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	Effective Date: 06/28/1997	Revision Date: 06/15/2016
POLICIES & PROCEDURES - <i>Administration</i>	Subject: Motor Vehicle Operations	
Michael R. Styler, Executive Director	Signature: <i>Michael R. Styler</i>	

I. PURPOSE

The department operates a fleet of approximately 800 vehicles throughout the state of Utah. The primary mission of the fleet is to act as a service agency to facilitate the statutory missions of the department for the people of the state of Utah. The objective of the fleet is to provide safe, reliable transportation services at the lowest cost.

II. POLICY

- A. Employees of the department who are required to drive a vehicle as part of their job shall comply with R27-3 and R27-7, Administrative Services, Fleet Operations, Safety and Loss Prevention.
- B. The department may authorize the divisions to establish additional provisions for the efficient operation of its fleet as per R27-3(4), Administrative Services, Fleet Operations, and Fleet Vehicle Use Standards.
- C. If a prospective employee is required to drive a vehicle as part of their job and fails one or more of the criteria as outlined in R-27-3, they may not be considered for employment. All prospective full time employees must supply a legal driving record for a 3 month period prior to hire.
- D. If any employee has a DUI in a personal vehicle, any restrictions placed on that person for the operation of their personal vehicles may apply to state equipment. If, as a result of the DUI, the employee is unable to perform the essential functions of their job, he/she may be referred to the Employee Assistance Program and expected to follow treatment or he/she may be subject to disciplinary action, up to and including termination.
- E. In addition, the following must be completed by new hires:
 1. Full time employees are required to obtain their defensive driving certification within one month after hire and also recertify every two years.
 2. Seasonal employees are required to obtain defensive driving certification within two weeks after hire and also recertify every year if employed.
 3. Practical instruction on backing with and without a trailer will be provided when necessary.
 4. Special off-road and adverse driving conditions training will be provided when necessary.
 5. To be eligible to drive a state vehicle, an employee must have division director approval and a signed copy of the "Employee Statement" on file.

III. PROCEDURES

The safety of department employees and the general public is of primary importance to management. The department's motor vehicle safety program provides training, safety audits, accident reviews, and proper specification of equipment.

- A. Definition of terms -



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1. Accident - Any occurrence in which a state vehicle is involved in a mishap resulting in harm or injury to persons, or damage to property, regardless of total cost of treatments or repairs. It may also be referred to as an incident.
2. Accident Review Committee - The panel formed by each agency to review accidents in which agency employees are involved and make a determination as to whether or not said accidents were preventable.

B. Department Accident Review Committee –

The purpose of the Accident Review Committee is to discuss possible ways to minimize risks associated with all motor vehicle operations. The committee will meet on a quarterly basis to review all accidents and determine if the accident is preventable or non-preventable. The review committee consists of the following individuals:

1. A department deputy director
2. Each division director or designee
3. The department safety coordinator
4. The financial director or designee
5. The motor pool manager
6. The law enforcement director

C. Department Safety Coordinator –

The department safety coordinator shall be appointed by the executive director. The department safety coordinator will schedule and chair the meetings, prepare agendas, keep minutes, and follow up on action items. The coordinator is responsible for the development of departmental motor vehicle safety programs and policies. Each division of the department will designate a person to act as the division safety coordinator. The division safety coordinator will be highly visible in the field and will observe operational practices to provide safety performance evaluations. Safety performance evaluations will be conducted and included as a part of employee performance evaluations. The department safety coordinator will be responsible for maintenance of employee safety statistical data and will evaluate financial charges from risk management for equity across divisions and to determine the competitiveness of rates.

D. Accident reporting –

1. In the event of an accident involving a state vehicle, either the driver of the vehicle or the employing agency shall notify the Division of Fleet Operations, Division of Risk Management within 24 hours of the occurrence of the accident by filing an online accident report.
 - a. An accident/ report must be submitted online at <http://fleet.utah.gov>. From there, click the link title "Accident Report Form".



