

KENTUCKY FINANCE AND ADMINISTRATION CABINET

**Guide for Drivers of the
Commonwealth's Vehicles**

Guide for Drivers of the Commonwealth's Vehicles

Table of Contents

APPLICABILITY	3
THE STATE-WIDE MOTOR POOL	4
Motor Pool Customer Information.....	4
Motor Pool Reservations	4
Motor Pool Vehicle Pick-up	4
Motor Pool Vehicle Return	5
INFORMATION FOR ALL DRIVERS	5
Permitted Drivers.....	5
Permitted Passengers	5
Permitted Vehicle Use.....	6
Prohibited Vehicle Use	6
Traffic Violations.....	6
Smoking	6
Fueling a State Vehicle	6
Vehicle Tracking.....	7
Complaints and “How’s My Driving” program	8
Insurance	8
Emergency Services – Normal Business Hours	8
Emergency Services – After Hours	8
Vehicle Accident.....	8
15-PASSENGER VANS.....	9
PERMANENTLY-ASSIGNED VEHICLES.....	9
Trip Log Required.....	9
AGENCY-ASSIGNED VEHICLES	10
VEHICLE MAINTENANCE AND SERVICE	10
Preventive Maintenance and Service	10
State Service Garage	10
Repairs and Roadside Assistance.....	11
Car Wash	11
MORE INFORMATION	11

Guide for Drivers of Commonwealth's Vehicles

Driving a Commonwealth-owned vehicle is a privilege and not a right. The Commonwealth may disqualify or qualify individuals to drive these vehicles based on driving record, the severity of offenses or accidents or a combination of these factors.

Commonwealth of Kentucky vehicles are for official business only.

The Division of Fleet Management (DFM) operates a full-service vehicle fleet center (motor pool) for vehicle check-out/check-in, 24-hour phone support, preventive maintenance and vehicle repair. Additionally, DFM assists agencies in assessing and selecting solutions that meet their agency vehicle needs.

More information about the services provided by the Division of Fleet Management is available at <http://finance.ky.gov/offices/adminservices/pages/fleetsgmt.aspx> or from your agency's vehicle coordinator.

APPLICABILITY

This guide, in conjunction with the *Agency Guide for the Commonwealth's Vehicles*, provides information for state agencies, drivers and passengers of state-wide motor pool and agency-assigned motor pool vehicles. For ease of reference within this document, these vehicles will hereafter be referred to as Fleet-owned vehicles.

All agency staff that drive, ride in, oversee, approve, or support Fleet-owned vehicles must adhere to and enforce the provisions contained in both *Guides* as well as other pertinent documents.

Information contained within this document is targeted to all drivers and passengers of Fleet-owned vehicles. Generally, these vehicles may have, but are not limited to, an official license plate that begins with "KA" or "KB".

Agencies with exempt or agency-owned vehicles are encouraged to adopt these or equivalent guidelines for all drivers and passengers of non-Division of Fleet Management vehicles.

Employees and/or designated agents that drive or are passengers in Fleet-owned vehicles shall comply with all applicable provisions and guidelines regarding the vehicles. Violations of these policies can result in disciplinary action, up to, and including dismissal.

THE MOTOR POOL

Fleet Management provides safe, cost-effective and essential transportation to state agencies so staff can carry out their duties efficiently. The Motor Pool is located at 369 Warsaw Street in Frankfort. Normal business hours are 7:00 AM thru 5:00 p.m. eastern time, Monday through Friday. The telephone number is 502-564-4680.

Motor Pool Customer Information

Before a motor pool reservation can be made, every individual making a reservation must have a Motor Pool Customer Form FM-09, on file with DFM and have a record established in the Fleet Operating System (FOS). Drivers should allow 24 hours for Customer Form processing before Motor Pool reservations are requested.

Motor Pool Reservations

Reservations are made by calling 502-564-4680.

