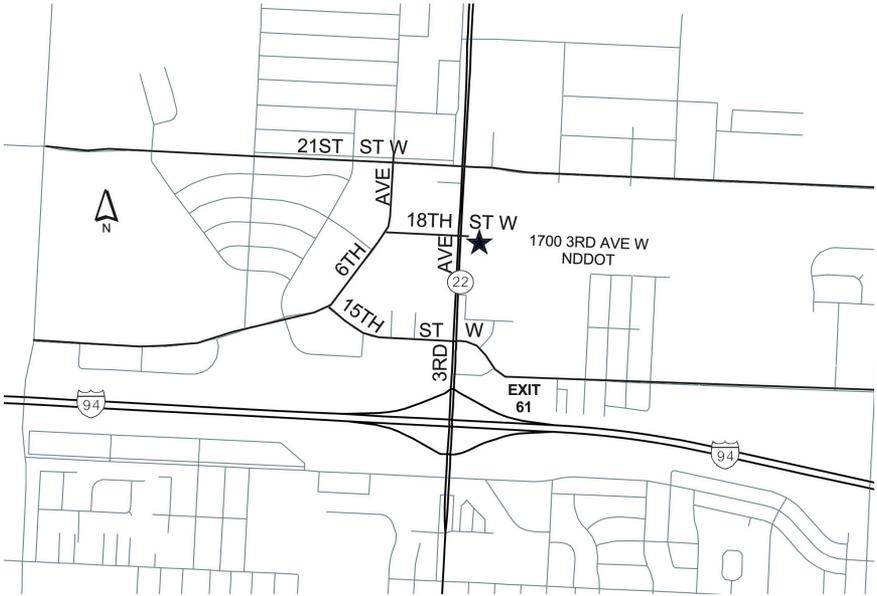
316 Sixth Street SE  
Devils Lake, ND 58301-3628



**NDDOT DICKINSON DISPATCH, FUELING AND REPAIR SITE**

1700 Third Avenue West, Suite 101

Dickinson, ND 58601-3009



**NDDOT FARGO FUELING AND REPAIR SITE**

503 38th Street South  
Fargo, ND 58103-1198



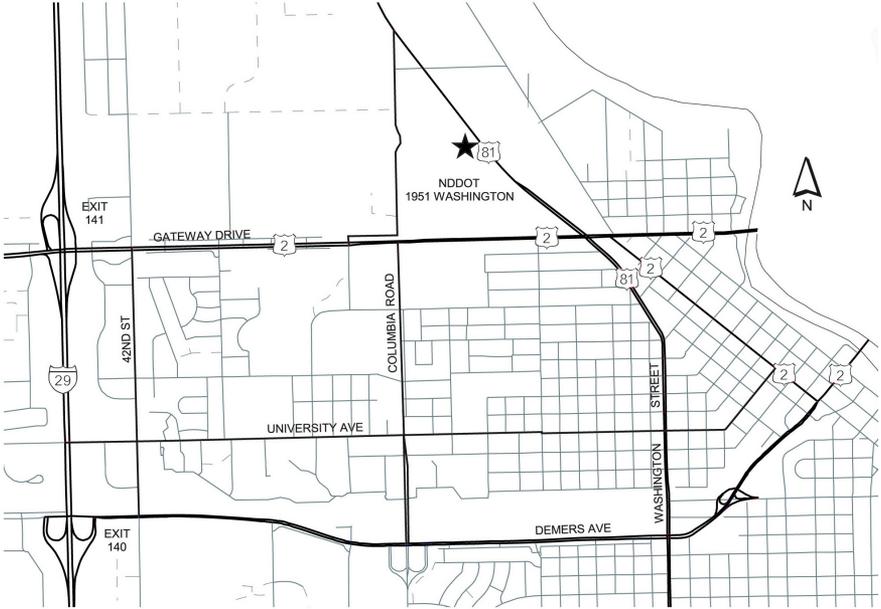
**ND STATE UNIVERSITY DISPATCH, FUELING AND REPAIR SITE**  
Thorson Maintenance Center  
1310 Bolley Drive, NDSU Campus  
Fargo, ND 58105