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2. An accident report must be submitted in all of the following instances:
 - a. Any instance where a vehicle is damaged
 - b. Vehicle vs. vehicle
 - c. Vehicle vs. an animal or person
 - d. Vehicle vs. an object
 - e. Vandalism

3. Failure to report an accident in a timely manner may not be covered by Risk Management (Insurance) and the total repair amount will be charged to the division. Extenuating circumstances shall be communicated to the Department Safety Coordinator.

- E. A written report is due to the Department Safety Coordinator no later than six working days after the occurrence.

- F. Corrective/disciplinary action–
 1. Corrective/disciplinary action will be applied to consistently across each division within the department by the division directors. The division director may appeal the ruling of the accident review committee to the executive director.
 2. Actions will be accumulated over a 36 month period. Accidents or incidents which occurred more than 36 months prior will be excluded when determining corrective/disciplinary actions.
 3. The employee involved in an "accident" where it is deemed "preventable" by the Accident Review Committee (ARC) has 30 calendar days after the ARC determination to request an opportunity to further explain details of the accident. The ARC may or may not choose to review the additional details as requested by the employee.
 4. All corrective/disciplinary actions will be recorded in the employee's file after the division director and employee have been notified in writing and the process has been completed.
 5. Seasonal employees may be subject to termination after a single responsible incident or accident.
 6. The Department Accident Review Committee will make recommendations to the respective division director after reviewing the circumstances of the occurrence.

Corrective/disciplinary actions shall be applied consistent with R-27-7-6 and R27-7-7(4).

- G. Employee safe driving incentive (paid by divisions) –

On an annual basis and at the discretion of each division director, incentive awards or other recognitions may be given to those employees who exhibit an exceptional driving record.



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1. For individuals who have an assigned vehicle reaching 100,000 accident free miles and have a complete maintenance record shall receive \$500.

H. Safety belts -

Safety belts will be used by all occupants of the vehicle. See DNR Policy NR-97-A-3.

I. Employee responsibility for vehicle care and maintenance –

1. Vehicle abuse – Drivers should note any maintenance problems and inform the Motor Pool manager as soon as possible. If a vehicle is damaged due to abuse, the responsible division or individual will be charged for the amount of the repairs. If any employee neglects a vehicle, including not informing the department Motor Pool of possible damage due to a maintenance problem, the division or individual will be charged for the cost of repairs.
2. Maintenance – Regularly scheduled maintenance for the short-term fleet will be the responsibility of the Motor Pool staff. Divisions will ensure that oil and oil filter changes are performed according to the Fleet schedules on all assigned vehicles and that other preventive maintenance functions are performed according to the service schedule included in the owner's manual and/or the service schedule provided by Fleet Operations.
3. Inspection and registration – Aside from short-term fleet, each division is responsible for making sure that each vehicle receives an annual safety inspection, and where applicable, an annual emissions inspection. Inspections must be done as requested by Fleet Operations.
4. Vehicle identification marking – The department will adhere to Administrative Rule R27-10, Identification Mark for State Motor Vehicles. Vehicles used strictly for covert operations are exempt from state identification policy.
5. Shelter of vehicle – Where practical, off-street shelter should be provided for the vehicle.
6. Revoking use of a state vehicle – The department may revoke the use of a state vehicle if the employee was operating any vehicle and any of the following occurs:
 - a. Was under the influence of drugs, alcohol, or other substance; or is convicted of driving while intoxicated or under the influence of a drug or other substance.
 - b. Was convicted of reckless driving.
 - c. Was taking narcotics or a controlled substance; or was knowingly involved in the manufacture, transportation, possession, sale, or use of narcotics or any controlled substance.
 - d. Operates the vehicle in an unsafe condition and employee has had prior notice of the condition and has failed to correct it.
 - e. Operates a vehicle without a valid driver's license or without authorization.