When making a reservation, the following information is required:

- Type of Vehicle needed
- Destination
- Date and Time vehicle is needed
- Return date
- Driver's License Number of vehicle driver
- Cabinet / Division Code for billing

Reservations should be requested at least 24 hours in advance. Vehicles are allocated on a first-come, first-served basis.

Vehicles may be reserved for partial or full days for travel within the Commonwealth as well as other locations within the continental United States.

Reservations for more than two weeks (extended reservations) must be made in writing (via email or memo) by an agency head and approved by the Director, Division of Fleet Management prior to vehicle pick-up. Additionally, the agency head must sign the Trip Ticket, FM-3.

Special needs or accommodations may be available upon request. Whenever possible, the requesting agency or driver should contact the Motor Pool at least 48 hours in advance of the start of the trip.

Motor Pool Vehicle Pick-up

To pick up a vehicle from the Motor Pool, the driver must have a current and valid driver's license and present a completed Trip Ticket, Form FM-3, signed by their supervisor and agency head (if required).

Vehicles are picked up at the Motor Pool on 369 Warsaw Street, Frankfort during normal business hours, Monday through Friday.

If the driver must pick up a vehicle prior to 7:00 AM Monday thru Friday, arrangements should be made with the Motor Pool staff at 502-564-4680.

If a customer cannot pick up a vehicle at the scheduled time, notify the Motor Pool staff as soon as possible.

Motor Pool Vehicle Return

At the completion of each trip:

1. Ensure the vehicle has a full tank of gas (a gas pump is available on site).
2. Return the vehicle to its designated parking space at the Motor Pool.
3. Complete the sign-in sheet in the building located at 369 Warsaw Street. Required information includes: license plate number, time vehicle was returned, odometer reading, comments pertaining to the operating condition of the vehicle and signature.

For returns made after hours, deposit the keys in the key box located inside the front door of the building located at 369 Warsaw Street.

Each vehicle must be returned in the condition in which it was issued. Fleet Management may charge the agency for any cleaning that has to be done above and beyond normal use.

In the event that a customer cannot return the vehicle on the scheduled date, notify the Motor Pool staff no later than the scheduled date of return 502-564-4680.

INFORMATION FOR ALL DRIVERS

Permitted Drivers

A driver must be an employee or “authorized agent” of the Commonwealth; possess a valid driver’s license; and, be at least eighteen (18) years of age.

An “authorized agent” is someone who is covered by a signed contract with the state to perform a specific function or provide a specific service. Questions about whether an individual is an “authorized agent” of the state for the purpose of driving a Fleet-owned vehicle should be referred to the legal or human resources staff in each agency. KRS 44.045(2)

If at any time an employee’s driving status or condition changes, the employee shall notify their supervisor and the Division of Fleet Management within 24 hours of the change.

Permitted Passengers

Passengers in Fleet-owned vehicles are limited to state government employees and persons associated with official state business. Children transported in a state vehicle shall be properly secured in a child restraint system that meets federal motor vehicle safety standards per KRS 189.125.

Unauthorized non-state government employee passengers may ride in a state vehicle only during emergencies, or with prior approval of the Division of Fleet Management.

Requests for passengers who are not employees or agents of the state must be submitted on form FM-6, Authorization for a State Employee to Carry Non-State Employee Passengers in State-Owned Vehicles. The request will be submitted to the Director, Division of Fleet Management. This form must be approved by the Division of Fleet Management prior to transporting non-employee or agent individuals in a state vehicle.

Permitted Vehicle Use

Vehicles owned by the Commonwealth of Kentucky are for official business of the Commonwealth only.

The driver and all passengers must comply with all state and local laws, policies, rules and regulations and drive in a legal, safe and courteous manner. All drivers and passengers in Fleet-owned vehicles shall comply with the Kentucky seat belt law. When unattended, all doors are to be locked and all windows closed.

