



DCFS

Vehicle & Driver Procedures

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DCFS VEHICLE & DRIVER PROCEDURES

I. DOCUMENTATION

These procedures were prepared in accordance with:

- La. Administrative Code: [Title 34, Part XI, Fleet Management](#)
- DCFS Policy: [Policy 1-15, State Vehicles and Driver Program](#)
- Office of Risk Management: [Loss Prevention Manual/Driver Safety Program Section](#)
- Louisiana Revised Statutes: [R.S. 39:361](#), [362](#), and [363](#)

All forms referenced in these procedures may be downloaded from the associated links:

- [Office of Risk Management \(ORM\)](#) (then click on ORM Forms)
- <http://www.doa.louisiana.gov/lpaa/onlineforms.htm>

When the performance of official State business requires deviation from stated Policy, prior written approval from the Commissioner of Administration through the DCFS Fleet Manager is required.

II. DESIGNATIONS

DCFS Fleet Manager– This person is designated by the Secretary and serves as the Departmental liaison between the Division of Administration, Louisiana Property Assistance Agency, and Bureau/Division/Section/Region under DCFS in all vehicle and fleet matters.

DCFS Safety Officer – This person is designated by the Secretary and serves as the Departmental liaison between the Division of Administration, Office of Risk Management, FARA, and Bureau/Division/Section/Region under DCFS in all safety matters, and serves as the Safety Coordinator for State Office.

Fleet Coordinator or Safety Coordinator – These persons are designated by the Deputy Secretary for Operations/Deputy Secretary for Programs and/or Undersecretary and is responsible for the completion and forwarding of all safety and fleet/vehicle forms referred to in these procedures and is responsible for adherence to the above-mentioned documents.

DCFS Property Control Manager – This person is designated by the Secretary and serves as the Departmental liaison between the Division of Administration, Louisiana Property Assistance Agency, and Bureau/Division/Section/Region under DCFS in all moveable property control matters.

Property Control Coordinator - These persons are designated by the Deputy Secretary for Operations/Deputy Secretary for Programs and/or Undersecretary and is responsible for the completion and forwarding of all property control forms referred to in these procedures and is responsible for adherence to the above-mentioned documents.

Purchasing Coordinator – This person is designated by the Bureau/Division/Section/Region director and has responsibility for purchasing functions within his/her office.

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Excerpt from R.S. 39:362 A:

The Commissioner of Administration, by rule and regulation, shall prescribe the conditions and limitations governing the acquisition, either by lease or purchase, maintenance, and disposal of fleet vehicles, the use of the vehicles by state officers and employees in the discharge of the duties of their respective offices and positions in the state service, and the conditions under which allowances will be granted for travel expenses.

III. PROCEDURES FOR ACQUISITION OR REPLACEMENT, AND LICENSING, INSURING, AND MARKING OF VEHICLES

To increase the fleet, the DCFS Secretary must request said increase from the Division of Administration (DOA). This request must include justification for the request, in addition to a letter from the Secretary or his/her designee to the State Fleet Manager requesting the increase.

A. Acquisition of New Vehicle

- Acquisition authority for purchasing new vehicles is at the DCFS Secretary or his/her designee's level. Refer to the [Vehicle Ordering Instructions for all State Agencies](#) (click on Guidelines/Instructions) on the [State Purchasing](#) website.
- Transfer of a "future trade vehicle" that has been surplusled must be keyed into LPAA Asset Management System (AMS), the online warehouse management system for the state of Louisiana surplus property, before a new vehicle can be purchased.
- When preparing an order for a state vehicle, it must be stated in the description that the Certificate of Origin must be in the name of the Department of Children and Family Services. The Certificate of Origin is picked up from the Louisiana Property Assistance Agency (LPAA) at the time of pick up of the new vehicle.

B. Receiving New Vehicle

- The Purchasing Coordinator of each Bureau/Division/Section/Region must check the OREC (the receiving screen in ISIS) screen on ISIS to see when the vehicle is received.
- The ISIS purchase order must reach status of 636 (the invoice has been paid by DCFS Fiscal Services, Payment Management Section) on the OPAY screen in ISIS prior to picking up the new vehicle. Purchasing coordinator should ask LPAA to FAX them a copy of the invoice in order to request a check for the license and registration.

