

State Vehicles

	Louisiana Department of Health (LDH)	
	Policy Number	60.2
	Content	Vehicle Management Control Program for State Vehicles
	Effective Date	September 12, 2023
	Inquiries to	Office of Management and Finance Division of Safety/Security & Administrative Services PO Box 629 Baton Rouge, LA 70821 225-342-3501

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. PURPOSE

It is the policy of the Louisiana Department of Health (LDH) to establish and administer a Vehicle Management Control Program that will provide a uniform procedure for management and control of state vehicles, which complies with the Louisiana State Driver Safety Program, LDH General Safety and Loss Prevention Program, and Louisiana Revised Statute 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 and ensure driver safety.

II. APPLICABILITY

This policy shall apply to all LDH agencies/facilities, 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. RESPONSIBILITIES

- A. LDH SECRETARY - is responsible for Departmental adherence to Louisiana Register, Vol. 13, No. 1, January 20, 1987, with all revisions. They may delegate this authority in writing.
- B. LDH ASSISTANT SECRETARY/MEDICAID DIRECTOR - is responsible for agency adherence to LDH policy for State Vehicles. They shall designate, in writing, their Agency Transportation Coordinator and/or Agency Driver Safety Coordinator for their agency. Each LDH agency may establish additional internal management procedures and guidelines for the handling of state vehicles within the guidelines of this policy. Any updates to the Agency Transportation Coordinator and/or Driver Safety Coordinator shall be submitted to the LDH Safety Director.
- C. AGENCY TRANSPORTATION COORDINATOR - serves as primary liaison for the agency with DOA, Louisiana Property Assistance, and LDH Safety Director including:
 - 1. Responsibility for dissemination of LDH and DOA policies and procedures regarding the use of state vehicles among agency employees.
 - 2. Responsibility for submission of accurate and timely information/reports regarding state vehicles as required/requested by DOA and/or mandated by legislation.
 - 3. Responsibility for responding to inquiries from DOA or the LDH Safety Director regarding particular situations involving the possible misuse of state vehicles assigned to their agency or operated by their agency's employees.
 - 4. Reporting to DOA and the LDH Safety Director any improper use of state vehicles that comes to their attention, along with corrective/disciplinary actions taken, as appropriate.
 - 5. Reporting to DOA and the LDH Safety Director any accident involving a state vehicle or plans to dispose of or transfer a state vehicle.

6. Reviews and monitors monthly vehicle usage and maintenance reports, investigates irregularities or have them investigated, and provides explanations to DOA as requested.
7. Maintains current and complete files on each state vehicle assigned to, owned by, or used by the agency, to include information detailed elsewhere in these regulations.
8. Assists in administering the Driver Safety Program for the agency.
9. 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.
10. Ensures that each state vehicle under their supervision has minimum preventive maintenance performed at appropriate intervals. Ensures that each vehicle is inspected monthly and that documentation is maintained for the annual ORM audit.
11. Obtains license plates and property tag numbers.
12. Performs such duties as necessary to monitor the use of state vehicles assigned and ensure the most efficient and effective operation.
13. Maintains copies of signed ORM Hold Harmless Agreements and approvals that shall be provided by agency employees that utilize fleet/rentals/personal vehicles for the transporting of non-state employees while conducting official state business. *Note: Appointing Authority approval is required prior to any non-state employee or facility client is transported.*

D. AGENCY DRIVER SAFETY COORDINATOR - serves as primary liaison between the agency Assistant Secretary/Medicaid Director and the LDH Safety Director including:

1. Responsible for ensuring all agency-authorized driver's complete ORM Defensive Driver course via Louisiana Employees Online (LEO).

2. Maintains all agency employee drivers training records, ODRs, and appointing authority approval(s) for the annual ORM audit.
3. Maintains a list of agency employees authorized and not authorized to drive a state vehicle.
 - a. The list must be signed and dated at least annually and no later than twelve months from the previous list.
 - b. The list shall be created/updated no more than 30 days from the date the ODRs are run.
 - c. Employees who are hired or terminated throughout the year are not required to be added to or deleted from the authorized or unauthorized list more than annually except if it is determined in the year that they should be considered a high-risk or otherwise defined unauthorized driver, at which point they should be removed from the authorized list or added to the unauthorized list.
 - d. The new list should be signed and dated and kept along with the existing list.
4. Ensures that all agency-authorized drivers have completed the DA2054 - Authorization and Driving History Form.
5. Ensures that procedures specified by the ORM and/or the LDH Safety Director have been followed when any accident occurs involving a state vehicle.
6. Ensures that there are no flags on Official Driving Record (ODR) that would prohibit an agency employee from being an authorized driver.

