**VCSU SAFE OPERATING PROCEDURES:**

**State Fleet**

Only state employees and individual approved students are defined as “operators” under the following. Vehicles are defined as all licensed motor vehicles owned and leased by the state subject to registration under Chapters 39-04 and 39-05 NDCC.

By law, every state agency, institution, department, board, bureau, and commission unless exempted by the director must use the system. Each agency is responsible for the actions of its authorized drivers and must institute proper disciplinary actions for violating the regulations.

**General Safety - Safe Operation**

All operators of State fleet Services must adhere to the following regulations:

- Operators must possess a valid driver’s license to operate state vehicles. The license must be in possession of the driver at all times when operating a state vehicle and be of the appropriate class governing the vehicle being operated.
- Operators must obey and comply with all traffic laws and regulations governing the operation of motor vehicle. Operators under the influence of alcohol or drugs may not drive a state vehicle during the time that are required to file proof of financial responsibility.
- Operators must pay, without reimbursement and as soon as possible, all illegal parking fees and traffic fines. State Fleet Services will notify the agency directors of traffic violation. The agency must respond in writing to describe the disciplinary action taken to improve the operator’s driving behavior.
- In the event of an accident, the driver must complete an accident report form (found inside each vehicle packet) and return it immediately to Facilities Services. All accidents involving state vehicles in which extensive property damage, personal injury, or death has occurred must call State Fleet Services (701-328-2545) as soon as possible.
  - Accident prevention is an agency/institution responsibility. The NDCC Chapter 4-11-01 defines State Risk Management Motor vehicle Accident Review Board. All accidents will be reviewed to determine the preventability of the accident. A preventable accident is defined as “any accident in which the operator failed to exercise every reasonable precaution to prevent the accident.”
- Operators must use state vehicles only for conducting state business and not for personal use. Vehicles will not be taken to personal residences for overnight parking (unless prior approval was given).
- Operators may not transport spouses, children, animals or hitchhikers in state vehicles. Drivers may permit other state employees to be passengers in state vehicle only if necessary to conduct state business.
- All occupants must wear properly fastened safety belts whenever they travel in state vehicles. The operator must verify compliance and remind all passengers of the required seat belt policy.
- Smoking is prohibited in all State Fleet vehicles.
- All vehicle assigned on a daily basis for the daily pool must be returned to the campus garage at the end of the day unless other arrangements are made ahead of time.
- Agencies/institutions with monthly assigned vehicle have the responsibility to maintain their assigned vehicles.
- Operators may not place bumper stickers or unauthorized equipment in or on state vehicles. This includes private equipment and radar-detecting devices.
- **All State Fleet vehicle operators (those who drive on at least a monthly basis) are required to complete the four-hour National Safety Council Defensive Driving course (DDC). A refresher course will follow every four years.** The campus Safety Coordinator will send individual reminders when you are due for the refresher course.
This manual is prepared by the ND Department of Transportation and contains more detailed information regarding the state fleet motor vehicle regulations. It is the standard for VCSU's Motor vehicle Safety safe operating procedure. The information provided are the minimum requirements required of all state employees/operators. For assistance or interpretation of the State Fleet Services Regulations, please refer to VCSU’s Motor Pool (Facilities Services) or to the North Dakota State Fleet Services in Bismarck, ND.

Defensive driving saves lives, time, and money in spite of the conditions and the actions of others. Collisions may be prevented by doing everything reasonable to avoid them. All State Fleet vehicle operators are required to complete the four-hour National Safety Council Defensive Driving Course at least every four years. Employees who wish, however, can seek permission from their supervisor to take it as frequently as every two years. If supervisors are unwilling to give leave time more than once every four years, employees could still choose to take vacation time or attend a night Defensive Driving Course.

Contact VCSU’s Safety Coordinator at 3-7710 to register for Defensive Driving,