



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

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Driver Safety and Fleet Management Program
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Mark A. Cooper, Director

I. POLICY

It is the intention of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to increase the safety of our employees while operating a vehicle for State business, control the use of vehicles used in the performance of State related business, reduce the State's liability exposure, reduce the loss expenses, achieve accountability, and meet the requirements of Louisiana Revised Statute 39:1543 by establishing and maintaining an effective Driver Safety and Fleet Management Program.

II. PURPOSE

To provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or drive state owned vehicles or personal vehicles on state business.

To maintain fleet vehicles and establish minimum preventive maintenance procedures, and develop instructions for the completion of the Vehicle Checklist and Daily Vehicle Usage Log.

To develop procedures for the safe operation of State owned, leased and/or rented vehicles, and accident reporting as established by the Division of Administration, Office of Risk Management.

III. APPLICABILITY

This policy applies to all employees of the GOHSEP.

IV. DEFINITIONS

A. HIGH RISK DRIVERS

An employee having three or more convictions, guilty pleas, and/or *nolo contendere* pleas for moving violations within a one year period; or an employee having a single conviction, guilty plea, or *nolo contendere* plea for operation of a vehicle while intoxicated, hit and run driving, reckless operation, or similar violation within a one year period.

B. Guilty Plea

The admission of guilt from the defendant to each charge of the commission of a violation.

C. Nola Contendere

"No Contest" – has the same effect as a plea of guilty, as far as the sentence is concerned, but may not be considered as an admission of guilt for any other purpose.

D. Vehicular Operation While Intoxicated

A vehicle operator shall be considered under the influence when:

1. The operator is under the influence of alcoholic beverages; or
2. The operator's blood alcohol concentration is 0.08 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood; or
3. The operator is under the influence of any controlled dangerous substance; or
4. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtained with or without a prescription.

E. Hit and Run

The intentional failure of the driver of a vehicle involved in or causing any accident, to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.

F. Reckless Operation

The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.

G. ACCIDENT

Any incident in which the vehicle comes in contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of: who was injured, what was damaged or to what extent, where it occurred, or who was responsible.

H. MOVING VIOLATION

A moving violation occurs whenever a vehicle is in motion.

Examples of moving violations include: speeding, running a stop sign or red light, driving without a license, and making a left turn from the right hand lane.

I. AUTHORIZATION/DRIVING HISTORY FORM (DA 2054)

A form maintained by the Safety Manager for each employee authorized to drive a vehicle while on State business. The form list the date of authorization, the type of vehicle the employee may use, and information on the employee's driving record.

J. OFFICIAL DRIVING RECORD (ODR)

Driving Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

K. STATE BUSINESS

Any legal and lawful activity conducted/engaged in, by an employee or agent of the State of Louisiana, on behalf of and benefiting the State in the course and scope of their duties.

L. STATE VEHICLE

Any licensed vehicle owned, leased and/or rented by the State of Louisiana.

M. UNAUTHORIZED ("NOT AUTHORIZED") DRIVER

A driver shall be considered "NOT" authorized if any of the following occur:

1. Meets the high-risk driver definition.
2. Does not complete/pass the ORM-recognized driver course within the allowed time period.
3. Does not hold a valid driver's license.
4. Not employed by the State of Louisiana.
5. ODR isn't cleared of all flags.
6. Louisiana State Employee Driver Safety Program Authorization/History Form (DA2054) has not been completed and signed by both the employee and the Director or Chief of Staff.

N. LOUISIANA DEFENSIVE DRIVING COURSE

A course on defensive driving techniques, which introduces techniques to enhance employee's driving skills. All drivers of State vehicles or personal vehicles on State business must take this course approved by the Office of Risk Management (ORM) through the Louisiana Employees Online (LEO online) training within three months of employment, and a refresher course every three years unless their license class or driving record requires other training or testing.