Prohibited Vehicle Use

Commonwealth of Kentucky vehicles are for official business of the Commonwealth only. Examples of inappropriate and prohibited use include, but are not limited to:

- Reckless driving, speeding, or any other traffic violation
- Use of radar detection devices
- Personal use or convenience travel
- Driving while impaired by fatigue or other conditions
- Using alcohol, illegal drugs or other illegal substances while operating a motor vehicle
- Transporting or possessing alcohol, illegal drugs or other illegal substances unless required as part of your official job duties
- Transporting non-state employee passengers, including family members
- Transporting hitchhikers or other unauthorized, non-state employee passengers
- Tampering with or removal of any GPS device or any component thereof
- Electronic communications including text messaging while driving a state vehicle
- A trip that is exclusively, or in part, for the purpose of campaigning in support of or in opposition to any candidate for national, state or local office
- Any other use not expressly authorized by KRS 44.045

State agencies may impose additional restrictions or prohibitions regarding state vehicle use.

Questions regarding the appropriate use of a Fleet Management vehicle should be directed to the Division of Fleet Management.

Traffic Violations

Any traffic violation incurred while operating a Fleet -owned vehicle is the personal responsibility of the driver. Drivers shall be responsible for promptly paying all vehicle fines. A driver must notify Fleet Management, through the agency contact, within 24 hours of receiving a citation in a Fleet -owned vehicle.

Smoking

Smoking is strictly prohibited in all Fleet-owned vehicles.

Fueling a State Vehicle

A Fleet One fuel card is assigned to each vehicle maintained by Fleet Management and is located in the pouch attached to the vehicle keys. Each card is assigned to a specific vehicle for fuel purchases for that vehicle only. The card is restricted to fuel purchases and is limited to regular unleaded (including E-10), ethanol (E-85) and diesel only. These cards may be used for vehicle fuel purchases **only**. All fuel must be obtained from vendors that participate in the Fleet One program.

When paying for fuel with a Fleet One fuel card, the driver must enter a personal identification number (PIN). The PIN is provided when the vehicle is picked up from the Motor Pool.

Vehicle fueling procedures:

1. Before fueling the vehicle, verify with cashier that the location accepts the fuel card.
2. Pump the correct type of fuel. Purchases are limited to regular unleaded (including E-10), ethanol (E-85) and diesel. Flex fuel vehicles, indicated by a sticker next to the fuel door, require E85 fuel if available.
3. Before leaving the vehicle, note the current odometer reading.
4. Enter the current odometer reading and personal identification number (PIN) on the keypad located inside the business.
5. Sign and submit the receipt to your agency point of contact. **NOTE:** Fleet One fuel receipts must be retained within your agency as specified in the Disbursement Document Retention Schedule. Proper processing and filing of these receipts is important.

Customers may view a list of fuel sites, both statewide and national, on the web at: <http://finance.ky.gov/services/fleet/pages/fleetonefuelsitesandcarwash.aspx> a driver encounters problems with the Fleet One fuel card during normal business hours (7:00 a.m. and 5:00 p.m. eastern time, Monday through Friday) call **502-564-9943** for assistance.

If Fleet One problems occur, the driver may have to pay for the fuel and request reimbursement via normal procedures specified by their agency and the Finance and Administration Cabinet. Requests submitted after the end of the fiscal year may not be reimbursed. The Division of Fleet Management should be notified of problems with a Fleet One fuel card as soon as possible.

If a Fleet One card is lost, stolen, damaged or otherwise requires replacement, immediately contact DFM at **502-564-4567 or 502-564-2260**. Before a replacement card is issued, a written request detailing the reason for replacement must be submitted to DFM.

Vehicle Tracking

State vehicles may be equipped with automatic tracking devices. Information from these devices will assist the Commonwealth to ensure efficient vehicle operation. Items such as mileage, speed, idle times, utilization and routing may be monitored without the driver's knowledge.