E. SUPERVISORS/APPOINTING AUTHORITY OR DESIGNEE – are responsible for:

1. Fulfilling responsibilities set out in the Driver Safety Program.
2. Notifying the Agency Driver Safety Coordinator immediately when an employee reports a citation or moving violation.
3. Reviewing driving records of agency employees to determine eligibility to drive state vehicles.
4. Identifying agency authorized and non-authorized drivers and forwarding to the Agency Driver Safety Coordinator.
5. Signing and forwarding required forms in a timely manner to the Agency Driver Safety Coordinator.

6. Notifying the Agency Driver Safety Coordinator of any new employees to their agency.

F. EMPLOYEE – shall be responsible for:

1. 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.
2. No driver shall make use of any instrument designed to detect the presence of police radar for monitoring vehicular speed.
3. Must maintain minimum liability coverage, as required by Louisiana law, if operating their personal vehicle for official state business.
4. Shall report any unsafe vehicle condition immediately to their Agency Transportation Coordinator.
5. Report any on duty accidents or citations for moving violations to their supervisor the day it occurs.
6. Must report to their supervisors the revocation or suspension of their driver's license or dropping of liability insurance coverage, no later than their next scheduled workday.
7. Must notify their supervisor of the final disposition of any citation or court decision.
8. Ensures that procedures specified by the ORM and/or the LDH Safety Director have been followed when any accident occurs involving a state vehicle.
9. Ensures written approval is received from the agency appointing authority prior to any transport of a non-state employee in a state vehicle (fleet, rental, or personal) while conducting official state business. Once approval is received, the ORM Hold Harmless Agreement Form shall be signed by the non-state employee passenger and submitted, along with a printed copy of the agency appointing authority approval, to the agency transportation coordinator.

IV. DEFINITIONS

- A. Accident Report (DA Form 2041): a report that is completed for any vehicular accident involving a State vehicle or any leased, rented, or private vehicle being used

on official state business.

- B. Authorization and Driving History Form (DA Form 2054): a record that is maintained by the agency on each employee who drives on official state business.
- C. Agency 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 their release from responsibility is acknowledged by the Commissioner of Administration.
- D. Agency Driver Safety Coordinator: the employee designated by the agency head as the person responsible to plan, organize, and ensure compliance in the Driver Safety Program for the agency.
- E. Appointing Authority: An officer or employee authorized **by statute or by lawfully** delegated authority to make appointments to positions in the State service.
- F. Authorized Driver: an individual who is authorized to drive in the course and scope of their employment on a frequent basis.
- G. Guilty Plea – the admission of guilt from the defendant to each charge of the commission of a violation.
- H. High-Risk Driver: A driver is considered high risk if any of the following situations occur on or off duty:
 - Having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations; or
 - 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; or
 - An employee that tests positive for an illegal substance or alcohol usage while driving a state vehicle.
- I. Moving Violation: a moving violation occurs whenever a vehicle is in motion. Examples of moving violations include speeding, running a stop sign or a red light, driving without a license, making a left turn from the right hand lane.
- J. Nolo 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.
- K. Non-Authorized Driver: an individual who is NOT authorized to drive in the course and scope of their employment on a frequent basis for any of the following reasons:

- Did not meet the minimum driving requirements,
 - Did not complete/pass the ORM Defensive Driver course within the allowed time period,
 - Driving privileges are suspended after notification of an accident or citation,
 - The Authorization and Driving History Form (DA 2054) has not been completed and/or signed by the Appointing Authority, or
 - Does not renew a driver's license by the expiration date.
- L. Non-Driver: an individual whose normal job duty does not require them to drive in the course and scope of their employment and does not normally drive even on an irregular basis.
- M. Official Driving Record (ODR): record maintained by the Department of Public Safety on each driver in the State of Louisiana containing history of driver violations and accidents.
- N. 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.
- O. 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 to operate or travel in a state vehicle.
- P. State Vehicle: any licensed vehicle owned, leased and/or rented by the State, or any privately owned vehicle used to conduct official state business.
- Q. Vehicular Accident: Any collision in which the vehicle comes into contact with another vehicle, person, object, or animal – which 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)
- R. Wireless Telecommunications Device: Any type of instrument, device, or machine that is capable of transmitting or receiving telephonic, electronic, radio, text, or data communications, including but not limited to a cellular telephone, a text-messaging device, a personal digital assistant, a computer, or any other similar wireless device that is designed to engage in a call or communicate text or data.
- S. Write Send or Read a Text-based Communication: To use a wireless communications device to communicate by using a text-based communication referred to as a text message, instant message, or electronic mail.