V. RESPONSIBILITIES

Director or Chief of Staff

- A. Responsible for designating which employees are authorized to drive State vehicles on State business, and the particular class of license required.
- B. Approving the Louisiana State Employee Driver Safety Program Authorization/History Form (DA 2054).
- C. Determining when driving responsibility shall be taken away from an employee because of moving violations or revocation of license, or lack of insurance for their private vehicle.

Safety Manager

- A. Developing, implementing, and coordinating the Driver Safety and Fleet Management Program.
- B. Serving as liaison between the GOHSEP employees, and the Office of Risk Management.
- C. Communicating the best procedures and policies for an efficient program.
- D. Obtaining and reviewing official driving records (ODR's) and ensuring that employees meet all program requirements to be authorized to drive.
- E. Certifying that each employee has completed, or updated the ORM Defensive Driving Course.
- F. Notifying the appropriate supervisors and Fleet Managers which employees are NOT authorized to drive.
- G. Ensuring accidents are properly reported to ORM, recorded, and maintained.

Fleet Managers

- A. Maintaining Preventative Maintenance schedules.
- B. Ensuring completion of Vehicle Checklists, Daily Vehicle Usage Logs, and monthly reporting documents.
- C. Ensuring each vehicle has required log book with appropriate forms and information.
- D. Ensuring State vehicles are managed and rotated in a proper manner.
- E. Ensuring State vehicles provided to employees are in safe operating condition.

Supervisors

- A. Allowing only authorized employees to drive on State business.
- B. Ensuring accidents are properly reported by the employee to the Safety Manager.
- C. Notifying the employee's Deputy Director of any accidents immediately.

- D. Notifying the employee's Deputy Director any event that would cause an employee to be classified as a high risk driver.

Employees

- A. Complying with all aspects of this policy.
- B. Operating those vehicles for which they are licensed and insured.
- C. Maintaining a valid driver's license for the class of vehicle they are operating.
- D. Submitting a new Authorization Driving History Form (DA2054) any time there are changes to the ODR information on file.
- E. Completing a Vehicle Checklist before driving a State vehicle.
- F. Completing the Vehicle Mileage Log for each State vehicle use.
- G. Immediately reporting all accidents regardless of how minor to the driver's supervisor and the GOHSEP Safety Manager.
- H. Immediately reporting any issue which may designate that employee as NOT authorized to drive either a State or personal/private vehicle while on State business.

VI. DRIVERS LICENSE

In accordance with La. R.S. 32:404, Operation of motor vehicles by nonresidents, students, and military personnel and dependents; reciprocity agreements with foreign countries,

- A nonresident or a nonresident minor, who has been licensed to drive or operate a motor vehicle under the laws of his home state and who has in his immediate possession a valid license issued to him by his home state, shall be permitted to drive a motor vehicle in this state without examination or license for a period not to exceed ninety days.

(If residence has been obtained in Louisiana, you have 90 days to secure a Louisiana drivers license, excluding students and military personnel)

VII. VEHICLE REGISTRATION

In accordance with La. R.S. 47:501, Duties of employees and employers

- A. Any person who is a resident of a state which requires registration of the motor vehicle or motor vehicles of a person who is employed in that state within thirty days of such employment, and who is employed in and maintains a residence in Louisiana and who operates one or more vehicles on the public streets and roads in Louisiana shall apply for a certificate of registration for each of those vehicles within thirty days of the date on which the person was employed in Louisiana.

- B. Each employer in this state shall notify each person employed by that employer of the requirement of Subsection A of this Section. The notice shall be by direct communication at the time of employment and by posting a notice in a prominent location at the place of employment.
- C. The provisions of this Section shall not be applicable to members actively serving in the armed forces of the United States.