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- When the new vehicle is received by LPAA, the Purchasing Coordinator must call and make arrangements with LPAA to pick up the vehicle. LPAA will need the Purchase Order number and at least 2 hours after contact to prepare the necessary documents for new vehicle pick up. The new vehicle and documents must be picked up at the address below:

LPAA: 1059 Brickyard Lane
Baton Rouge, LA
Telephone: 225-342-6861

- The following items are required when picking up a vehicle:
 - A printed copy of the OPAY screen (Order payment screen in ISIS) from the ISIS system. The order number can be found on the invoice, available from Accounting.
 - Two decals (available from DCFS Fleet Manager, or order from Prison Enterprise), and
 - [DA MV3 \(Daily Vehicle Log/MV4 Preventative Maintenance Form\)](#) to record mileage at the time the vehicle is picked up.
- LPAA will provide an envelope containing:
 - Certificate of Origin
 - Odometer Disclosure Statement (to be signed by person picking up vehicle as “transferee”)
 - Notarized Invoice from State Purchasing.
- The vehicle must be picked up at the LPAA Office located at 1059 Brickyard Lane in Baton Rouge.
- The vehicle will have a Safety Sticker affixed by LPAA.

If the surplus vehicle has not been turned in, it must be brought along with the Transfer Number from the Asset Management System when the new vehicle is picked up.

C. Licensing of Vehicle

All vehicles must carry a Public License Plate.

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Approval is required from the DCFS Executive Division and the Department of Public Safety for a private license plate on a public vehicle. Additional justification may be required by the Commissioner of Administration. These requests and approvals must be coordinated through the Fleet Coordinator to the DCFS Fleet Manager. Refer to [Fleet Regulations](#) – Title 34, Chapter 1, Part 103, B, 2, c.

To obtain a license plate for a State Vehicle:

- Prepare PMF-108 ([Word version](#)/[Adobe version](#)) DCFS Payment Request/Receiving Report, including the year, make, and model of the vehicle, as well as purchase order number of vehicle.
- Include a note to call the DCFS Fleet Manager at (225)342-2387, to pick up the check.
- A separate PMF-108 ([Word version](#)/[Adobe version](#)) must be completed for each individual vehicle.
- Send the completed PMF-108 ([Word version](#)/[Adobe version](#)) to Accounting, requesting a check to be made payable to the **Department of Public Safety, Vendor #72-0724656-02** in the amount of **\$26.50**.
- After the vehicle has been picked up from LPAA, mail the envelope of information received from LPAA to the DCFS Fleet Manager. Include the following:
 - Original Certificate of Origin
 - Original Odometer Disclosure Statement
 - Original notarized invoice from State Purchasing
 - [Property Tag Request Form](#)
 - Copy of OFST (ISIS screen used to enter purchase orders) and OREC screens
- The DCFS Fleet Manager will complete the [Vehicle Application Form \(R0312\)](#), [Application for Free Plate Form \(Form R0404\)](#) and deliver to Department of Public Safety/Motor Vehicles at 7979 Independence Blvd in Baton Rouge. The items to be included in the packet to Public Safety are:
 - The \$26.50 check.
 - A completed [Vehicle Application \(Form R0312\)](#)

Motor Vehicles has requested that the street address of the Agency be used, not the Post Office Box. However, the P.O. may be used in the mail-to address. (For DCFS/Division of Management and Finance the mail-to should be: 627 N. Fourth St., 6-300-28, Baton Rouge, LA 70802).

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Also, in the **Domicile Code** portion of this form, the parish where the vehicle is to be used must be identified. Refer to the [Department of Public Safety table](#) for a listing of the Domicile Codes.

If Vehicle is transferred and the Domicile Code changes, the information on the vehicle registration must be updated with the Department of Public Safety, Office of Motor Vehicles.

NOTE: The vehicle must have an inspection and proper inspection sticker from the City (if the city authorizes the issuance of vehicle inspections) or Parish listed on the Registration.