**NDDOT GRAND FORKS FUELING AND REPAIR SITE**

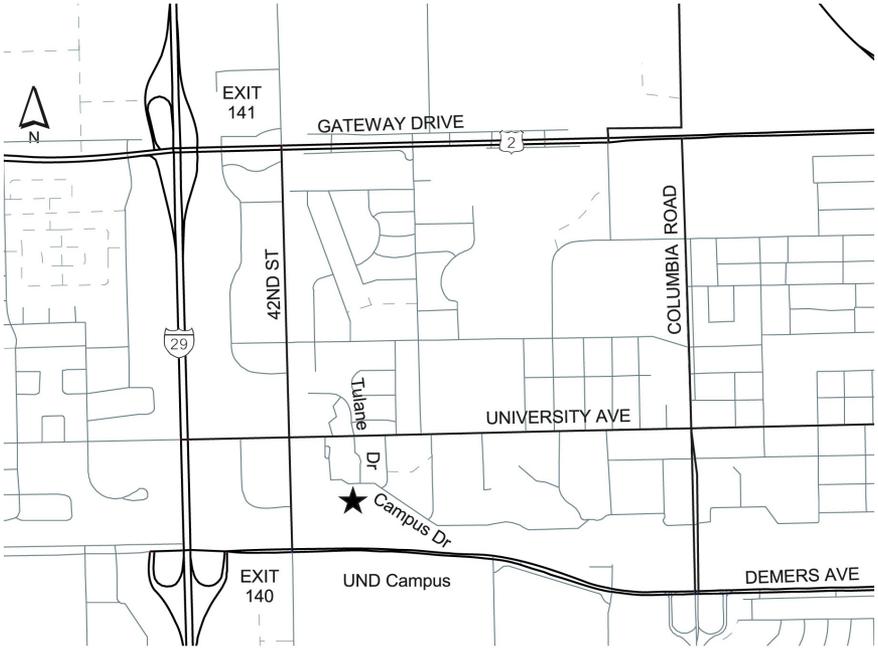
1951 North Washington

Grand Forks, ND 58208-3077



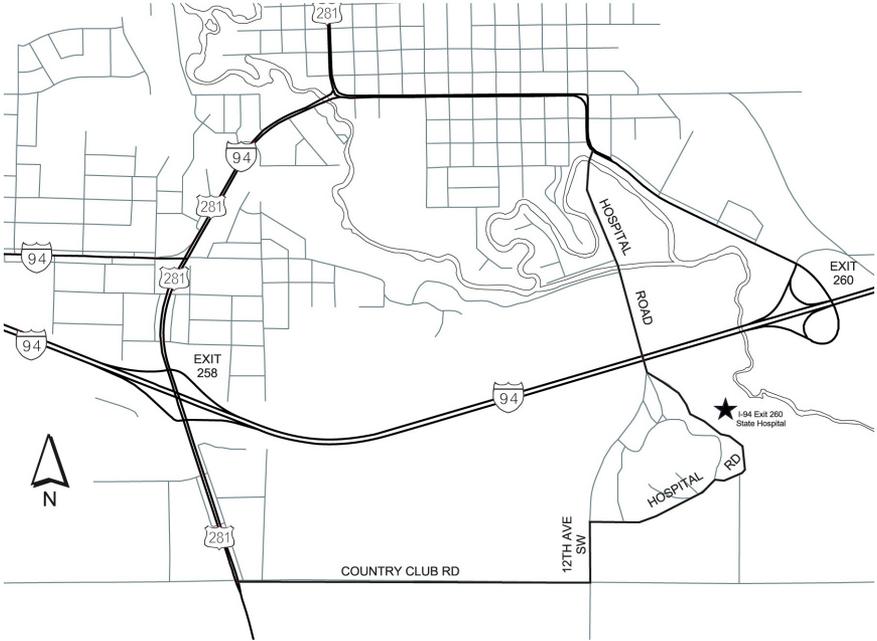
**UNIVERSITY OF NORTH DAKOTA DISPATCH, FUELING AND REPAIR SITE**

UND Transportation Building  
Tulane Drive and Campus Road  
UND Campus  
Grand Forks, ND 58201