(30 days to register your vehicle in Louisiana)

VIII. USE OF STATE/LEASED VEHICLES

- A. Reserving vehicles should be made in advance by e-mailing the designated Fleet Manager for either the Independence Office or the Joint Field Office (JFO).
 - Reservation requests should be made by the person driving the vehicle, as they will be the responsible for the safe operation and condition of vehicle upon its return.
 - Request for use of a State vehicle must contain
 - name of driver
 - date of travel
 - departure time
 - destination
 - anticipated time of return
 - If travel to a destination includes more than one person, every attempt should be made to carpool in order to conserve fleet vehicle availability and funding required.
- B. Employees checking out vehicles must present a valid driver license to the Fleet Manager and complete all information in the appropriate Vehicle Sign Out Log Book.
 - Inspect the log book assigned to the vehicle prior to departure to ensure the FuelTrac (Voyager) card is included, and all required documents are in the binder.
 - Insurance Verification
 - Vehicle Checklist
 - Vehicle Mileage Log
 - Hold Harmless Agreement
 - Accident Reporting Form (DA2041)
 - 24 Hour Emergency Contact Information
 - GOHSEP Safety Manager
(225) 925-7500
 - Lease/Rental Company (vehicle log book)
 - FuelTrac (vehicle log book)
 - Complete a Vehicle Checklist (DA424) prior to departure.
- C. Employees returning vehicles must complete the Vehicle Mileage Log and Vehicle Checklist (DA424).

- D. Any vehicle with less than half a tank of fuel must be filled prior to return.
- E. Remove all trash, personal items, etc. from vehicle.
- F. Return of Vehicle Log Book
 - If returning to the Joint Field Office building located on Main Street after closing (approximately 6:30 P.M.) return the vehicle log book to the security desk.
 - If returning to the Independence Office after closing (approximately 4:00 P.M.) return vehicle log book to the communications desk.
 - If returning to other GOHSEP office locations, return the vehicle log book to the proper location inside the building.
 - Under NO circumstances should the Vehicle Log Book remain in the vehicle or in possession of the employee upon return from destination.
- G. All State vehicles should be parked in the designated parking lots upon return.
- H. Operators of State vehicles must follow all reasonable procedures to ensure the safe and economical use of vehicles including:
 - Drivers and passengers must wear seatbelts
 - Lock vehicles at any time they are left unattended
 - Remove fuel cards when keys must be left in vehicles at parking facilities
 - Remove from visibility any State or personal property when vehicle is parked.
- I. Drivers must ensure non-state employees who are on State business and authorized to ride in a State vehicle sign the Hold Harmless Agreement before transporting.
- J. Smoking in State vehicles is prohibited.
- K. Employees should not operate any motor vehicle upon any public road or highway of this state, or any other state while using a cellular phone device except as provided in subsection B of R.S. 32:300.5, as stated below:
 - "(1) Any law enforcement officer, firefighter, or operator of an authorized emergency vehicle while engaged in the actual performance of his official duties.*
 - (2) An operator of a moving motor vehicle using a wireless telecommunications device to:*
 - (a) Report illegal activity.*
 - (b) Summon medical or other emergency help.*
 - (c) Prevent injury to a person or property.*
 - (d) Relay information between a transit or for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle.*
 - (e) Navigate using a global positioning system.*
 - (3) A physician or other health care provider using a wireless telecommunications device to communicate with a hospital, health clinic or the office of the physician, or to otherwise provide for the health care of an individual or medical emergency through a text-based communication."*
- L. Use of State vehicles for personal use or benefit of an individual or individuals is not permitted, including, but not limited to:
 - Personal errands (banking, shopping, etc.)
 - Transporting of unauthorized non-state employees
 - Use of State vehicles while not on official duties
 - Leave

- Lunch Period
- Break Period
- No State vehicle may be temporarily stored overnight at an employee's residence unless approval is obtained from the employee's Deputy Director.
- The following are a list of examples which may qualify for temporary overnight storage at an employee's:
 - the state employee will be departing upon or returning from an official trip away from the employee's official domicile either before or after normal working hours, or where the employee's residence is reasonably in route between the employee's official domicile or the vehicle storage site and the place where the employee is to commence work the next workday;
 - the vehicle is to be used in the conduct of specific, scheduled state business outside the normal working hours of the agency;
 - the employee is required to work specific, unexpected and unplanned overtime with the result that no other practical means of getting home is available to the employee;
 - the employee has a short-term assignment (no longer than one week) during which he/she is on 24-hour call and must use a specific vehicle due to the special equipment carried therein.

