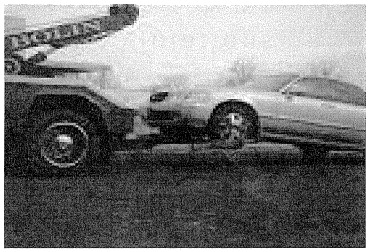
Emergency Information



Vehicle Break-down

If this vehicle malfunctions during normal business hours in Frankfort, contact the state service garage.

If this vehicle malfunctions outside of Frankfort, contact the Help Desk.

If this vehicle malfunctions after normal business hours, on holidays or weekends, contact the Transportation Cabinet Operations Center.

In Case of Accident

- Dial 9-1-1
- In case of injury, seek emergency assistance immediately
- Notify Division of Fleet Management as soon as possible
- Notify your agency contact and supervisor as soon as possible

Follow all directions of law enforcement regarding the filing of a police or civilian traffic collision report.

Within 24 hours, file a copy of the appropriate accident report with the Division of Fleet Management.

How's My Driving

To promote safe and appropriate vehicle use, the Division of Fleet Management operates a "How's My Driving" program. Citizens may call 502-564-2727 to report a vehicle operating in an inappropriate manner.

All complaints are documented and forwarded to the appropriate agency for action and response.

Vehicle Tracking

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

Contact Information:

Fleet One Fuel Cards	502-564-2260
Help Desk	800-928-4649
State Service Garage	502-564-4090
Service - After Hours *(Transportation Operations Center)*	502-564-2080
Wrecks and Damage	502-564-2746
Other Questions	502-564-2260

Division of Fleet Management
369 Warsaw Street
Frankfort, KY 40601

Finance and
Administration Cabinet

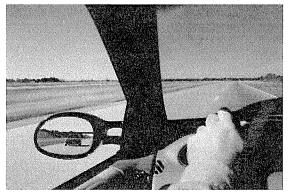
Division of Fleet Management
State Motor Pool

Driving an Official State Vehicle

Driving a State Vehicle

You are authorized to drive this state vehicle for official state business only. Any other use is expressly prohibited.

All drivers and passengers in state vehicles



shall comply with all state and local laws at all times. The vehicle shall be operated in a safe, courteous, and legal manner.

Passengers

All vehicle occupants must be government employees or persons connected with official state business. Approval to transport other passengers must be requested IN ADVANCE from the Division of Fleet Management. Children must be properly secured in a child restraint system.

Permitted Vehicle Use

This vehicle shall be used to conduct official business of the Commonwealth of Kentucky. All other use is prohibited.

Insurance Cards

Located in the glove box of this vehicle.

Traffic Violations

Drivers must notify the Division of Fleet Management of all traffic violation incurred while operating a state vehicle within 24 hours.

All fines and fees are the responsibility of the driver.

Smoking

Is strictly prohibited in all state vehicles.

Driving While Impaired

Driving while impaired by fatigue or other conditions is prohibited. Using, transporting or possessing illegal drugs, alcohol or other illegal substances is prohibited unless required as part of your official job duties.

Cell Phones, Texting, etc.

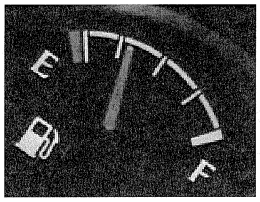
Electronic communications including text messages while driving is prohibited.

Fueling a State Vehicle

A Fleet One fuel card is assigned to each vehicle and is stored in the pouch attached to the vehicle keys.

Fuel may only be purchased from vendors that participate in the Fleet One program.

The Fleet One card is to be used only for fuel



purchases for the vehicle to which it is assigned.

Only regular unleaded (including E-10), ethanol (E-85) or diesel fuel may be purchased.

Before leaving the vehicle, note the current odometer reading and locate the Fleet One PIN number, provided when the vehicle is picked up from Motor Pool. This information must be entered on the payment key pad when using the Fleet One fuel card.

Radar Detection

Use of radar detection devices is prohibited.

Vehicle Return

All vehicles shall be returned to the Motor Pool located at 369 Warsaw Street, Frankfort, KY.

You must:

- Ensure the vehicle has a full tank of gas. A gas pump is available on-site during normal business hours.
- Return the vehicle to its designated parking space and remove your personal belongings.
- Note the odometer reading and mileage on the Trip Ticket.
- Lock the vehicle and take the keys to the Motor Pool office building.
- Complete the sign-in sheet with the license plate number, time vehicle was returned, odometer reading and comments regard-

Each driver should review the Fleet Management Guide for Drivers of the Commonwealth's Vehicles at : http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/ **before operating a state vehicle.**

Division of Fleet Management
369 Warsaw Street
Frankfort KY 40601
Tel: 502-564-2260

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