Tampering with or removing a GPS device or component thereof from a state vehicle is strictly prohibited.

Complaints and “How’s My Driving” program

To promote safe and appropriate vehicle use, the Division of Fleet Management operates a “How’s My Driving” campaign, allowing citizens to contact Fleet Management in the event that a state vehicle is being operated in an unsafe or inappropriate manner. Complaints are documented and forwarded to the appropriate agency for action and response. Appropriate actions will be reviewed and determined on a case by case basis.

The “How’s My Driving” number is 502-564-2727.

Insurance

The Commonwealth carries liability insurance on all state vehicles. All state employees operating state vehicles have this coverage. Proof of insurance is located in the key pouch for each vehicle.

If an employee chooses to carry additional/secondary insurance, the employee may purchase a "rider" on his or her personal automobile insurance policy. For additional information, employees may contact the Division of Fleet Management at 502-564-2746.

Emergency Services – Normal Business Hours

For vehicle malfunctions or emergency services outside of Frankfort, call 502-564-4649 or 800-928-4649 for assistance.

If the vehicle is located in Frankfort, contact the State Service Garage at 502-564-4090.

Emergency Services – After Hours

If assistance is required within Kentucky after normal business hours, on holidays or weekends, contact the Transportation Operations Center (TOC) at 502-564-2080 for assistance.

After-hours wrecker service is not available outside of Kentucky. Contact the Fleet Management Help Desk at 502-564-4649 or 800-928-4649 during the next business day to make arrangements for towing, repair, etc.

Note: It is the responsibility of the employee’s agency to make appropriate arrangements for employee transportation in the event of a vehicle malfunction.

Vehicle Accident

In case of accident or damage to a state vehicle, the driver shall:

1. Dial 9-1-1
2. In case of injury to the driver, passenger(s), or third party, seek emergency assistance immediately
3. Notify the Division of Fleet Management at (502) 564-2260 of any accident or injury sustained no later than the next business day
4. Notify the agency contact and employee’s supervisor
5. If an employee is injured, follow the employee’s agency process for reporting a work-related injury
6. Within 24 hours, complete and submit a Commonwealth of Kentucky, Civilian Traffic Collision Report or obtain a copy of an official accident report and provide a copy to the Division of Fleet Management

15-PASSENGER VANS

Before an employee or other authorized agent is permitted to drive a 15-passenger van, the employee **must** complete a one-hour, computer-based driver safety training course. The training course, a joint effort of the Finance and Administration Cabinet and the Kentucky Transportation Cabinet, is available from the University of Kentucky Transportation Center (KTC). The cost is \$25 per individual. Contact the KTC at (800) 432-0719 or on the web at <http://www.kyt2.com/training/event/van-driver-coaching-program> for registration or more information.

PERMANENTLY-ASSIGNED VEHICLES

Permanently assigned vehicles are assigned to a specific employee who uses it **exclusively** in the performance of his or her official duties. Because these vehicles may be parked at a private residence when not in use, they may be referred to as “take-home” vehicles.

A request for approval must be submitted by an agency or cabinet head to the Secretary of the Finance and Administration Cabinet and approved **BEFORE** permanent assignment of a vehicle. Guidance on responsibilities that are required of a driver of a permanently assigned vehicle can be provided by the agency’s Contact or the Division of Fleet Management.

Any change in an employee’s permanent assignment, i.e. individual’s address, workstation, job duties etc, must be provided to the Secretary of the Finance and Administration Cabinet within 30 days of the change.

Employees driving a permanently assigned vehicle may have individual income tax reporting responsibilities. Employees should review the current guidelines and information at <http://finance.ky.gov/ourcabinet/caboff/oas/fleet/manual>.

Trip Log Required

Each employee driving a Permanently Assigned Vehicle shall complete a log for each trip, including at a minimum, the beginning odometer reading, the ending odometer reading, the name of the employee driving, the date, time and purpose of the trip. Agencies may request additional information. The Finance and Administration Cabinet will provide optional formats that may be used to capture the required information. Optional formats for the trip log are available on the web at <http://finance.ky.gov/ourcabinet/caboff/oas/fleet/manual>.

