


State Vehicles

	Louisiana Department of Health (LDH)	
	Policy Number	60.1
	Content	Vehicle Management Control Program for State Vehicles
	Effective Date	April 9, 2012
	Inquiries to	Division of Planning and Budget PO Box 4094 Baton Rouge, LA 70821-4094 (225) 342-7626

I. PURPOSE

It is the policy of the Louisiana Department of Health (LDH) to establish and administer a Vehicle Management Control Program which will provide a uniform procedure for management and control of state vehicles which is in compliance with the Louisiana State Driver Safety Program and R.S. 39:361-363. This shall include, but not be limited to:

- A. A system that provides for accountability and management of state vehicles that considers acquisition, assignment, use, cost of operation, maintenance and replacement or disposal in accordance with State laws.
- B. Methods that will allocate state vehicles to their most effective use insure driver safety, and which consider program goals.

II. APPLICABILITY

This policy shall apply to all LDH Offices, all employees, (both classified and unclassified), and boards or commissions administered under the direction of the LDH. Procedures applicable to this policy may be found immediately following this statement.

III. EFFECTIVE DATE

The effective date of this revised policy is April 9, 2012.

IV. RESPONSIBILITIES

- A. LDH SECRETARY- is responsible for Departmental adherence to Louisiana Register, Vol. 13, No. 1, January 20, 1987, with all revisions. He/she may delegate this authority in writing.

- B. LDH ASSISTANT SECRETARY/MEDICAL DIRECTOR- is responsible for individual office adherence to LDH Policy for State Vehicles. He/she will also designate in writing his/her Agency Transportation Coordinator and or Driver Safety Coordinator for his/her office. Each office shall establish internal management procedures and guidelines for handling of state vehicles within the guidelines of this policy. This internal policy and the designation of the Agency Transportation Coordinator and or Driver Safety Coordinator should be established no later than 60 days from the implementation of the LDH Policy. Subsequent revisions should be submitted to the LDH Transportation Coordinator as appropriate.

- C. LDH TRANSPORTATION COORDINATOR
 - 1. Serves as liaison for the Department with the Division of Administration (DOA), Louisiana Property Assistance, including responsibility for dissemination of LDH and DOA policies and procedures regarding the use of state vehicles to all Agency Transportation Coordinators.

 - 2. Coordinates agency requests within the **LDH** for replacement or new state vehicles before such requests are submitted to the DOA Budget Office, first ensuring that under-utilized vehicles are not available within the LDH for transfer. (Each case will also be reviewed and approved by the DOA Fleet manager prior to Budget Office approval.) The **LDH** Transportation Coordinator shall have sufficient authority to reassign agency vehicles within the LDH. Copies of all requests are to be submitted to the LDH Transportation Coordinator.

- D. AGENCY TRANSPORTATION COORDINATOR
 - 1. Serves as primary liaison for the agency with DOA, Louisiana Property Assistance including:
 - a. Responsibility for dissemination of LDH and DOA policies and procedures regarding the use of state vehicles among all agency employees.

 - b. Responsibility for submission of accurate and timely information/reports regarding state vehicles as required/requested by DOA and/or mandated by legislation.