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- f. Leaves the scene of an accident without making required reports of such occurrence to the appropriate law enforcement authorities, fails to cooperate with such authorities, or otherwise fails to comply with applicable laws relating to accident reporting.
- g. Shown evidence of incompetence or disregard for the safety or personal property of others.
- h. Used the vehicle for any purpose in violation of federal, state, local laws, or any related policy.
- i. Three or more preventable accidents in the previous three year period.

J. Acquisition of vehicles –

All vehicle acquisitions will comply with Rule R27-4, Vehicle Replacement and Expansion of State Fleet. All vehicles licensed for operation must be acquired by the department Motor Pool manager and be included as a part of the motor vehicle fleet. Vehicle acquisition requires a request form signed by the respective division director and the department executive director (see Appendix A-3). This policy includes used vehicles acquired from U.S. General Services Administration (GSA), state surplus, court awarded confiscations, or any other means of procurement. Acquisition of vehicles without proper authorization may result in disciplinary action. Exceptions to this policy item must be reviewed and ruled on by the department Motor Pool Committee.

K. Vehicle specifications –

Standard specification of vehicles will be determined annually by Fleet Operations. Equipment requests beyond the standard specifications must be clearly justified prior to acquisition.

L. Vehicle replacements –

The general rule for a vehicle scheduled for replacement is 105,000 miles. Vehicles which are experiencing excessive repairs or are involved in severe operations under low mileage conditions may be considered for replacement before 105,000 miles.

M. Fleet expansion requests and approvals –

All fleet expansion requests must be submitted on the Appendix A-3 form and approved by the respective division director and the department executive director. All fleet expansions receive final approval or disapproval through the Natural Resources Appropriations Committee.

N. Fleet expansion definition –

Fleet expansion is defined as the requirement for additions of vehicles due to a workload increase for a period exceeding nine continuous months of operation. Vehicles dispatched as "seasonal" or "temporary" must be returned to motor pool within nine months for sale to state surplus.

O. Authorized passengers in department vehicles -



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Authorized passengers are defined as employees of the department. Family members and other individuals may be authorized to be in a state vehicle. Examples of other authorized passengers may include: citizens requiring assistance, prisoners, authorized volunteers, media representatives, board of advisory council members, elected officials, recruited individuals, participants in official and/or educational tours, contractors, etc. Certain volunteers may need to fill out a department *Agreement for Voluntary Services* form (Appendix A-2).

The department should take every opportunity to create a professional image, as well as develop positive experiences for officials, citizens, and families. Authorizing passengers in department vehicles can be a very educational and productive opportunity. In addition, recruitment of knowledgeable and informed individuals for future employment is required to accomplish the mission of the department.

Department employees should be aware of, and sensitive to, what the public may perceive as "unofficial" use of state vehicles. There should always be an easily articulated, direct connection between assigned duties and passengers riding in department vehicles.

Liability considerations and common sense dictate that passengers need to be kept "out of harm's way". Department employees should not participate in any situation where an authorized passenger is placed at unnecessary risk.

Authorization for family members and friends to be a passenger may be granted under certain circumstances. It may be advantageous for a spouse, son/daughter or friend to ride along as a "data recorder" or to help with a specific work project that may require more than one person. Routine assistance of this type should be formalized with the individual(s) through an official Department of Natural Resources *Agreement for Voluntary Services* form. In addition, family members and friends may be passengers for special events when authorized.

Personal vehicles may be used when appropriate if an employee is traveling to training or to department meetings. Mileage reimbursement shall be granted at the appropriate rate when approved by the division director or designee.

Authorization to transport passengers can be made through the employee's division director or their designee. Documentation of authorized passengers riding in state vehicles can be accomplished through Appendix A-4. Additional criteria may be developed by divisions for their specific needs.

When Appendix A-4, A-5 and A-6 are used, a copy shall be kept by the respective division director for review.