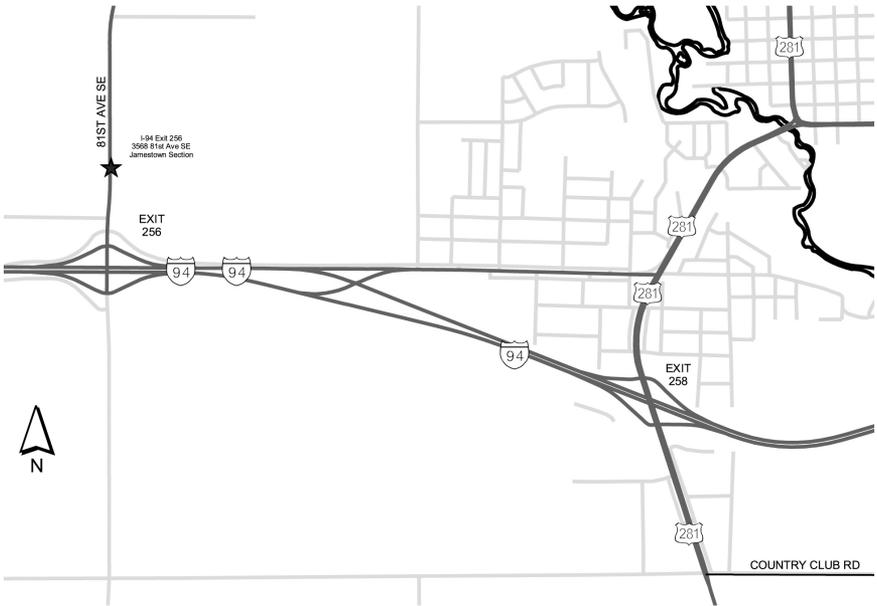
**ND STATE HOSPITAL FUELING SITE**

I-94, Exits 258 or 260  
Jamestown, ND 58401



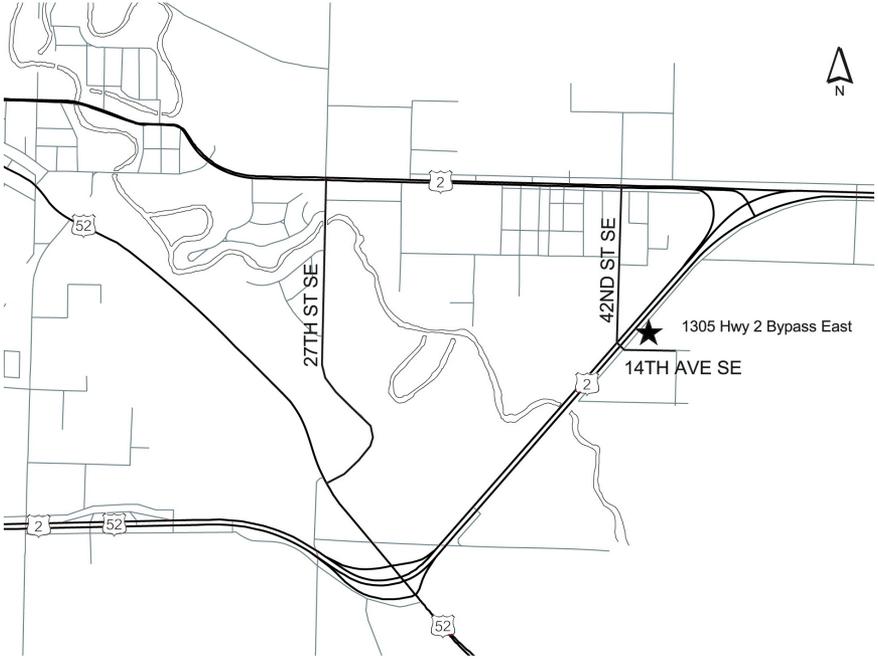
**JAMESTOWN SECTION FUELING SITE**

3568 81st Avenue SE  