- A completed, [Application for Free Plate for Public Agency Form \(Form R0404\)](#).
- Originals of all items mentioned above (Certificate of Origin, Odometer Disclosure Statement [shows mileage] and Invoice).
- Tax ID Number for DCFS – 72-6000-80000
- Public Safety will provide the license plate and registration at that point, and will mail the Title.
- Upon receipt of the license plate, the DCFS Fleet Manager will mail the license plate, property tag and a copy of the title and registration to the Fleet Coordinator.

D. New Vehicle Reporting

Each vehicle acquired shall be reported to the DCFS Fleet Manager by performing the following steps within ten (10) days of receipt:

- Submit the original Certificate of Title and Registration to the DCFS Fleet Manager.
- Retain a copy of the Title and Registration for the Vehicle File.
- Request a state property tag from the DCFS Property Control Manager and include the following information:
 - Invoice
 - Copy of OFST and OREC screen prints from ISIS
 - Copy of Odometer Disclosure Statement.
- Upon receipt of the property tag, affix the tag to the inside panel of the driver's door, or in the glove compartment (Agency's discretion).

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- Keep copies of all forms for the Agency's files.
- A FuelTrac card must be requested from the DCFS Fleet Manager.

E. Insurance

The Office of Risk Management devised a self-insurance program for its motor vehicles in 1980. A letter located on ORM's Website is updated each fiscal year certifying that the Agency's vehicles are insured under the Louisiana Automobile Liability Self-Insurance Fund. Print a copy of the certification letter ([Proof of Insurance for State Vehicles](#)) and carry in each state owned vehicle at all times

F. Methods of Vehicle Disposition

All State vehicles should be disposed of pursuant to LPAA (Louisiana Property Assistance Agency) guidelines and by one of the methods mentioned below:

Intra-Agency Transfer (Transfer between locations)

- The sending Property Control Coordinator of each Bureau/Division/Section/Region shall submit a request to the DCFS Property Control Manager to transfer the vehicle via the [Asset Action Form](#).
- The DCFS Property Control Manager shall key the transfer into the Asset Management System.

Surplus

When it is determined that a vehicle is no longer useful to the Department, or not economically feasible to maintain or repair, or is wrecked and totaled, the following steps will be followed:

- The Fleet Coordinator or Property Control Coordinator shall submit the following items to the DCFS Fleet Manager:
 - Condition Report Form ([DA-121](#)) on the trade-in unit.
 - [Asset Action Form](#)
 - Four (4) photographs of state vehicle (front, back including license plate, and both sides)
 - The DCFS Fleet Manager will include the following statement on the Transfer request:

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DCFS RESERVES THE RIGHT TO USE THIS VEHICLE AS A TRADE-IN VEHICLE.

- Before any vehicle is transferred or disposed of, DCFS Property Control Manager or authorized staff member will check on the origin of funds and obtain appropriate funding information from DCFS Federal Programs; and will fill in the information provided by Federal Programs onto the Transfer.
- DCFS Fleet Manager will pull the original Title and Registration from the file.
- The Transfer Number or copy of the Transfer from the Asset Management System, along with a [DA-121](#) Form – Condition Report Form, and the original Title and Registration, are sent to DOA/LPAA by the DCFS Fleet Manager. Bureau/Division/Section/Region Property Control Coordinator or Fleet Coordinator and DCFS Fleet Manager should keep a copy of each in the office file.
- After DOA/LPAA approval of the Transfer, the vehicle can be delivered to DOA/LPAA or picked up by DOA/LPAA. Keys **must** be provided for the vehicle, and all personal and business items must be removed (including, but not limited to trash, paperwork, personal items, etc).
- Copies of the Transfer must be kept in the Vehicle File
- If a vehicle has been certified by an insurance representative to be totaled due to a wreck or other disaster, all storage fees must be paid before request for LPAA pick-up.

IV. VEHICLE ASSIGNMENT, STORAGE AND COMMUTING

A. Pool Assignment

Assignment of vehicles shall be made on a priority basis to those locations where employees are reimbursed for more than 15,000 miles driven on official State business in his/her personal vehicles because State vehicles were not available.

B. Storage

Each State vehicle shall have a designated overnight storage site, which shall generally be the Bureau/Division/Section/Region location, regardless of whether the vehicle is personally assigned or a pool vehicle. This site shall be reported by the Fleet Coordinator to the DCFS Fleet Manager via memorandum or e-mail.

