



*Policies and Procedures*  
**Vehicle Use / Fleet Management**

Effective Date of Policy:	Next Scheduled Review: 1/2/2018
Last Reviewed:	Policy Number: OCC-13 (2016)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [74 O.S. § 78 et seq.](#) and [Fleet Management Rules](#)

**A. Policy Statement**

Employees operating state vehicles or personal vehicles for Commission business shall comply with this Vehicle Use / Fleet Management policy. The purchase, use, and disposal of state vehicles by the Commission shall comply with applicable provisions of state law. [74 O.S. § 78 et seq.](#) Failure to comply with these policies concerning vehicle use and fleet management may result in disciplinary action including suspension or termination.

**B. Fleet Management Vehicle Oversight**

The Executive Director or designee shall designate a Commission Fleet Manager to direct the administration, management, and assignment of state vehicles. Each division, if applicable, shall designate a Division Fleet Coordinator to coordinate vehicle needs with the Commission Fleet Manager. Each division shall be responsible for overseeing state vehicles in its care consistent with this policy and any applicable division-specific standard operating procedures / safety protocols.

**C. Permanently Assigned State Vehicles**

Each division of the Commission shall assign vehicles to employees depending on need. Division supervisors shall work with the OCC Fleet Manager to ensure all proper paperwork is completed for each assigned vehicle.

**D. Pool Vehicle Use**

Employees conducting official business away from their assigned duty station may request a Commission pool vehicle through the Commission's internal procedures. Employees authorized to use a personal vehicle to conduct official business may claim reimbursement of travel expenses. Claims for travel expenses, including mileage on a personal vehicle, shall be reimbursed in a manner consistent with the State Travel Reimbursement Act, [74 O.S. § 500.1 et seq.](#), and other Commission policies. See [Policy OCC-12: Travel](#).

Before returning a Commission pool vehicle, employees shall refill the gasoline tank, if less than half full, and remove any equipment and trash. Any vehicle issues or problems shall be reported to the Commission Fleet Manager immediately.

## **E. Driver Responsibilities**

Prior to operating a state vehicle or personal vehicle to conduct official business for the first time, employees shall read, sign, and submit a completed "Driver Responsibility Certification" form. All Commission employees need to be familiar with and comply with the responsibilities described in the form. Any vehicle or driver complaints received by the Commission shall be investigated and appropriate disciplinary action taken, as needed.

### [Driver Responsibility Certification](#)

## **F. Special Vehicle Provisions**

State owned and leased vehicles should be parked at employee's assigned work location or designated parking area when not being driven for work purposes. Employees are prohibited from driving the vehicle to and from employee's residence except for the following exceptions:

1. In those instances where an employee is closer to home than to the office at the end of a work day and the employee lives more than twenty (20) miles from their assigned work location or designated parking area then it shall be permissible to drive and park the vehicle at their residence overnight and return it the next business day.
2. If an employee's travel schedule makes it a more efficient use of time and resources, the employee may take the vehicle home for the night. Employees will need to acquire prior permission from their supervisor for this exception.
3. In emergency situations, including but not limited to weather occurrences, an employee may receive preauthorization by their supervisor to keep the vehicle at the employee's residence until such time that it is safe and reasonable to return the vehicle.

## **G. Liability Insurance**

If an employee is driving a state vehicle or a personal vehicle to conduct official business, state liability insurance covers property damage and personal injury caused to another party by that Agency or Department employee. However, injuries to the employee are covered by workers' compensation insurance or personal medical insurance. State liability insurance does not cover damage to the employee's personal vehicle while being used to conduct official business. State liability insurance does not cover fines for traffic violations.

## **H. Passengers**

Persons other than state employees shall not be permitted to drive or ride in state owned or leased vehicles, unless authorized by the using agency and then only on official state business. See [OAC 260:75-1-4](#).

## **I. Traffic Violations**

State-owned or leased vehicles shall not be driven in excess of the speed limit posted by states and municipalities. All traffic violation fines shall be the sole responsibility of the driver involved. [OAC 260:75-1-4](#).

## **J. Reporting of Incidents**

In the event of an accident while driving on official business, employees must follow procedures outlined in OMES Fleet Management Policy A002. Employees and supervisors should use the appropriate forms to report any automobile accidents. All vehicles being used for official business should have an accident packet in the vehicle. The Accident Information Form should be completed as soon as possible following an incident, but no later than twenty-four (24) hours following the incident. If necessary, a second sheet should be attached to provide complete details about the incident. A copy should be sent to the Commission Fleet Manager and the Division Fleet Coordinator.

[OMES Fleet Management Policy A002](#)

[Accident Information Form](#)

[Incident Report Form](#)

[Scope of Employment Form](#)

## **K. Vehicle Travel Logs**

A maintenance and travel log shall be maintained for each Commission vehicle. Employees shall update the travel log after each use and shall denote the dates when the vehicle is away from its assigned location overnight. Employees must retain and submit all receipts for vehicle related expenses including fuel, maintenance and cleaning. The Division Director or their designee shall be responsible for reviewing the logs and expense receipts on a monthly basis.

All divisions, and in some instances individual employees, shall submit by the second week of the month vehicle information to the Division Fleet Coordinator or designee needed to complete the OMES vehicle report.

## **L. COMDATA Card**

The COMDATA card in each assigned vehicle is to be used for the operational costs associated with that assigned vehicle. The COMDATA card can be used to make purchases associated with Vehicle Fuel, Vehicle Supplies, Vehicle Maintenance, Vehicle Enhancements, and Vehicle Emergencies, which may be made utilizing a Statewide Contract or other standard procurement methods.

[COMDATA Card versus P-Card for Vehicle Uses - Information Sheet: OMES Form CPO36](#)