Jamestown, ND 58401



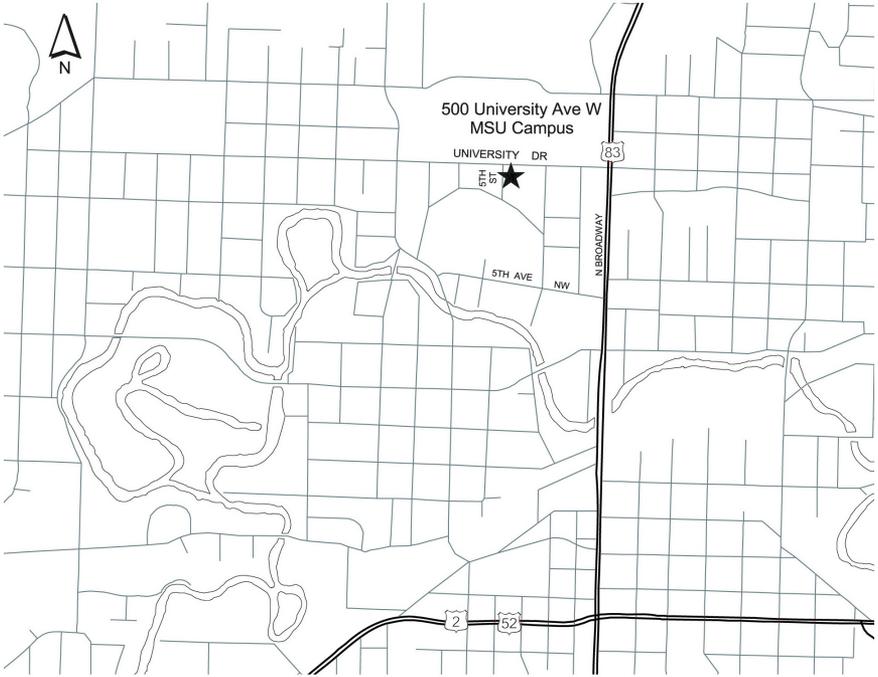
**NDDOT MINOT FUELING AND REPAIR SITE**

1305 Hwy. 2 Bypass East  
Minot, ND 58701-7922



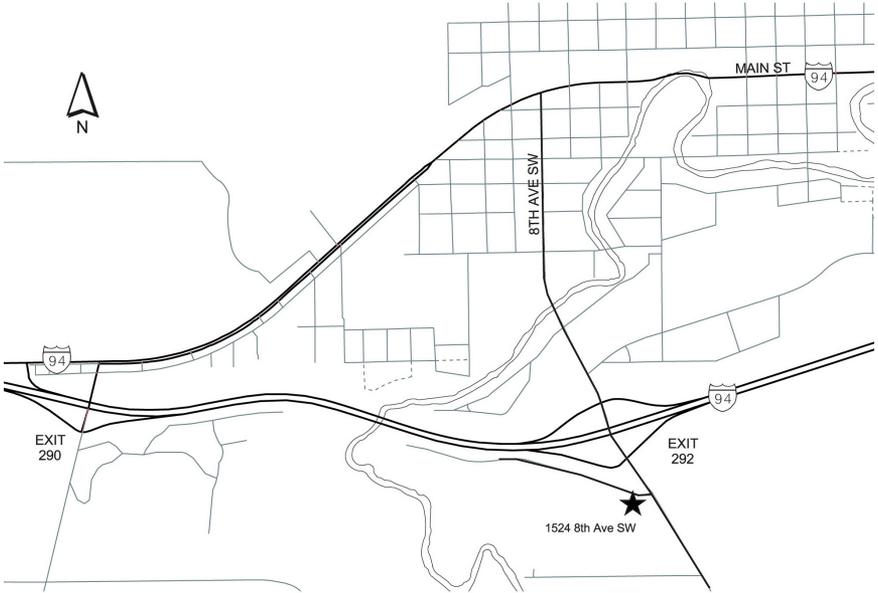
**MINOT STATE UNIVERSITY DISPATCH SITE**