Any changes in storage site will be reported immediately to the DCFS Fleet Manager. If the overnight storage site is different from the daytime storage site, then both sites shall be reported.

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C. Temporary Home Storage

If the requested storage site is an employee's home, the following section shall apply:

State Vehicles may be temporarily (not to exceed one week) stored overnight at an employee's residence at the discretion of the DCFS Fleet Manager when:

- Approval in writing is submitted by a Bureau/Division/Section/Region Director. The request must include the driver's name, vehicle license plate number, reason for temporary home storage and date of home storage.
- The state employee will be departing or returning from an official trip away from the employee's official domicile either well before or well after normal working hours.
- The state 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.
- The employee has a short-term assignment (no longer than one week) during which he/she is on 24-hour call and must use a specific vehicle due to the special equipment carried therein.
- Long-term assignment (longer than one week) requires an approved DOA [DA 5210 Form](#) Request for Personal Assignment and/or Home Storage. See Section D. Full Time Home Storage for instructions.

D. Full Time Home Storage

- Home storage of a State vehicle will only be permitted with approval of the Commissioner of Administration.
- Requests must be submitted to the DCFS Fleet Manager through the Fleet Coordinator for approval using DOA form [DA 5210 Form](#).
- All approved [DA 5210 Forms](#) requests expire June 30th each fiscal year. A list of employees requesting renewals must be submitted to the DCFS Fleet Manager through the Fleet Coordinator by April 1st.
- IRS considers home storage a taxable fringe benefit. Records are to be maintained by each local office on fringe benefit income derived from the use of a State Vehicle for commuting purposes and are to be reported annually to the facility's payroll section.

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V. TRAVEL AWAY FROM DOMICILE

- A.** When a state employee is required to use a State vehicle for travel **away** from his domicile;
- The vehicle may be used prudently to obtain meals and other necessary services if the employee is in the field between site visits or if the employee is attending official State business meetings.
 - The vehicle shall not be used for entertainment or personal purposes, either within or outside of the official domicile.
- B.** Any misuse shall result in a suspension of the privilege and may result in disciplinary action being taken.
- C.** The DCFS Fleet Manager shall be notified in writing of any such incidents, as well as the disposition.

VI. FLEET COORDINATOR OR SAFETY PROGRAM – ADMINISTRATOR RESPONSIBILITY

A. Fleet Coordinator or Safety Coordinator Responsibilities

Refer to [DCFS Policy 1-15](#) for more detailed responsibilities.

Procedures for Authorizing Drivers:

- Each Regional Office and DDS State Office shall appoint one person to serve as the Fleet Coordinator or Safety Coordinator. The DCFS Safety Officer shall serve as the Safety Coordinator for State Office staff.
- Each Fleet Coordinator or Safety Coordinator must submit a completed OMV 1 Louisiana Driver History Request Application ([Adobe version/Word version](#)) and OMV 2 Security Statement ([Adobe version/Word version](#)) to the Office of Motor Vehicles (OMV) to gain access to the Department of Public Safety and Corrections/Office of Motor Vehicles (DPSC/OMV) to request on-line driving records (ODR).
 - Applications should be scanned and emailed to Jason.graham@dps.la.gov. Call (225)925-3734 for questions and/or assistance.

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- Upon termination from DCFS due to resignation or re-assignment, an email containing the name and email address of that person must be submitted to LDHR@dps.state.la.us, requesting deletion. Access will be terminated.
- Individual driving records must be requested via email through Louisiana Driver History Record program (LDHR) for all new employees within 90 days of hire, and no longer than every twelve (12) months for all employees.
 - In order to request the ODRs through LDHR, each local office or State Office division/section shall submit a completed [DA2054 Form](#) to his/her designated Fleet Coordinator or Safety Coordinator for new hires and annually for all employees.
 - All employee information must be completed on the top of the form.
 - Enter the most recent date the employee completed an ORM recognized Defensive Driving class. Make sure the field is kept current.
- By signature, the employee is certifying:
 - He/She has and will maintain minimum liability coverage.
 - He/She acknowledges that operating a state owned, state rented or state leased vehicle while intoxicated is strictly prohibited
 - He/She acknowledges that personal use of a state owned, state rented or state leased vehicle is not permitted.
- Employees with a valid out-of-state driver's license are responsible for obtaining his/her own driving record from his/her home state, at his/her expense. Only official driving records (containing a minimum of 3 years history) from the state Office of Motor Vehicles will be accepted.
 - Failure to provide the above will prohibit an employee from driving ALL vehicles on state business.
 - The [DA2054 form](#) may be used more than once if the Agency representative or his/her designee signs and dates the supplemental signature sheet and attaches it to the [DA2054 form](#).
- Upon receipt of the ODRs, the Fleet Coordinator or Safety Coordinator, Agency Head or designee reviews each ODR to ensure the employee does not have any flags or is not a high risk driver (**defined by ORM as having 3 or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or as those individuals having a single conviction, guilty plea and or nolo contendere plea for operating a vehicle while intoxicated, hit**