V. HOW TO REVIEW AN ODR (OFFICIAL DRIVING RECORD)

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

1. Verify that the employee name and license number match the information on the Driver Authorization Form (DA 2054).
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 twelve (12) months and whether these violations meet the high-risk driver definition within this policy.
5. Make sure the following flags are not noted on the record above the violations section:

NI = No Insurance (i.e. No Liability Security Coverage on Personal Vehicle)

SUS = Suspended

REV = Revoked

AF = Affidavit outstanding

PUL = Pull notice for license

6. If an employee is not authorized to drive, the Agency Driver Safety Coordinator shall notify the employee and their direct supervisor, agency safety coordinator, and Agency Assistant Secretary/Medicaid Director in writing that the employee shall not drive to conduct official state business noting the reason why and their name shall be added to the agency non-authorized driver list.

VI. AUTHORIZING DRIVER PROCEDURE

- A. Employee shall read, complete, and sign Authorization and Driving History Form (DA 2054) by completing all of the employee identification information at the top of the form. (Name, employee number, supervisor name, defensive driver training date, driver's license number, and state of issuance)
- B. Agency Driver Safety Coordinator verifies that the employee has passed the ORM Defensive Driver course within ninety (90) days of hire and every three (3) years thereafter.
- C. Agency Driver Safety Coordinator requests the ODR from the Department of Public Safety and ensures the employee does not meet the high-risk driver definition. An ODR shall be obtained annually (i.e. no longer than every twelve (12) months between records). Agency Driver Safety Coordinator shall "flag" any instances of high-risk drivers.
- D. Agency Driver Safety Coordinator forwards all DA 2054 forms along with the ODR to appointing authority. Only the appointing authority or their designee may

review and authorize an employee to drive on state business. **The DA 2054 authorization form shall be signed and dated within 45 days of obtaining the ODR.**

- E. Appointing Authority forwards the authorized and/or non-authorized drivers to the Agency Driver Safety Coordinator who shall maintain two lists of employees, those that are authorized to drive and those that are non-authorized (aka: high risk drivers). Both lists must be kept, available at each audited location, and available for the LDH Safety Director and/or ORM upon request.

VII. STATE VEHICLE REPORTS/FILES

Each state vehicle file, which is maintained by the Agency Transportation Coordinator, shall include a copy of the Daily Log of Vehicle Use, (DOA Form 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.

A. REPORTING PROCEDURES

1. Agency Reports

- a) The Agency Transportation Coordinator is to ensure that all DOA vehicle forms are completed as outlined in the Fleet Management Training Manual.
- b) Each state vehicle shall be provided with a packet to include forms necessary for proper record keeping, a copy of proof of insurance (letter from ORM), and state vehicle registration.
- c) Any reports concerning state vehicles, required by policy or requested, shall first be submitted to the Agency Transportation Coordinator for review prior to submitting to requestor and/or the DOA.

2. Accident Reports

- a) Any employee involved in an auto accident (fleet, rental, or personal) while on official state business shall immediately notify their supervisor.
- b) The employee shall then contact the local authorities to file a formal police report and complete the DA 2041- Accident Report/Louisiana State Driver Safety Program Form.
 - a. When completing the DA 2041 the employee must indicate, whether the vehicle was a fleet, rental, or personal vehicle.
 - i. If an accident occurs in an employee's personal vehicle while on official state business, mark through "state vehicle" and write "personal vehicle" on the DA 2041. (Note: In all cases involving an employee's personal