500 University Avenue West  
Minot, ND 58701



**NDDOT VALLEY CITY DISPATCH, FUELING AND REPAIR SITE**

1524 Eighth Avenue SW  
Valley City, ND 58072-4200



**PATTERSON MAINTENANCE CENTER - WAHPETON (no fuel)**

800 North Sixth Street  
Wahpeton, ND 58076



**NDDOT WILLISTON DISPATCH, FUELING AND REPAIR SITE**

605 Dakota Parkway West

Williston, ND 58802-0698



# Appendix B

## Form Examples and Additional Information

(subject to change)

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**GARAGE ASSESSMENT**

North Dakota Department of Transportation, State Fleet  
SFN 58652 (Rev. 01-2016)

All of the items below must be inspected by the employee and supervisor prior to a fleet vehicle being parked at this residence. It remains the responsibility of the individual employee to at all times properly garage the fleet vehicle to avoid damage to the vehicle and to the employee's personal property.

Employee Name			
Address	City	State	ZIP Code
Supervisor Name			

- All flammable liquids and chemicals must be properly contained.
- Walkway to and around the vehicle is unobstructed.
- Garage door is in good working condition. Garage door sensors are installed to prevent door from coming down on an object in it's path.
- All inside lighting is operable.
- No Exposed electrical wiring or outlets.
- Inspect floor area for spills of any type. All future spills must me cleaned immediately. No fleet vehicle may be parked in a garage with oil spills or residual fumes from any spill of any kind.
- Clutter is not stacked all around walls to protect from falling objects that may damage the vehicle.
- Vehicle must be secured at all times. Keys must not be left in the vehicle and garage doors should be locked.
- Verification that employee maintains insurance coverage for the structure (secure copy for file).

Employee Signature	Date
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Supervisor Signature	Date
----------------------	------

Date of Inspection
--------------------

Date of Annual Review
-----------------------

**MOTOR POOL OPERATOR INFORMATION**

North Dakota Department of Transportation, State Fleet Services  
SFN 58997 (1-2016)

Name
Work City
Employee ID Number
Business Unit Number
Dept ID Number
Work Phone Number
Email Address
License Expiration Date
Dispatch Location
Type of Vehicle Preferred



**REQUEST FOR COMMUTING**

North Dakota Department of Transportation, State Fleet Services  
SFN 19525 (1-2016)

Commuting to and from work with a state vehicle is not allowed. A request to commute can be made by the agency. If approved by State Fleet Services, for Official State business, agencies must comply with IRS publication 15-B as there may be fringe benefits that will apply. Agencies should also be aware of the Garage policy and the Garage Assessment Form (SFN 58652).

State Agency	
State Vehicle Unit Number(s)	
Duties and Responsibilities of Agency Requiring Vehicles to be used for Commuting	
Define Justification for Commuting by Vehicle(s)	
Signature	Date

**STATE FLEET SERVICES ONLY**

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Reason	
Signature	Date





**RISK MANAGEMENT FUND  
MOTOR VEHICLE REPORT**  
STATE OF NORTH DAKOTA  
SFN 51301 (08-2014)

May be **EXEMPT RECORD**  
(Contact Risk Management Division)

DEPARTMENT LOCATION CODE

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Claim Form Requested

Destruction Hold Notice

**DRIVER RESPONSIBILITY:** Complete this form immediately after an accident and/or damage has occurred and submit online at [www.nd.gov/risk](http://www.nd.gov/risk). If you have any questions, please contact Risk Management at 701-328-7584 or State Fleet at 701-328-1472.