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and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation within a one year period. High-risk drivers are not authorized/allowed to drive on state business for 12 months following DCFS's notification of a "high risk" conviction charge(s). Careless operation of a vehicle is not classified as "high risk" by DCFS.)

- Verify that the employee name, address and license number on the ODR match the information on the [DA2054 form](#).
- Check the license expiration date.
- Check the license class and any restrictions that may affect the employee's ability to drive.
- A listing of class and restrictions is available through the DCFS Safety Officer and the OMV Driving Record/History Information Booklet.
- Verify any violations that were received in the past 12 months and whether these violations meet the high-risk driver definition.
- Any employee with 3 moving violations within 1 year, or a single conviction for DUI, hit & run, vehicular negligent injury, reckless operation of a vehicle or similar violation will not be allowed to drive on state business for 12 months following notification of a conviction.
- Make sure the following flags are not noted on the ODR:
 - NI – No Insurance
 - SUS – Suspended
 - REV – Revoked
 - AF – Affidavit Outstanding
 - EX – Expired
 - DUI – Driving Under the Influence
 - TEMP – Temporary
- Drivers must immediately report revocation of his/her driver's license, cessation of insurance coverage, and all citations (received on and off duty) to his/her supervisor, and retake the defensive driving course within 90 days of notification of a conviction.
- Verify the employee has passed the ORM on-line defensive driving course via LEO within 90 days of hire, and is repeated every 3 years.

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- If the employee meets all of the above requirements, he/she is approved to drive on state business.
- Only the Agency head or designee may review and authorize an employee to drive on state business.
- The [DA2054 form](#) shall be signed and dated by the Agency Head or designee no later than forty-five (45) days from the date the ODR is obtained.
- The Agency Head or designee shall place a check mark by the vehicles that the employee is authorized to drive.
- The ODR shall be attached to the [DA2054 form](#) and kept on file. A copy of the training report or ZP174 report (Employee Qualifications Report) from LEO shall also be kept on file or the dates recorded in a data base for audit review.
 - Employees considered to be “high risk” or with flags on his/her ODR will be instructed in writing by the Fleet Coordinator or Safety Coordinator or Administrator, with a copy to the supervisor, appointing authority, Bureau of General Counsel and Administrative Services/Support Services Unit, that he/she is not authorized to drive specific vehicles on state business. Samples of the memos are listed on the DCFS Policy Management System under [DCFS Policy 1-15, State Vehicle and Driver Program](#).
 - The employee must sign an [acknowledgement statement](#) and [instructions](#) certifying he/she will not drive specific vehicles on state business until the flags have been cleared.
 - The supervisor is responsible for following up with the employee every 30 days until the flags have been cleared.
 - “UNAPPROVED” should be stamped or written on the [DA2054](#) form if an employee is not approved to drive any vehicle on state business.
 - Employees with an “NI” flag may be approved to drive state owned or state leased/rented vehicles ONLY.
 - The Driver Authorization Form and Annual Supplemental Signature Page, [Form DA2054](#) must not be signed by the Agency Head or designee if the employee is not approved to drive any vehicle and should be put it in a separate file of “unapproved drivers”.
- A list indicating who is authorized to drive or not authorized to drive on state business shall be completed after all employee records have been reviewed and then released to the proper supervisor/Fleet Coordinator. It must be signed and

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dated by the Agency head or designee. This list shall be available for the Loss Prevention Officer's review upon request.