P. Operation of the short-term fleet –

The purpose of the department motor vehicle short-term fleet is to provide safe, reliable transportation for employees at the most economical price. More specifically, the central Motor Pool is responsible for maintenance, dispatching, and acquisition of all vehicles for the North Temple Complex operations.

Q. Equipping of short-term vehicles –



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1. Four-wheel drives will be equipped with the following:
 - a. Tow ropes

2. All vehicles will be equipped with the following:
 - a. First aid kit
 - b. Flashlight
 - c. Window scraper
 - d. Fire extinguisher
 - e. Spare and jack
 - f. Jumper cables





Employee Statement

I have read and fully understand the information contained in the Department of Natural Resources (DNR) Motor Vehicle Operations Policies & Procedures Guide. I hold a valid operator's license # _____ issued by the state of Utah, expiring ____/____/____. This license is restricted Yes No. If yes, I have explained such restriction below:

I hereby authorize DNR to obtain a transcript of my driving record from any State Motor Vehicle Department. During the three year period preceding the date of this application, I have have not been convicted of driving under the influence of alcohol, drugs or a combination of both, or been involved in a responsible accident resulting in damage to any property, including my own, or bodily injury or death while operating a motor vehicle, or been involved in a moving traffic violation as a result of operating any motorized vehicle. If yes, I have explained below:

I am aware that assigned DNR vehicles may only be driven by authorized employees and that personal use of vehicles including commuting is not permitted.

Employee's Signature:	Date: / /
Printed Name (employee):	
Division Director's Signature (or designee):	Date: / /



Agreement for Voluntary Services

Section I – To Be Completed by Volunteer

Name (Last Name, First):		Phone: () -	
Address:	City:	State:	Zip:

1. I have reviewed the description of work to be performed and amount of time required (see attached work description).
2. I agree that all of the work that I perform under this agreement will be non-compensable, except for pre-approved compensation for **actual** expenses.
3. I understand that either the Department or I may cancel this agreement at any time by notifying the other party.
4. I give my permission for free use of my name, voice, and picture in any media coverage of my volunteer services.
5. I hereby declare, to the best of my knowledge, I am in good physical health. I also understand the activities I will be performing may be physically demanding (see attached work description).
6. I understand that if I am injured or involved in an accident while providing volunteer services to the Department, Worker's Compensation Fund will only pay the actual and necessary medical expenses I incur in the treatment of an injury. Other expenses such as lost work time, equipment, clothing, etc., will not be covered by insurance.
7. I understand I may be subject to a criminal record check or other background investigation.

I hereby volunteer my services as described in the work description to assist the Department of Natural Resources in its authorized work.

Volunteer's Signature:	Date: / /
Approval Signature of Parent/Guardian if under 18:	Date: / /

Section II – To Be Completed by the Department of Natural Resources

- While this agreement is in effect, the Department of Natural Resources agrees to:
1. Accept you as a state volunteer and recognize your rights under UCA 63-34(9) (10) (11) (12).
 2. Authorize you to work as a volunteer according to the attached work description.
 3. Reimburse your pre-approved actual volunteer related expenses (to the extent funds are available).
 4. When applicable, authorize your to ride in or operate a state motor vehicle. (A copy of a valid Utah driver's license shall be attached to the *Volunteer Work Description* form if the volunteer will be authorized to drive a vehicle while performing volunteer services.)

As the supervisor, I understand that should an injury occur to an individual while in a volunteer status, a *First Report of Injury* form must be completed and submitted to the Human Resource office.