<b>AGENCY</b>	Agency Name		District/Division		
	Address	City	State	ZIP Code	Telephone Number
<b>SPECIFICS</b>	Date of Accident	Day of Week	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Type
	Location Description (i.e. Highway Number, Posted Speed Limit, Location from Nearest City, City, Street, and Intersection)				
<b>LOCATION</b>					

<b>STATE VEHICLE  No. 1</b>	<b>VEHICLE</b>	Year	Make	Model	Unit Number	Odometer Reading	
	Driver's Name			Driver's License Number		Citation Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Work Telephone Number			Home Telephone Number			
	Home Address			City	State	ZIP Code	
	Driver Injured <input type="checkbox"/> No <input type="checkbox"/> Yes - Describe Injury				Worker's Compensation Claim Filed <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Estimated Speed		Direction Traveling		Vehicle Owner		
	Damage (List Parts)						
	Passengers		<input type="checkbox"/> None <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed		Telephone Numbers Work Work		Telephone Numbers Home Home

<b>OTHER VEHICLE  No. 2</b>	<b>VEHICLE</b>	Year	Make	Model	License Plate	State	
	Driver's Name			Driver's License Number		Citation Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Work Telephone Number			Home Telephone Number			
	Home Address			City	State	ZIP Code	
	Direction Traveling		Driver Injured <input type="checkbox"/> No <input type="checkbox"/> Yes - Describe Injury				
	Damage (List Parts)						
	Passengers		<input type="checkbox"/> None <input type="checkbox"/> Injured/Killed <input type="checkbox"/> Injured/Killed		Telephone Numbers Work Work		Telephone Numbers Home Home

<b>OWNER'S</b>	Insurance Company		Policy Number			
	Address		Telephone Number			
<b>DRIVER'S</b>	Insurance Company		Policy Number			
	Address		Telephone Number			
<b>WITNESS</b>	Name		Address	City	State	ZIP Code
	Location To Accident		Work Telephone Number	Home Telephone Number		
<b>DAMAGE TO OTHER PROPERTY</b>	What		Owner/Name			
	Work Telephone Number	Home Telephone Number	Address	City	State	ZIP Code
<b>OTHERS INJURED/ KILLED</b>	Name		Work Telephone Number	Home Telephone Number		
	Address		City	State	ZIP Code	
	Nature and Extent of Injury					

<b>CONDITIONS</b>	WEATHER <input type="checkbox"/> Clear <input type="checkbox"/> Raining <input type="checkbox"/> Snowing <input type="checkbox"/> Sleeting <input type="checkbox"/> Foggy <input type="checkbox"/> Other _____					
	ROADWAY <input type="checkbox"/> Dry <input type="checkbox"/> Icy <input type="checkbox"/> Slippery <input type="checkbox"/> Under Repair <input type="checkbox"/> Other _____					
	Did Vehicle Have Any Defects? _____					
	Were Seat Belts in Use? <input type="checkbox"/> Yes <input type="checkbox"/> No					
What Lights Were On? _____						

<b>REPORT</b>	Accident Reported to Law Enforcement <input type="checkbox"/> Yes <input type="checkbox"/> No		Vehicle Dispatch Office or DOT Repair Location			
	Law Enforcement Agency Name		Law Enforcement Telephone Number			

Explain How Accident Occurred and Purpose of Trip

Diagram: Please clearly mark the state vehicle as 1 and the other vehicle as 2. Please attach or submit to Risk Management.

Individual Preparing Report (Name of State Employee)	Department	Telephone Number	Date
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**CHECKLIST FOR VEHICLE TURN-IN**

North Dakota Department of Transportation, State Fleet Services  
 SFN 50652 (1-2018)

**To Be Completed by User**

Agency Turning in Vehicle	
Dept. No	Location
SF Vehicle No	Turn-in Miles
Model Year	Vehicle Color
Vehicle Make	Vehicle Model

**Prior to Vehicle Turn-in**

- Remove All Agency Equipment and Personal Items
- Remove All Loose Items From Inside
- Clean out All Cargo Areas and Pickup/Truck Boxes
- Wash and Clean Exterior
- Clean and Vacuum Interior
- Check All Lights are Working
- Windshield  Cracked  Pitted
- Spare Tire, Jack, Tire Wrench
- Tailgate on Vehicle

**At Time of Turn-in**

- Keys (minimum two sets)  Registration Card-in glove box
- Credit Card
- Owner's Manual in Glove Box
- License Plates on Vehicle (except Special plates)