- An [Excel spreadsheet](#) must be maintained with all employees who have received and cleared flags.
 - Submit a copy to the Bureau of General Counsel and Administrative Services/Support Services Unit and provide monthly updates on the first day of each month.
 - If at any time during the year, the employee clears the flags with OMV, the employee must submit a copy of the OMV clearance letter and a new signed Driver Authorization Form and Annual Supplemental Signature Page, [Form DA2054](#) to the Fleet Coordinator or Safety Coordinator.
 - The Fleet Coordinator or Safety Coordinator will:
 - Request another ODR.
 - Review, sign and date if all flags have cleared.
 - Return a signed copy to the employee and supervisor.
 - Place approved [DA2054 form](#) and ODR in the agency file.
 - Note the date of clearance on the Excel spreadsheet and provide an updated copy to Bureau of General Counsel and Administrative Services/Support Services Unit.

B. Supervisor's Responsibilities

- The Supervisor designates all employees as drivers if he/she possesses a current, valid Driver's License.
- The Department Head or his designee is allowed to deem contractors as authorized travelers for official state business only. An executed DA2055 form (add link) is required, along with the driver's ODR, in advance of the travel authorization.
- Students not employed by the State shall not be authorized to drive state owned or rental vehicles for use on official state business.
- The Supervisor must request and screen an ODR (Official Driving Records) on all job applicants that must drive regularly prior to them actually being hired. ODR's for these prospective employees are obtained through the Fleet Coordinator or Safety Coordinator.
- The Supervisor assures that all approved drivers of State vehicles have a [Driver Authorization Form and Annual Supplemental Signature Page, Form DA2054](#) and a current (within the last 12 months) ODR before being allowed to operate a

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State owned, state leased or state rented vehicle or who drive a personal vehicle on State business.

- The Supervisor assures that all approved drivers complete the ORM on-line defensive driving course via LEO within ninety (90) days of notification when:
 - A moving citation is received while on or off duty
 - When involved in an accident while conducting state business
 - When ticketed for an accident that occurred while off duty
- The Supervisor reviews records and determines when employees are due to take the driving course.
- The Supervisor assures that drivers who do not possess a current driver's license are not allowed to drive on State business.
- The Supervisor assures that drivers who are classified as "High Risk Drivers" (defined by ORM as: *... having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty pleas 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 within a one year period*) are not authorized/allowed to drive State vehicles, including driving his/her private vehicles on State business, until his/her record is clear from any "High Risk" violations for 12 months from the date DCFS is notified of the "High Risk" conviction.

Note that careless operation of a vehicle is not classified as *high risk* by the Department.

- The Supervisor must immediately report, to the Bureau of General Counsel and Administrative Services/Support Services Unit, the names of all employees who report that he/she has had his/her license suspended or revoked, or have dropped insurance coverage.
- Failure to do so may result in disciplinary actions as defined by [Louisiana Civil Service Rules in Chapter 12- Discipline; Corrective Actions; Separations](#) and [DCFS Policy 4-7, Disciplinary Actions](#).
- The Supervisor assures that employees fill out [DA MV3/MV4/Checklist](#) for the state owned vehicle he/she is using and turns it in monthly to the DCFS Administrative Services Section no later than the 15 day of the following month, and that a copy is kept on file in the Bureau/Division/Section/Region for review by LPAA and the Legislative Auditors.

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- Reviews [Daily Vehicle Log/Preventive Maintenance Form \(Form MV3/MV4\)](#) for all subordinates who drive leased/rental vehicles to ensure mileage is accurate and all trips are limited to state business only.

VII. FLEET COORDINATOR OR SAFETY PROGRAM – DRIVER RESPONSIBILITY

- A.** All drivers of vehicles driven on State business must obey all federal, state and local laws and must be enrolled in the Department's Driver Safety Program.
- B.** The operator of a State vehicle, leased vehicle, rented vehicle or personal vehicle used on state business will be personally responsible for any fines, tow away charges, or other costs associated with his/her failure to observe all federal and state motor vehicle laws or municipal ordinances.
- C.** Employees with an out-of-state driver's license are responsible for annually obtaining his/her own Official Driving Record (containing a minimum of 3 years history) from his/her home state, at his/her own cost. Employee records are to be submitted to his/her Supervisor who will forward to the Fleet Coordinator or Safety Coordinator.
- D.** Operators of State vehicles, as defined below from the Office of Risk Management's Driver Safety Program, must be enrolled in the Louisiana Driver Safety Program before operating a vehicle on state business. New employees must take the ORM defensive driver Safety Course via [LEO](#) within 3 months of employment and every 3 years thereafter. He/She may be required to take the course more often if he/she has been involved in an accident or has received tickets.