- vehicle - the employees liability insurer is the primary insurer of the accident.)
- ii. If an accident occurs in a rental vehicle, mark through “state vehicle” and write “rental vehicle” on the DA 2041.
- c) The employee must then email the DA 2041 form along with the Uniform Motor Vehicle Traffic Accident Report (police report) to the ORM indicating if medical attention was required while carbon copy their agency safety coordinator, agency fleet manager, immediate supervisor, and the LDH Safety Director. **Note: All auto accident claims are to be submitted within 48 hours after an auto accident. Do not delay submittal of the DA 2041 waiting on the police report.**
 - d) Any loss that involves property damage estimated at \$5,000 or more or if a loss involves any bodily injury or fatality the LDH Safety Director must be contacted immediately. Note: Employees are not to assume any obligation or incur any expenses for any losses or claims without authority from the ORM.
 - e) Any objects and/or products which may have caused, contributed to, or which are suspected of causing an accident are to be retained and preserved as evidence and provided to the LDH Safety Director to forward to ORM.
 - f) LDH Assistant Secretary/Medicaid Director, upon recommendation of their agency safety coordinator may consider what corrective action(s) may be necessary for accidents thought to be preventable. The corrective action(s) may include temporary suspension of driving privileges, special training, physical examination, etc. Failure of an authorized driver to report any vehicular accident may be cause for suspension of state driving authorization.
3. Reports of Abuse, Misuse, or Neglect
 - a) Reports of possible state vehicle misuse, abuse, or neglect should be phoned-in or immediately forwarded to the Agency Transportation Coordinator.
 4. Reports and Procedures for Disabled State Vehicles
 - a) 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.
 - b) 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.

VIII. SAFETY

Prior to driving state vehicles (fleet, rental, or personal) to conduct official State business all employees must complete the DA2054 - Authorization and Driving History Form, complete the ORM Defensive Driving course via LEO within the first 90 days of hire, and retake the course every three years thereafter. **Drivers with a conviction on their official driving record (ODR) shall retake the ORM Defensive Driving course within 90 days of the notification of the conviction.**

- A. Employees with out-of-state drivers' licenses are responsible for obtaining a certified copy of their ODR and provide it to their Agency Driver Safety Coordinator.
- B. Those drivers who do not possess current drivers' licenses or who are classified as "high risk drivers," will not be authorized to drive state vehicles to conduct official 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.
- C. Employees must immediately report to their supervisor revocation of their drivers' licenses, cessation of insurance coverage, and all moving violation citations.
- D. It is the Agency Driver Safety Coordinator's responsibility to ensure that their agency employees possess a current and proper class driver's license to drive a motor vehicle for official state business. The Agency Driver Safety Coordinator is required to verify (via the DA2054) that their agency's employee who plan to utilize their personal vehicle for official state business can provide proof of liability insurance. Additionally, the coordinator is responsible to ensure their agency's employees complete the ORM Defensive Driver course within 90 days of hire and every three years thereafter. Lastly, the Agency Driver Safety Coordinator must maintain a list of agency employees that are authorized and/or not authorized to drive, as per notification from supervisors/appointing authority. The Agency Transportation/Driver Safety Coordinator for ORM safety auditing purposes must keep copies of the current DA 2054 and ODR on file.
- E. No person(s) may be transported in a state vehicle unless said person is a state employee or signs an ORM Hold Harmless Agreement Form. It is the drivers (employees) responsibility to obtain the required appointing authority approval and signature on the form and to provide a copy to their Agency Transportation Coordinator.

X. POST ACCIDENT DRUG TESTING

As per LDH Employee Drug Testing Policy #48, any employee directly involved in an on-duty accident or incident, and whose action or inaction may have been a causative factor for same, shall be required to immediately submit to drug and alcohol testing if:

- A. **Reasonable Suspicion:** Circumstances give rise to a reasonable suspicion of the employee's

- drug or alcohol use or impairment; or
- B. Fatality: The accident or incident resulted in a fatality; or
 - C. Hazardous Materials Release: The accident or incident resulted in or caused the release of hazardous waste as defined in La.R.S. 32:1502(5).
 - D. Rehabilitation Monitoring: Any employee who is participating in a substance abuse after-treatment program, or who has a rehabilitation agreement with the LDH following an accident involving substance abuse shall be required to submit to random drug testing.

Note: Employees should be aware of the legal presumption of impairment under La.R.S. 23:1081 if an employee refuses, after being directed, to submit to drug or alcohol testing as a result of an on- duty accident or incident. As a consequence of such refusal, benefits under the Worker's Compensation laws of the State of Louisiana may be denied.