IX. USE OF PRIVATE VEHICLES FOR STATE BUSINESS

The following requirements must be met prior to an employee receiving authorization to use privately owned vehicle for state business:

- A. Must maintain minimum liability coverage as required by LA. R.S. 32:90 (B)(S) as a condition to drive.
- B. Must provide proof of insurance.
- C. Must verify non-availability of a State vehicle from the Fleet Manager.
- D. Must have prior written authorization from the employee's Deputy Director.

X. MAINTENANCE OF VEHICLES

- A. State Vehicles
 - All maintenance, including oil changes, tires, inspections, and washings will be performed at the Louisiana State Police (LSP) Baton Rouge maintenance garage, or outlying State Policy Troop's with maintenance capabilities.
 - Oil changes are recommended every 4,000 miles.
 - Washing of State vehicles recommended as needed and should be performed at LSP locations. If washings are required at other locations the cost should not exceed \$20.00.

- FuelTrac (Voyager) cards are to be use for **REGULAR UNLEADED** fuel, cleaning as needed if under \$20.00, and **EMERGENCY** repairs.

B. Leased Vehicles

- Enterprise 24 hour road service number 1-800-307-6666.
- All maintenance for leased vehicles must be performed at Downtown Car Care Center, Baton Rouge per Enterprise contract.
- Out of town vehicles in need of maintenance must be performed at a Firestone. Employees must notify the Firestone dealer to charge Enterprise for the services rendered and send the bill to:
 - Enterprise, 1575 Nicholson Drive, Baton Rouge, LA 70802.
- FuelTrac (Voyager) cards are to be use for **REGULAR UNLEADED** fuel, and cleaning as needed if under \$20.00.

XI. ACCIDENT REPORTING

- A. Drivers must immediately report any accident or theft to law enforcement authorities where accident or theft occurred.
- B. Driver must not make any comments or statements regarding fault.
- C. Driver must immediately report all accidents to the employee's immediate supervisor and the Safety Manager.
- D. Driver must complete all information requested on the Accident Reporting Form (DA2041) with police report item number, and produce any citations, summons, or papers received at the scene of accident to the Safety Manager.
- E. If the driver is not able to complete the Accident Reporting Form (DA2041), then the driver's supervisor will complete to the best of his/her ability on behalf of the employee. The supervisor may enter identifying information and attach the police report item number. The Accident Reporting Form (DA2041) must be completed within 48 hours after any vehicle accident and forwarded to the Safety Manager.
- F. If the accident involves a workers' compensation claim, then the State Employer Report of Injury/Illness Form (DA1973) shall be completed and sent to the Safety Manager.
- G. As authorized by the Director or his designee all employees are subject to post accident/incident drug and alcohol testing if involved in a vehicle accident, regardless of how minor the accident is.

XII. VIOLATIONS

- A. Employees who receive a conviction for a moving violation will be required to take the ORM Defensive Driving Course as refresher training within ninety days of conviction.
- B. Employees assigned to State vehicles who incur parking or moving violations will be responsible for direct payment of these violations.

- C. High-risk drivers are not authorized to drive vehicles on State business from the date of discovery for a minimum of twelve (12) months.
- D. Employees found to have violated this policy may be subject to disciplinary action up to and including termination.

XIII. QUESTIONS

Questions regarding this policy should be directed to the Facility Management Office.

XIV. ATTACHMENTS

1. Authorization and Driving History Form DA 2054
2. Vehicle Checklist DA424
3. Vehicle Mileage Log
4. Hold Harmless Agreement
5. Accident Report and Instructions DA 2041
6. Employer Report of Injury/Illness DA1973