- c. Responsibility for responding to inquiries from DOA regarding particular situations involving the possible misuse of state vehicles assigned to his/her agency or operated by the agency's employees.
 - d. Reporting to DOA any improper use of state vehicles that comes to his/her attention, along with corrective/disciplinary actions taken, as appropriate.
 - e. Reporting to DOA any accident involving a state vehicle or plans to dispose of or transfer a state vehicle.
- 2. Reviews monthly vehicle usage and maintenance reports, investigates irregularities or have them investigated, and provides explanations to DOA as requested.
 - 3. Maintains current and complete files on each state vehicle assigned to, owned by, or used by the agency, to include information detailed elsewherein these regulations.
 - 4. Assists in administering the Driver Safety Program for the agency.
 - 5. Coordinates and approves agency requests for replacement or new state vehicles before such requests are submitted to the DOA Budget Office, first ensuring that under-utilized vehicles are not available within the agency for transfer. (Each case will also be reviewed and approved by the DOA Fleet Manager prior to Budget Office approval.) The Agency Transportation Coordinator should have sufficient authority to reassign agency vehicles within the agency. Copies of all requests are to be submitted to LDH Transportation Coordinator.
 - 6. Ensures that each state vehicle under his/her supervision has minimum preventive maintenance performed at appropriate intervals. Ensures that each vehicle is inspected monthly and that documentation is maintained for the ORM audit.
 - 7. Obtains license plates and property tag numbers.
 - 8. Performs such duties as necessary to monitor the use of state vehicles assigned and ensure the most efficient and effective operation.
 - 9. Monitor Motor Vehicle Reports.

E. DRIVER SAFETY COORDINATOR

1. Responsible for ensuring all "Authorized Drivers" complete a Defensive Driver course.
2. Maintains all training records for the annual ORM audit.
3. Ensures that all authorized drivers have completed a DA2054 "Driver Authorization" form.
4. Ensures that procedures specified by the DOA Office of Risk Management (ORM) have been followed when any accident occurs involving a state vehicle.
5. Ensures that there are no flags on Official Driving Record (ODR) that would prohibit employee from being an authorized driver.

HOW TO REVIEW AN ODR (OFFICIAL DRIVING RECORD)

The following must be done before the 2054 is signed authorizing an individual to drive.

1. Verify that the employee name, address and license number match the information on the Driver Authorization Form (DA2054).
2. Check the license expiration date.
3. Check the license class and any restrictions that may affect the employee's ability to drive.
4. Verify any violations that were received in the past 12 months and whether these violations meet the high-risk driver definition in your agency's policy.
5. Make sure the following flags are not noted on the record above the violations section:
NI = No Insurance
SUS = Suspended
REV = Revoked
AF = Affidavit outstanding
PUL = Pull notice for license

F. SUPERVISOR/APPOINTING AUTHORITY OR DESIGNEE

The supervisor will be responsible for:

1. Signing and forwarding required forms in a timely manner.
2. Fulfilling responsibilities set out in the Driver Safety Program.
3. Identifying authorized and non-drivers as defined in the ORM Driver Safety Program Manual.
4. Reviewing driving records of employees to determine eligibility to drive state vehicles.

G. EMPLOYEE

The employee will be responsible for the safe operation of state vehicles in accordance with all Louisiana laws, including but not limited to use of seat belts by all occupants, and obeying posted speed limits. ***No driver shall make use of any instrument designed to detect the presence of police radar for the purpose of monitoring vehicular speed.*** The employee shall report any unsafe vehicle condition or accident involving a state vehicle they are operating and maintain minimum liability coverage, as required by Louisiana law, if operating their personal vehicle on state business. Employees must report to their supervisors the revocation of their driver's licenses, dropping of liability insurance coverage, and any driving citation received.

LDH PROCEDURES FOR VEHICLE MANAGEMENT

I. PROCEDURES FOR ACQUISITION OR REPLACEMENT OF STATE VEHICLES

The person designated by the Undersecretary/Assistant Secretary in each agency by Organization Number is responsible for the completion and forwarding of forms in this section.

A. Acquisition of New State Vehicles

Acquisition authority for purchasing new state vehicles will remain at the Assistant Secretary level.

The DOA, Commissioner of Administration, under R.S. 39:362, will, by rule and regulation, prescribe the conditions and limitations governing the acquisition by purchase or lease of fleet vehicles.

1. Anticipated state vehicle purchase must be coordinated with the Budget Division for incorporation into an agency's annual budget request.

2. All required documentation shall be submitted to the Agency Transportation Coordinator who will coordinate with DOA for approval. When approved by the DOA, a copy shall be forwarded to the appropriate LDH purchasing office. Purchase Release Orders shall be submitted to DOA electronically.