This log may be reviewed or audited and will be provided upon request.

AGENCY-ASSIGNED VEHICLES

Division of Fleet Management vehicles may be assigned for the exclusive use of an individual agency. Agency-assigned vehicles remain at the agency location and are not returned to the Motor Pool at the end of each trip.

If an agency designates an agency-assigned vehicle as permanently-assigned, all provisions and restrictions for the permanently-assigned vehicles shall apply.

Between the 25th and 30th of each month, agencies must record the accumulated monthly mileage for each vehicle in the Fleet Operating System (FOS). Contact the Division of Fleet Management for more information about FOS and monthly mileage reporting.

Requests for designation of an agency-assigned vehicle must be submitted in writing from the agency head to the Secretary, Finance and Administration Cabinet via email or memorandum. See the *Agency Guide for the Commonwealth's Vehicles* for more complete information about permanently assigned vehicle criteria, justification and required reporting.

VEHICLE MAINTENANCE AND SERVICE

Routine maintenance and care of Motor Pool vehicles is the responsibility of the Division of Fleet Management.

Routine maintenance and care of agency-assigned vehicles and permanently-assigned vehicles are the responsibility of the agency.

Preventive Maintenance and Service

All Fleet Management-owned vehicles are scheduled to be serviced and the oil changed every 5,000 miles or at the end of a six-month period, whichever comes first. As soon as a vehicle problem is identified the customer should call the Help Desk at **502-564-4649** or **800-928-4649** if the vehicle is located outside of Frankfort. If the vehicle is located in Frankfort the customer will bring the vehicle to the State Service Garage. Whenever cost effective, all repairs shall be performed by the State Service Garage.

State Service Garage

The State Service Garage is located at 513 Barrett Avenue in Frankfort (502-564-4090). The garage operates on a "first-come, first-served basis", with all levels of repairs and maintenance service available.

Questions regarding service shall be directed to the Director, Division of Fleet Management at (502) 564-2260.

Repairs and Roadside Assistance

The Help Desk is open weekdays from 7:00 a.m. to 5:00 p.m. eastern time.

If the vehicle is located out of the Frankfort area and is in need of repair or roadside assistance, including wrecker service, during normal business hours, please call the Help Desk at 800-928-4649.

Within Kentucky, after-hours wrecker and towing service is available by calling the TOC at 502-564-2080.

Outside of Kentucky, after-hours wrecker and towing service is not available. Please call the Help Desk at 800-928-4649 during normal business hours for assistance.

If necessary, the agency is responsible for any additional travel arrangements for the employee.

Car Wash

DFM operates a car wash for state vehicles at 368 Warsaw Street in Frankfort. It is adjacent to the Frankfort Motor Pool location. Car wash operating hours are 12:30 to 4:30 p.m. Monday, Tuesday, Thursday and Friday.

The cost of routine car washes is included in the monthly rate charged for vehicles that are owned or managed by DFM. Vehicles which are not part of the DFM managed pool of vehicles will be assessed a nominal charge to off-set the cost of providing this service. Agencies will be invoiced for this service by DFM on a monthly basis.

MORE INFORMATION

More information about the state vehicle operations and services is available at <http://finance.ky.gov/services/fleet/pages/default.aspx>.

Address correspondence to:

*Division of Fleet Management
369 Warsaw Street
Frankfort KY 40601*

Important Phone Numbers:

Fuel Cards: 502-564-9943
Help Desk: 800-928-4649
Billing Questions: 502-564-2260
Wrecks and Damage: 502-564-2746

State Service Garage: 502-564-4090
Emergency Service: 502-564-4649
(Normal business hours)
Emergency Services: 502-564-2080
(After hours)