



State of Oklahoma
Oklahoma Department of Agriculture, Food, and Forestry

Policies and Procedures
Vehicle Use / Fleet Management

Effective Date of Policy: 12/31/2018	Next Scheduled Review: 12/1/2019
Last Reviewed: 12/1/2018	Policy Number: ODAFF-13
Approved: Jim Reese	Approval Date: 12/21/2018

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

A. Vehicle Use / Fleet Management

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

B. Procedures for Fleet Management

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

C. Permanently Assigned State Vehicles

A division director or designee seeking a permanently assigned state vehicle for general use by division personnel or assignment to a specific employee shall submit a vehicle assignment request justifying the need for a state vehicle to the ODAFF Fleet Supervisor. The ODAFF Fleet Supervisor shall summarize and forward the request to the Commissioner for consideration and approval.

[Vehicle Assignment Request](#)

In addition to the vehicle assignment request, the division director shall submit the following information:

- Statement of need and purpose;
- Vehicle requirements and specifications;
- Type of vehicle preferred;
- Area, district, or individual to whom the vehicle is to be assigned; and
- Approximate number of miles anticipated to be driven each month.

The Commissioner or designee shall review requests for reasonableness and proper justification, analyze cost and availability of vehicles, consider budget implications, address any problems with the requesting division director, and process requests.

D. Temporarily Assigned State Vehicles

Employees conducting official business away from their assigned duty station may request temporary assignment of a state vehicle through their division's internal procedures. Requests for temporary assignment of a state vehicle shall be submitted to the ODAFF Fleet Manager at least three days in advance of need and shall include the following information:

- Designated driver;
- Date and time of departure;
- Date and time of return;
- Proposed destination(s); and
- Type of vehicle preferred.

The ODAFF Fleet Manager will determine the availability of vehicles and temporarily assign a state vehicle to the requesting employee or notify the employee that no vehicles are available. If a state vehicle is unavailable, the employee may be authorized to use a personal vehicle by a division director. 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 ODAFF policies. See [*Policy ODAFF-12: Travel*](#).

Employees operating temporarily assigned state vehicles shall refill the gasoline tank before returning the vehicle to ODAFF fleet staff. Employees shall immediately report and vehicle abnormalities to ODAFF fleet staff, including but not limited to, mechanical problems or cosmetic defects.

E. Responsibilities of Driver

Prior to operating a state vehicle or personal vehicle to conduct official business, employees shall complete a Vehicle Usage Certification form. Employees authorized to operate state vehicles or personal vehicles to conduct official business are required to attend a one day Defensive Driver Training class within four months of such authorization or at the first available class. The ODAFF Risk Management Coordinator will coordinate scheduling of classes with the Risk Management Division.

[*Vehicle Usage Certification*](#)

Employees driving state vehicles or personal vehicles to conduct official business shall carry a valid driver's license on their person when operating the vehicle. Employees shall be alert, drive defensively, and be courteous to other drivers. ODAFF will investigate complaints of discourteous or inappropriate behavior and may take disciplinary action if warranted. Employees driving state vehicles or personal vehicles to conduct official business shall comply with applicable State laws and ODAFF policies including but not limited to the following:

- (1) A state owned or leased vehicle shall not be used for personal transportation to stores, shopping centers, lakes, parks, golf courses, athletic events, etc.
- (2) A state owned or leased vehicle shall not be used for hauling a trailer other than a trailer that is state owned or that is rented or leased for official business.
- (3) All state statutes, traffic rules and regulations shall be observed.
- (4) All city ordinances related to traffic, parking, etc. shall be observed.
- (5) Safe and courteous driving habits shall be used at all times.
- (6) Tobacco or e-cigarette use in state owned or leased vehicles is prohibited.
- (7) Driving under the influence in state owned or leased vehicles is prohibited.
- (8) Except for communication radios, use of hand-held devices or headphones while driving in state owned or leased vehicles is prohibited.
- (9) ODAFF may choose to recover the expense from the employee for any and all repairs, loss of value, or additional maintenance of state owned or leased vehicles occurring as a result of driver abuse, negligence, fault or undesignated vehicle use.
- (10) Carrying alcohol, illegal drugs or weapons in state owned or leased vehicles is prohibited unless it is related to the mission of an agency.
- (11) Transporting animals in state owned or leased vehicles is prohibited unless it is related to the mission of ODAFF.

[OAC 260:75-1-4.](#)

Employees driving a state vehicle or personal vehicle to conduct official business shall understand and comply with ODAFF's [Safety Handbook](#) or division specific standard operating procedures, including, "Care and Operation of Vehicles for Official Department Business" and "Use, Care, and Operation of Two-way Radio Transmitters".

No employee shall text while operating a state vehicle or personal vehicle while on official business. Further no employee shall text using a state supplied electronic device while operating a vehicle of any sort.

If an employee has any questions concerning the proper use of a state vehicle or personal vehicle to conduct official business, the employee should ask the Division Director or ODAFF Fleet Manager.

F. Liability Insurance

If an employee is driving a state vehicle or personal vehicle to conduct official business, state liability insurance covers property damage and personal injury caused to another party by that 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. State liability insurance does not cover fines for traffic violations.

G. 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. [OAC 260:75-1-4](#).

H. 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](#).

I. Incident Reporting

Employees and supervisors should use the Incident Report Form to report any automobile accidents. The Incident Report 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 ODAFF Fleet Manager and Safety Officer. ODAFF encourages all employees to update their emergency contact information in the employee self-service system should ODAFF need to contact someone on the employee's behalf.

Safety Officer:

Gerald Kelly

Phone: 405-522-5784

Email: Gerald.Kelly@ag.ok.gov

[*Incident Report Form*](#)

J. Vehicle Alterations

No alterations shall be made to any state vehicle without prior authorization from a division director.

K. Required Vehicle Papers

A vehicle travel log shall be submitted to the ODAFF Fleet Manager each state vehicle regardless of vehicle use. Completed reports shall be filed pursuant to each division's policy. All vehicle travel logs are due to the ODAFF fleet manager by the 10th day of the following month. Failure to complete vehicle travel logs may be grounds for disciplinary action.