As defined by the Office of Risk Management's Loss Prevention Manual, Fleet Coordinator or Safety Program Section:

A state vehicle is defined as any licensed vehicle owned, leased and/or rented by the State of Louisiana. It also includes any privately owned vehicle used in the course and scope of employment.

- E.** Operators of State vehicles will follow all reasonable procedures to insure the safe and economical use of State vehicles, including the following:
 - Lock the vehicle any time it is left unattended.
 - Keys shall not be left in a state vehicle for any reason.
 - Remove credit cards when the keys must be left for the vehicle at a parking facility or a "Garage" for maintenance or repairs.
 - Park the vehicle in authorized places where reasonable security is offered and remove from ready visibility any state or personal property within the vehicle.

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- Under no circumstances shall a State employee operate a State vehicle in a reckless manner or while under the influence of intoxicating beverages, drugs, or other substances.
- Seatbelts and other proper restraints must be worn by all occupants of state vehicles and state-rented or leased vehicles.
- Seatbelts and other proper restraints must be worn by all occupants when an employee is operating a privately owned vehicle in the course and scope of his/her job duties.

F. Drivers must immediately report revocation of his/her driver's license, cessation of insurance coverage, and all citations to his/her supervisor. Failure to do so may result in disciplinary actions as defined by [Louisiana Civil Service Rules in Chapter 12-Discipline; Corrective Actions; Separations](#) and [DCFS Policy 4-7, Disciplinary Actions](#).

G. Employees must report all on duty motor vehicle accidents to his/her supervisor on the day it occurs.

H. Employees must report all off duty motor vehicle accidents in which citations were received to his/her supervisor no later than their next scheduled workday.

I. Drivers are responsible for completing and submitting a [DA MV3 \(Daily Vehicle Log/MV4 Preventative Maintenance Form\)](#) his/her Fleet Coordinator for the state owned vehicle used.

J. Drivers must complete a [DA MV3 \(Daily Vehicle Log/MV4 Preventative Maintenance Form\)](#) when operating a state leased or state rented vehicle. A copy of an internet-generated map showing all routes taken must be attached and both submitted to his/her Supervisor for review.

K. Per [DCFS Policy 3-3](#) – DCFS Smoking Policy – Policy Statement quotes, “DCFS vehicles are considered non-smoking areas.”

L. Employees are not allowed to drive motorcycles on State business unless he/she is properly licensed and insured for such vehicles.

VIII. ACCIDENTS IN A STATE OWNED, STATE RENTAL OR PERSONAL VEHICLE USED ON STATE BUSINESS

- Call the police. Do not talk to anyone, except police, about how the accident happened.
- Make no statements about payment of damages.
- Admit no liability (fault).

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- If there are any witnesses, get statements, names and phone numbers.
- Copies of the State Vehicle Accident Report, [Form DA2041](#) must be kept in the glove box of every state owned vehicle, state leased vehicle, state rented vehicle and personally owned vehicles used for official state business, per section XII C. of these Procedures.
- Obtain the “**other vehicle information**” from the driver of the other vehicle or from the police. (Do not wait until the Police Report is obtained).
- Complete a Form [First Report of Injury or Illness \(Instructions\)](#) for every DCFS employee (driver and/or passenger) riding in a vehicle being driven on state business that was involved in an automobile accident. There may be injuries that are not evident right away.
- Complete a [General Liability form](#) for every client or non-DCFS employee passenger riding in a vehicle driven by a DCFS employee that was involved in an automobile accident. There may be injuries that are not evident right away.