XI. 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 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 and personal valuables when vehicle keys must be left in the state vehicle while at a parking facility (valet parking).
 - 3. Parking the state vehicle in authorized places where reasonable security is offered and removing any visible state or personal property from said vehicle.
- C. Use of State Vehicles
 - 1. 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 with a signed ORM Hold Harmless Agreement on file with the Agency Transportation Coordinator.)
 - c. Use of state vehicles while not on official duty (such as leave or lunches)

2. Firearms are prohibited in state vehicles. This prohibition applies to all individuals, even those who possess a concealed handgun permit, with the exception of bona fide police officers or investigators.
3. In accordance with LDH Policy #5, all LDH vehicles and personal vehicles when transporting persons on authorized LDH business are tobacco free properties.
4. Utilizing a wireless telecommunications device while driving is prohibited in state-owned or leased and personal vehicles when conducting official state business. This includes writing, sending, or reading a text based communication and engaging in a call. Use of a wireless telecommunications device is permissible for passengers in such vehicles.
Exceptions:
 - Reporting a traffic accident, medical emergency, or serious road hazard
 - Report a situation in which the employee believes their personal safety is in jeopardy.
 - Report or advert the perpetration or potential perpetration of a criminal act against the driver or another person.
 - Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.
5. Under no circumstances shall a state employee operate a state vehicle under the influence of alcohol or drugs, or when their ability to operate a vehicle safely may be impaired by medication, illness, fatigue or injury.
6. The driver of a state vehicle will be personally responsible for any fines, tow away charges, or other costs associated with their failure to observe all federal state, parish, or city motor vehicle laws or ordinances.
7. Seatbelts and other proper restraints must be worn by all occupants of State vehicles; state rented or leased vehicles, and personal vehicles being used to conduct official state business.
8. Keys may not be duplicated, unless authorized and must be returned to the Agency Transportation Coordinator.

XII. PROCEDURES FOR VEHICLE MANAGEMENT

The person designated by the Undersecretary/Assistant Secretary/Medicaid Director 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.

Under LA R.S. 39:362, the Commissioner of Administration will 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 LDH Division of Planning and Budget for incorporation into the requesting agency's annual budget request.
2. All required documentation shall be submitted to the Agency Transportation Coordinator who will coordinate with the DOA for approval.
3. When approved by the DOA, a copy shall be forwarded to the appropriate agency's purchasing staff for handling.

B. Transfer of State Vehicles

Before any state vehicle is transferred, the Agency Property Control Manager must check on the origin of funds in the Official State System of Record. If federal funds are involved, approval may be required from the federal level before a transfer can be made.

1. Inter-Agency Vehicle Transfer

To transfer a state vehicle within an LDH agency, the transferring Agency Property Liaison/Coordinator shall complete "LDH Form D" and forward the completed form to the receiving Agency Property Liaison/Coordinator.

The receiving Agency Property Liaison/Coordinator must sign the form and return it to the transferring Agency Property Liaison/Coordinator.

The transferring Agency Property Liaison/Coordinator will then forward the form to the transferring Agency Property Manager to process the transfer in the Official State System of Record.

The transferring agency property manager will then notify the receiving Agency Property Manager that the state vehicle has been transferred.

Once the asset is received at the location, the receiving Agency Property Liaison/Coordinator will then sign "LDH Form D", acknowledging receipt and forward the form to the receiving Agency Property Manager.

2. LDH Agency to LDH Agency Vehicle Transfer

To transfer a state vehicle outside of an LDH agency, the transferring LDH Agency Property Liaison/Coordinator shall complete “LDH Form D” and forward the completed form to the receiving LDH Agency Property Liaison/Coordinator.

The receiving LDH Agency Property Liaison/Coordinator must sign the form and return it to the transferring LDH Agency Property Liaison/Coordinator.

The transferring LDH Agency Property Liaison/Coordinator will then forward the form and original copies of the title and registration to the transferring LDH Agency Property Manager to process the transfer in the Official State System of Record.

The transferring LDH Agency Property Manager will then notify the receiving LDH Agency Property Manager that the state vehicle has been transferred.

The receiving LDH Agency Property Liaison/Coordinator will then sign “LDH Form D”, acknowledging receipt of the state vehicle, title, and registration and forward the documents to the receiving LDH Agency Property Manager.

The receiving Agency Property Manager shall then go into the Official State System of Record and receive on the transfer then assign the receiving agencies state tag number.

The receiving LDH Agency Property Manager will then notify the transferring LDH Agency Property Manager of the completed vehicle process transfer.