**Accessories**

<input type="checkbox"/> Air Conditioner	Do All Work?
<input type="checkbox"/> Front <input type="checkbox"/> Rear	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Windows	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Power Seats	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cruise Control	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cassette/CD/AM FM	<input type="checkbox"/> Yes <input type="checkbox"/> No

List Any Mechanical Deficiencies/Body Damage

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Odometer at Last Oil Change

---

Name of Person Turning in Vehicle	Date
-----------------------------------	------

**To Be Completed by DOT (shop rep.)**

Has Vehicle Turn-in Sheet Been Completed?  
 Yes  No

Test Drive

Note Engine Information  
 Gasoline  Diesel

# Cylinders	Liter Size	C.I.D.
-------------	------------	--------

Transmission Type  
 Automatic  Std.  3 sp.  4 sp.  
 5 sp.  6 sp.

Check all Fluid Levels  Check all Lights

Tire Condition  Good  Fair  Poor

Additional Equipment  
 Topper  Tonneau Cover  Tool Box  Lift

List Repairs Made to Vehicle

---



---



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List Mechanical Items That Need Attention

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---



---

List Any Interior/Exterior Damage

---



---



---

Name of Person Receiving Vehicle

---

Miles	Hours	Date
-------	-------	------

# PETROLEUM PRODUCTS DISPOSAL

North Dakota Department of Transportation, State Fleet  
SFN 2249 (Rev. 08-2011)

UNIT NO.

ODOMETER

HOURS

SECTION NUMBER

DATE

DESCRIPTION

QUANTITY

P.C.

DESCRIPTION	QUANTITY	P.C.
Regular Gasoline	gal.	RG
No-Lead Gasoline	gal.	UL
Diesel Fuel	gal.	DF
Motor Oil	qt.	WW
Diesel Exhaust Fluid	gal.	DEF
Other		OT

Signature: \_\_\_\_\_

**VEHICLE REQUEST**

North Dakota Department of Transportation, State Fleet Services  
 SFN 60558 (1-2016)

Date 02/24/2016
Reference Number

State Fleet Policy for vehicle requests has been updated. Please review this policy.

Temporary/Seasonal Vehicle Requests

Due to the seasonal nature of many agencies/institutions, there may be a need for temporary/seasonal assigned vehicles. State Fleet will fulfill these requests when possible.

Requests for temporary/seasonal assigned vehicles can be made to State Fleet between January 1 and March 1 on SFN 60558. Requests will be processed on a first come, first served basis. There will be times when State Fleet may not be able to accommodate requests due to vehicle availability, low usage, geographical location, etc. Further, vehicles may not be readily available by a specific requested date due to many different circumstances. Agency/institutions may need to pick up the vehicle at a location other than the requested pick up location. It is the agency/institutions responsibility to pick up the vehicle where it is located and return it to the location State Fleet requires. All temporary/seasonal assigned vehicles must be turned in by November 1 or earlier as determined by the fleet manager.

Vehicles MUST be well maintained and returned in good condition. If a vehicle is turned in filthy it will be professionally cleaned with the cost charged to the agency/institution. If mechanical issues occur they MUST be reported to the nearest DOT shop foreman and repaired as soon as possible. If body damage occurs an accident report must be filled out within 24 hours. Agency/user must contact the nearest shop foreman to discuss repair of the vehicle. The shop foreman and/or State Fleet will decide whether or not to repair the vehicle.

Other temporary/seasonal assignments and emergency requests should be submitted on SFN 60558 for State Fleet manager review.

Sharing vehicles is encouraged and benefits all agencies/institutions especially in times when vehicles are in high demand like the seasonal use period.

Agency Name		Agency Subdivision/Section (if applicable)			
Name of Requester					Telephone Number
Type of Request	Vehicle Description-Preference 1			Estimated Monthly Mileage	
Vehicle Description-Preference 2					
Location Preference 1	Location Preference 2	Start Date		End Date	
Comments					
Agency Manager					
Available Date 03/16/2016					

**Submit**

Print a copy for your records prior to submitting the form.