B. Transfer of State Vehicles

1. Interappropriation Transfer

The Property Control Manager of each office prepares a DOA BF-11 form to transfer the state vehicle out of the agency, and forwards it to the Agency Transportation Coordinator. The BF-11 is then forwarded to DOA Property Assistance. When approved, the transfer can be made and the vehicle will be taken off the office's inventory.

2. To transfer a state vehicle within an agency, the Agency Transportation Coordinator shall notify Property Control Office by memorandum.
3. Before any state vehicle is transferred, the Property Control Manager will check on the origin of funds. If federal funds are involved, approval may be required from the federal level before a transfer can be made.

C. Disposing of Surplus State Vehicles

When it is determined that a state vehicle is no longer useful to the agency or not economically feasible to maintain, a BF-11 and a condition report shall be prepared and forwarded along with the title and registration to the Agency Transportation Coordinator. Any BF-11 submitted for Sale "As Is, Where Is" must be accompanied by photographs of said state vehicle. This is forwarded to DOA Property Assistance for approval. After approval the said vehicle will then be removed from inventory.

D. Insurance and Licensing

1. Proof of insurance will be provided by the DOA, Office of Risk Management in the form of a yearly memorandum from the Department of Public Safety.
2. All state vehicles will carry a public license plate. Approval is needed from the LDH Office of the Secretary and the Department of Public Safety for a private license plate on a public vehicle. Additional justification may be required by DOA, Commissioner of Administration.

E. Marking of State Vehicles

Every state vehicle (unless exempt in accordance with R.S. 39:362(F)) must be marked with a DMA decal. Decals are to be placed in a prominent place so as to be visible from either side of the state vehicle. Decals are available from the LDH Transportation Coordinator.

II. SAFETY

All drivers of state/personal/rental vehicles driven on state business must complete an ORM recognized defensive driving course within 90 days of date of hire. They must then complete a refresher course once every three years. Drivers with a conviction on their motor vehicle record shall retake the defensive driving course within 90 days of the notification of the conviction.

A. Employees with out-of-state drivers' licenses are responsible for obtaining their own Motor Vehicle records.

B. It is the supervisor's responsibility to identify employees to be designated as authorized drivers and Non-Drivers as defined by LSDSP. All drivers of state vehicles must have a current approved Vehicle Authorization Form (DA 2054), and Motor Vehicle Record (MVR) before being allowed to operate a State/personal/rental vehicle on State business.

Those drivers who do not possess current drivers' licenses or who are classified as "high risk drivers." as defined in the LSDSP, will not be authorized to drive on state business for a period of 12 months after the date of the last citation or, if the supervisors are not notified, then 12 months from the date of discovery of the citation. Copies of the current DA 2054 and MVR must be kept on file by the Agency Transportation Coordinator for auditing purposes.

C. Employees must immediately report to their supervisor revocation of their drivers' licenses, cessation of insurance coverage, and all moving violation citations.

III. ASSIGNMENT OF STATE VEHICLES

A. No person may be authorized to travel in a state vehicle unless said person is a state employee or signs an Indemnification Agreement.

B. The Commissioner of Administration, under R.S. 39:362, will, by rule and regulation, prescribe the conditions under which personal assignment and/or home storage of state vehicles will be granted.

To qualify for personal assignment and/or home storage, one must receive specific approval from the DOA, Commissioner of Administration via DOA MV-2. All DOA MV-2 approvals expire on June 30; therefore, renewal requests must be received by the Agency Transportation Coordinator by April 1. All personal assignment and/or home storage requests must be approved by the agency head prior to submission by Agency Transportation Coordinator to DOA.

C. Pool Assignment

Assignment of state vehicles shall be made on a priority basis to those locations where employees are reimbursed for more than 15,000 miles annually driven on official state business in their personal vehicles because state vehicles were not available.