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, the Agency Property Liaison/Coordinator is required to prepare a DA 121 form and the “LDH Form I” and must have the original title and registration to transfer the state vehicle out of the agency and forwards the form and documents/photos to the Agency Property Manager. (Photographs of said state vehicle must accompany any DA121 forms submitted for sale “As Is, Where Is”).

The Agency Property Manager will then go into the Official State System of Record, creates a transfer, and must bring all documents/photos provided above to the Louisiana Property Assistance Agency (LPAA) for approval.

The Agency Property Manager must monitor the Official State System of Record for LPAA’s approval. Once approved, then the Agency Property Manager shall coordinate

the transfer of the state vehicle to LPAA for disposal/surplus.

D. Insurance and Licensing

1. The DOA, Office of Risk Management in the form of a yearly memorandum, will provide proof of insurance.
2. All state fleet vehicles shall carry a public license plate. Approval is needed from the LDH OS/Office of Management and Finance and the Department of Public Safety for a private license plate to be adhered to a state fleet vehicle. Additional justification may be required by the 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 departmental decal. Decals are to be placed in a prominent place to be visible from either side of the state vehicle. *Note: Decals may be procured through the Department of Public Safety-Prison Enterprises.*

F. Global Positioning System (GPS)

All state fleet vehicles must be equipped with GPS.

XIII. ASSIGNMENT OF STATE VEHICLES

- A. No person(s) may be transported in a state vehicle unless said person is a state employee or signs an ORM Hold Harmless Agreement Form. It is the drivers (employees) responsibility to obtain the required appointing authority approval and signature on the form and to provide a copy to their Agency Transportation Coordinator.
- B. Under R.S. 39:362, the Commissioner of Administration will prescribe the conditions under which personal assignment and/or home storage (over 1 week) of state vehicles will be granted. To qualify for personal assignment and/or home storage (over 1 week), the agency employee must receive specific approval from the Commissioner of Administration via the DOA form MV-2.
- C. All DOA form MV-2 approvals expire on June 30; therefore, the Agency Transportation Coordinator must receive renewal requests by April 1. All personal assignment and/or home storage requests must be approved by the agency appointing authority and LDH Undersecretary prior to submission by Agency Transportation Coordinator to DOA.

XIV. Credit Cards (Fuel)

- A. Procedures for issuing fuel credit cards are part of agencies internal

management procedures.

- B. 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 that cannot be justified. (Note: Handicapped drivers are excluded when the disability makes self-service a hardship.)
- C. The approved driver making the purchase must sign for all purchases made on state gasoline credit cards. 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 issued copy of the credit card receipt for the fuel/service purchase is to be attached to the DOA MV-3 report required monthly on each state vehicle and retained on file.
- D. State gasoline credit cards are not to be used to purchase items such as food or newspapers.

XV. 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 Agency Transportation Coordinator is responsible for ensuring that preventive maintenance guidelines are followed on each agency state fleet vehicle and maintains individual files for each agency state vehicle, which includes records of maintenance, repairs, and usage by the agency employees, which are all subject to audit.

A. Preventive Maintenance

The preventive maintenance guidelines indicated on DOA form MV-4 will be followed for all passenger vehicles. The DOA form 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 DOA form MV-3 and submitted to the Agency Transportation Coordinator. In addition to these guidelines, oil changes are to be performed at 3,000-mile intervals. LDH facilities with in-house shops shall follow the same contract guidelines in maintaining their agency state vehicle fleet.

B. Repairs

Before any repairs are completed on state vehicles, 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.

XVI. 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 shall be reported immediately to the Agency 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 they are 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.
- C. Regular Home Storage* (overnight parking) of a state vehicle will only be permitted with approval of the Commissioner of Administration. Those requests should be submitted to the Agency 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 agency on fringe benefit income derived from the use of a state vehicle for commuting purposes and is to be reported annually to the LDH's Human Resources.

XVII. DISCIPLINARY ACTIONS

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

XVIII. XVIII. 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 Housekeeping (LDH)
June 27, 2019	Policy revised
September 12, 2023	Required Policy Review Updated policy section name. Require Agency Appointing Authority approval <u>prior to</u> transport non-state employee and the signing of ORM Hold Harmless Form.
July 10, 2024	Housekeeping per ORM update – continuous access to both lists.
May 28, 2025	Policy Reviewed