# Driver ID Card Request Instructions

Sign onto the Billing Usage System (BUS)

If you do not have access to the Billing Usage System (BUS) please email your requests with all of the required information to [dotstatefleet@nd.gov](mailto:dotstatefleet@nd.gov). Prior to signing into the BUS and creating your requests you will need to gather required information. Go to second page of this document to see required information.

From the Main Menu under the search option select “Driver ID Card Request.”

To check the program for any active card reports select “Search.” If your agency has an active card report that is in the “Draft” status you may click on the Edit field, under Action and add each of your line items to the draft report by clicking onto the “Add Line Item.” All fields are required when you are adding a card request. If you select “Create New Card Report” before doing a search of card requests and one already exists, you will get a message in red telling you that one already exists.

If your agency does not have an active card report, you will need to create one.

From the Main Menu, select “Driver ID Card Request.” Then, select “Create New Card Report.” Using the calendar, select the requesting month/day then click continue to start a draft. Under “Report Details” select “Add Line Item” This will bring up the line item request that will need to be filled out for each person. Do not select the “Submit to Fleet” until you have entered all of your requests. After adding all of the requests by using the “Add” and “Add Line Item” you will need to check the certification box that the report is accurate and select “Submit to Fleet.”

You may also check the status of your requests by using the “Search” option. Look under the “Status” column to see where your request is at in the process. If your request is in the “Rejected” status be sure to check the notes area of the request for the reason it was rejected.

To make a change to an existing primary record you will need to access the Motor Pool Online Reservation Portal: <https://infocenter.dot.nd.gov/Infocenter/FAReservationsPortal/ReservationLogin.aspx>

To remove/delete an employee primary record you will need to email the employee’s full name and employee ID number to -Info-DOT State Fleet ([dot-statefleet@nd.gov](mailto:dot-statefleet@nd.gov)).

**Add Card Request Line Item**

\*Emp ID:

\*Last Name:

\*First Name:

\*Work City:

\*Business Unit:

\*Dept ID:

\*Work Phone:

\*E-mail:

\*DL Exp Date:

\*Motor Pool Office:

Notes:

Above is the information you will need to collect for each new entry.

# **Appendix C**

## **Title VI Policy Statement**

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NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
CIVIL RIGHTS DIVISION

Policy 1-1 Title VI

Original Date: July 11, 2011  
Revised: July 28, 2015

TITLE VI AND NONDISCRIMINATION/ADA POLICY STATEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Specifically, 42 USC 2000d states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In addition to Title VI, there are other Nondiscrimination statutes. These statutes include: Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/Americans With Disabilities Act of 1990 (disability). Taken together, these requirements define an over-arching Title VI and Nondiscrimination/ADA Program. Title VI and the additional Nondiscrimination requirements are applicable to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987.

There are two Presidential Executive Orders that place further emphasis upon the Title VI protections of race and national origin. Executive Order 12898 ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.

Executive Order 13166 directs recipients of Federal financial assistance that to ensure compliance with Title VI, they must take reasonable steps to ensure that limited English proficiency persons have meaningful access to their programs.

I, as Director of the North Dakota Department of Transportation, am personally committed to and support taking all steps to ensure that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by NDDOT, its recipients, sub recipients, and contractors.

The NDDOT Civil Rights Division Director is appointed as the Title VI Liaison Officer and ADA Coordinator and is granted the authority to administer and monitor the Title VI and Nondiscrimination/ADA Program as promulgated under Title VI of the Civil Rights Act of 1964 and any subsequent legislation. The Title VI Liaison Officer will provide assistance as needed.

Further, I delegate Title VI responsibilities to the Division Directors and District Engineers and charge them with the responsibilities to develop and implement procedures and guidelines to adequately monitor and administer their programs.

Anyone who believes that he or she has been discriminated against should contact Ramona Bernard, NDDOT Title VI Liaison Officer and ADA Coordinator, NDDOT, 608 E. Boulevard Ave., Bismarck, ND at 701-328-2576. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).



Grant Levi, P.E., Director  
North Dakota Department of Transportation

7/27/15

Date

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