Rotation of the use of state vehicles in a pool is encouraged if state vehicle retention is considered important. (Non-passenger vehicle utilization will be assessed on an individual basis.)

D. Credit Cards

1. Procedures for issuing cards will be made part of internal management procedures.
2. All purchases made on state gasoline credit cards must be signed for by the approved driver making the purchase. It is the responsibility of the employee to see that the license number, unit price, and quantity of the commodity purchased is noted on the delivery ticket by the vendor. The tissue copy of the credit card ticket for the purchase is to be attached to the DOA MV-3 report required monthly on each state vehicle and retained on file.
2. State gasoline credit cards are not to be used to purchase items such as food or newspapers.

IV. MAINTENANCE OF STATE VEHICLES

The maintenance program is designed to provide maximum safety, efficiency, and economy in the operation of state vehicles, and to minimize down time caused by extensive repairs. The primary person designated as responsible for ensuring that preventive maintenance guidelines are followed on each state vehicle are as follows:

1. The employee who has a personally assigned vehicle.

2. The person designated by the particular office in the case of pool vehicles.

This person will be held accountable for compliance with the LDH's PM guidelines and maintenance of compliance records which are subject to audit. The Agency Transportation Coordinator will maintain an individual file on each state vehicle.

A. Preventive Maintenance

The preventive maintenance guidelines indicated on Form DA MV-4 will be followed for all passenger vehicles. The DA MV-4 shall be completed at each preventive maintenance interval and signed by the mechanic shop personnel. A copy of the completed form shall be attached to the MV-3 and submitted to the Agency Transportation Coordinator. In addition to those guidelines, oil changes are to be performed at 3,000 mile intervals. Those facilities with in-house shops shall follow the same contract guidelines in maintaining their fleets.

B. Repairs

Before any repairs are done, the feasibility of such repairs should be considered. The procedure for acquiring repairs on LDH vehicles will be handled in the following order:

1. Utilize in-house shop for repairs where exists.
2. Utilize fleet management statewide maintenance and repair contract if available.
3. Authorized dealer or competitive bid.

V. GENERAL PROVISIONS

- A. In cases of special need where the performance of official state business requires deviations from stated policy, prior written approval from the DOA, Commissioner of Administration through the Agency Transportation Coordinator is required.
- B. Operators of state vehicles will follow all reasonable procedures to ensure the safe and economical use of state vehicles including but not limited to:
 1. Locking state vehicles at any time they are left unattended.

2. Removing credit cards when keys must be left in state vehicle at parking facility.
3. Parking the state vehicle in authorized places where reasonable security is offered and removing from ready visibility any state or personal property from said vehicle.

C. Use of State Vehicles

1. Use of state vehicles within the official domicile to obtain meals is permitted only for:
 - a. Investigative personnel actually on duty; or
 - b. Field workers between site visits; or
 - c. Bonafide official state business meeting; or
 - d. Employees who are required to accompany or be on duty with clients while on travel status.
2. The use of state vehicles for the personal use or benefit of an individual or individuals is prohibited including but not limited to:
 - a. Personal errands (such as banking business, shopping)
 - b. Transporting of unauthorized non-state employees such as friends, relatives, hitchhikers (Exception - authorized passengers such as patients/clients)
 - c. Use of state vehicles while not on official duty (such as leave or lunches)
3. Firearms are prohibited in state vehicles. This prohibition applies to all individuals, even those who possess a concealed handgun permit, with the exception of bonafide police officers or investigators.
4. **In accordance with LDH Policy #5, all LDH vehicles and personal vehicles when transporting persons on authorized LDH business are tobacco free properties.**

D. State Vehicle Files

The state vehicle file shall include a copy of the Daily Log of Vehicle Use, (Form DA MV-3) which shall indicate down time of the vehicle and reason for such, as well as records of all trips, repairs, operating costs, etc., associated with said vehicle.