Supervisor's Signature:	Title:	Date: / /
Name and Location of Worksite (Division/Office/Park/Facility):		Low Org:
I grant authorization to utilize the services of the volunteer as noted in the work description.		
DNR Executive's Signature (or designee):		Date: / /
For myself and as the authorized representative of the agency chief executive.		
Human Resource Director's Signature:		Date: / /



Volunteer Work Description	
Name <i>(Last Name, First)</i> :	Job Title:
WORK	
Location:	
Description of work to be completed: <i>(Describe duties and physical demands. Use reverse side of form if necessary.)</i>	
If volunteer will be operating a state vehicle, a copy of a valid Utah Driver's License must be attached.	
Time Required:	
Hours per day (if appropriate): _____ Days of the week (if appropriate): _____	
Total time commitment (hours, days, weeks, or months): _____	
Other Information: <i>(Use reverse side of form if necessary.)</i>	
VOLUNTEER	
<ul style="list-style-type: none"> I have reviewed the description of the work to be performed and I am aware of the physical demands associated with that work. I agree to carry out the specified duties and work the time identified to the best of my abilities. 	
Volunteer's Signature:	Date: / /
Emergency Contact:	
Name: _____	
Address: _____ City/State: _____ Zip: _____	
Home Phone Number: () _____ - _____ Work Phone Number: () _____ - _____	
SUPERVISOR	
Name <i>(Last Name, First)</i> :	Work Phone: () _____
Work Address:	
Supervisor's Signature:	Title: _____
Date: / /	
TRAINING <i>(Use reverse side of form if necessary)</i>	
Required : Sexual Harassment	Date Provided: ___/___/___
Required: Driving Video/Workbook <i>(if applicable)</i>	Date Provided: ___/___/___
Other: _____	Date Provided: ___/___/___



Fleet Expansion Request

Today's Date: / /	Division:	Organization Code:
Position the vehicle will be assigned to:		
Type of vehicle requested:		
Initial purchase funded with (%): <ul style="list-style-type: none"> • General Funds _____ % • Federal Funds _____ % • Restricted Funds _____ % • Dedicated Credits _____ % • Other (specify): _____ % 		
Anticipated annual mileage:	Commute requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Workload expansion due to:		
Reasons why the employee cannot use a personal vehicle with mileage reimbursement:		
Justification:		
Division Director's Signature (or designee):		Date: / /
Executive Director's Signature (or designee):		Date: / /



Transportation of Passengers

Name (Last Name, First): _____ Division: _____

Date of Transport	Name(s) of non-state employee(s) traveling	Address(es)	Purpose of Transporting Passengers
_ / _ / _	1. 2. 3.		
_ / _ / _	1. 2. 3.		
_ / _ / _	1. 2. 3.		
_ / _ / _	1. 2. 3.		

As required by division director:

Agreement for Voluntary Services form signed and attached

- or -

Hold Harmless and Liability Release form signed and attached.

Explanation:

Division Director's Signature (or designee): _____ Date: / /



Hold Harmless and Liability Release			
Passenger Name <i>(Last Name, First)</i> :			
Address:		City:	State: Zip:
Home Phone: () -		Business Phone: () -	
DOB: / /	Representing:		
<p>Having knowledge that duties of the Department of Natural Resources can be hazardous and possibly dangerous, I hereby absolve and hold harmless the Department of Natural Resources and all persons associated herewith from any and all liability while riding along with any member of the Department of Natural Resources. I further agree to abide by all the rules and orders given to me by the employee with whom I am assigned to ride and understand that they may terminate my ride at any time without explanation.</p>			
Passenger's Signature:			Date: / /
Witness:			Date: / /
Approval Signature of Parent/Guardian if under 18:			Date: / /



Authorization of Personal Vehicle for Travel

Date of Travel: / /

Division:

Employee Name (*Last Name, First*):

The department may allow for personal vehicles to be used when traveling to a work assignment if one or more of the following circumstances apply:

1. The passengers do not comply with work requirements (i.e. young children).
2. Personal travel after the training or conference is over, which is not work-related, mileage does not apply.
3. Insurance liability service is the employee's responsibility while traveling.
4. Interest in having a spouse, family member or friend ride for non-employment related responsibilities. However, the destination is employment related.

Division Director's Approval Signature (or designee):

Date: / /