- E. When fuel is not available from a state-operated facility, the driver shall utilize the self- service pump unless a mechanical problem needs to be checked by the attendant, or such is not available. Credit card charge receipts may be audited for this periodically. An employee violating this provision shall be personally responsible for full-service purchases which cannot be justified. Handicapped drivers are excluded from this policy when the disability makes self-service a hardship.
- F. Under no circumstances shall a state employee operate a state vehicle in a reckless manner or while under the influence of intoxicating beverages, drugs or other substances.
- G. The operator of a state vehicle will be personally responsible for any fines, tow away charges, or other costs associated with his/her failure to observe all federal and state motor vehicle laws or municipal ordinances.

VI. REPORTING PROCEDURES

A. Office Reports

1. Each office shall establish internal management procedures and guidelines for handling of state vehicles within the guidelines of this policy and the State Fleet Management Training Manual.
2. The Agency Transportation Coordinator is to ensure that all DOA vehicle forms are completed as outlined in the Fleet Management Training Manual.
3. Each state vehicle shall be provided with a package of forms necessary for proper record keeping. A copy of proof of insurance (letter from ORM) and vehicle registration should also be included.
4. Reports concerning state vehicles, required by policy or requested, shall first be submitted to the Agency Transportation Coordinator for approval before forwarding to the DOA.

B. Accident Reports

Any person involved in an accident in a state vehicle or personal vehicle while on official state business shall file a report with the employee's supervisor using the DA 2041 Accident Report form. A copy of the police report, Vehicle Authorization Form, and MVR should accompany the DA 2041 form, and these should be forwarded to the Agency Transportation Coordinator via the agency head. This

does not replace or relieve the employee of the liability of filing a copy of page two of this report to the DOA ORM within 24 hours, or of reporting the accident to the Department of Public Safety on Form SR-10 as required by law.

C. Reports of Abuse, Misuse, or Neglect

Reports of possible misuse, abuse, or neglect should be phoned-in or immediately forwarded to the Agency Transportation Coordinator.

D. Reports and Procedures for Disabled State Vehicles

1. If a state vehicle is disabled during the hours of 8:00 A.M. to 4:30 P.M., call the Agency Transportation Coordinator who will provide the assistance needed to have said vehicle repaired.
2. If the state vehicle is disabled before or after the above listed hours, contact the nearest Fleet Management Repair Contract Dealer or, if not available, authorized dealer to have the repair work done. The Agency Transportation Coordinator should be contacted as soon as possible.

VII. VEHICLE STORAGE AND COMMUTING

- A. Each state vehicle shall have a designated overnight storage site which shall generally be the office location, regardless of whether said vehicle is personally assigned or a pool vehicle. Any changes in storage site will be reported immediately to the Department Transportation Coordinator. If the overnight storage site is different from the daytime storage site, then both sites shall be reported. If the requested storage site is an employee's home, the subsequent section shall apply.
- B. A state vehicle may be temporarily (not to exceed one week) stored overnight* at an employee's residence at the discretion of the Agency Transportation Coordinator or facility administrator. Documentation of approved overnight storage must be maintained for audit purposes. Temporary approval is allowed when:
1. 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 between the employee's official domicile or the vehicle storage site and the place where the employee is to commence work the next day.

2. 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 state vehicle due to the special equipment carried therein. Longer term assignments require an approved DOA Form MV-2. (Residence storage for greater than three weeks requires an approved MV-2.)
- C. Regular Home Storage* (overnight parking) of a state vehicle will only be permitted with approval of the DOA, Commissioner of Administration. Those requests should be submitted to the LDH Transportation Coordinator for approval using DOA Form MV-2. All approved MV-2 requests expire June 30 of each fiscal year and renewals should be submitted to the Agency Transportation Coordinator by April 1.

*Home storage is considered as a taxable fringe benefit by the IRS. Records are required to be maintained by each facility on fringe benefit income derived from the use of a state vehicle for commuting purposes and is to be reported annually to the facility's payroll section.

VIII. EXCEPTIONS

All exceptions to policy must be requested through the LDH Transportation Coordinator and forwarded to DOA when necessary.

IX. DEFINITIONS

- A. Transportation Coordinator: the employee designated by the agency head as the coordinator of fleet vehicles within the agency and who shall be responsible for any fleet management function until his/her release from responsibility is acknowledged by the DOA, Commissioner of Administration.
- B. State employee: any classified or unclassified employee of the State; any duly appointed member of a state board, commission, or advisory council; and any other person who has received specific approval from DOA to operate or travel in a state vehicle.
- C. State vehicle: any licensed vehicle owned, leased and/or rented by the State, or any privately owned vehicle used in the course and scope of employment.
- D. Authorized driver: an individual who is authorized to drive in the course and scope of his/her employment on a frequent basis.

- E. Non-Driver: an individual whose normal job duty does not require him/her to drive in the course and scope of his/her employment and does not normally drive even on an irregular basis.
- F. High-Risk Driver: individual having three or more convictions, guilty convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals whose normal job duty does not require him/her to drive in the course and scope of his/her employment and does not normally drive even on an irregular basis.
- G. High-Risk Driver: individual having three or more convictions, guilty convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within a one-year period.

X. FORMS

The following list of forms is provided as a reference. LDH forms are available from the Agency Transportation Coordinator. All DA forms are available from Division of Administration Forms Management.

- A. DA 2054 Vehicle Authorization Form
- B. DA MV-2 Request for Personal Assignment and/or Home Storage of a State Vehicle
- C. DA MV-3 Daily Vehicle Log
- D. DA 2041 Accident Report/Louisiana State Driver Safety Program
- E. DA MV-4 Preventive Maintenance Record
- F. Indemnification Agreement

XI. MANUALS

- A. Fleet Management Regulations
- B. Driver Safety Program Manual

AUTHORIZING DRIVER PROCEDURE

1. Employee shall complete and sign Authorization and Driving History Form (DA 2054).
 - a. Complete ALL of the employee identification information at the top of the form. (Name, address, date of birth, License number, license expiration date, etc.)
 - b. Complete ALL of the fields regarding employment.
 - c. Enter the most recent date that the employee completed an ORM-recognized Defensive Driving class. Make sure this field is kept current.
 - d. Indicate the type of Driver's License the employee holds. Verify that the employee's license is applicable to the type of vehicle he/she will be driving on state business.
 - e. If the employee is using their personal vehicle on state business, then they shall complete the "use of private vehicle" section of the DA 2054 certifying that they carry liability insurance as required by state law.
2. Agency head or designee reviews the Official Driving Record that is requested and issued by the applicable State Office of Motor Vehicles to ensure the employee does not meet the high risk driver definition (see ODR Review Instructions).
3. Verify the employee has passed an ORM recognized defensive driving course within ninety (90) days of entering the program and is repeated every three (3) years.
4. If the employee meets all of the above requirements, that employee may be authorized to drive on state business.
5. Only the Agency Head or his/her designee may review and authorize an employee to drive on state business. The authorization form shall be signed and dated by the Agency Head or his/her designee. The ODR shall be attached to the DA 2054.
6. A list indicating who is authorized to drive or not authorized to drive on state business shall be completed after all employee records have been reviewed and then released to the proper supervisor/fleet control manager. This list shall be available for the Loss Prevention Officer's upon request.

V. DISCIPLINARY ACTIONS

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

VI. REVISION HISTORY

Date	Revision
November 1, 1981	Policy created
February 4, 1982	Policy revised
July 1, 1984	Policy revised
March 1, 1989	Policy revised
March 30, 1994	Policy revised
July 6, 1999	Policy revised
April 27, 2005	Policy revised
September 9, 2010	Policy revised
April 9, 2012	Policy revised
	Policy revised