A. Forms to complete when State Vehicle is involved in an Accident:

- State employee driver completes State Vehicle Accident Report, [Form DA2041](#) before leaving the scene of the accident.
- Take photos of damage of all vehicles involved and include photos of all the vehicles' license plates.
- ORM location code **must** be entered on line #4.
- Line #10 must be completed with as much information as possible – use an additional sheet if needed.
- Obtain as much information as possible on the other driver and vehicle and enter on lines #25 – 42.
- Names and contact information of injured parties and witnesses must be included on lines #44 – 53.
- Upon return to the office, DA2041 form must be reviewed by driver's supervisor or supervisor on site.
 - If the state employee driver is injured and unable to complete the form, the supervisor must complete as much as possible.
 - State Vehicle Accident Report, [Form DA 2041](#) and [First Report of Injury or Illness Form](#) must be filled out by the Supervisor, who keeps original on

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file, provides copy to the injured and scans a copy to Human Resources with a copy to the DCFS Safety Officer and Support Services Unit Manager. Refer to forms instructions in [DCFS Policy 3-02, Safety](#).

- If you are contacted by Legal Counsel for the injured party, forward the written request to the Safety Officer, with a copy to DCFS General Counsel, and Support Services Unit Manager, who will then forward to ORM/FARA for response.
- Driver must sign on line #54 and supervisor must complete line #55.
- Completed form **MUST be submitted immediately** to the appropriate Fleet Coordinator or Safety Coordinator for review.
 - Fleet Coordinator or Safety Coordinator must scan to DCFS Safety Officer; with a copy to Support Services Unit Manager, within 24 hours of accident.
 - The DCFS Safety Officer will scan and email the completed form to ORM/FARA within 24 hours and provide a copy of the email to the Fleet Coordinator or Safety Coordinator to retain for audit purposes.
- If the vehicle is not drivable, it must be towed to the **nearest DCFS office** – to avoid storage fees. Call a Regional Office or DCFS Safety Officer for the nearest office location.
- **If the damage to the state vehicle is minor and will not be repaired, write REPORT ONLY at the top of the State Vehicle Accident Report, [Form DA 2041](#) and scan to the DCFS Safety Officer and Support Services Unit Manager, along with an email from the Regional Administrator or supervisor confirming that repairs are not needed.**
- The following information must be scanned to the DCFS Safety Officer as soon as possible:
 - Completed Police Report
 - Photos of damage from all 4 sides, including license plate
 - 2 estimates
 - Current [DA2054 - Driving History & Authorization form](#) on state employee driver
 - Current driving record on state employee driver
 - Current training record showing most recent Defensive Driving course taken on LEO
- If the state employee driver is at fault, the Agency will be responsible for paying a \$1000 deductible and ORM will pay the balance to the repair shop.

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- If the repairs are less than \$1000, ORM will not pay for any repairs, and the agency is responsible for paying the entire repair amount.
- If the other driver is at fault, the DCFS office is responsible for contacting the other driver's insurance carrier to pursue repairs.
- If the other driver's insurance carrier will not pay the repair shop directly, a check must be made payable to State Of Louisiana, and mailed to DCFS Safety Officer, DCFS Support Services, 627 N. 4th Street – 6th Floor; Baton Rouge, LA 70802
- Make sure the repair shop is in ISIS and will accept payment via purchase order. The DCFS office will need to go into ISIS to create a DPA purchase order in the amount of the check, made payable to the repair shop. Contact your Regional Office for help with coding.
- Make sure you select the following options – YES for print and NO for confirmation. Call the DCFS Safety Officer at 225-342-1440 as soon as DPA is entered and she will pick up the purchase order and follow up with purchasing staff for further instructions.
- Watch for status 441 (order has printed) and email the DCFS Safety Officer when it gets there.
- The DCFS office will receive a copy of the PO to give the repair shop.
- Scan a copy of the invoice to the DCFS Safety Officer immediately upon completion of repairs and receive on the PO on the OREC screen in ISIS.
- He/she will give it to DCFS Fiscal/Payment Management for processing and your budget will be credited for that amount. It may take up to 10 days for payment to process so make sure the Repair Shop will agree to terms of payment.
- If the accident date and payment date are in two different fiscal years, your budget may not be credited for that amount and it will be deposited in the state general fund as "income not available".

B. Forms completed when State Employee is involved in an Accident while driving his/her Personal Vehicle on approved State Business:

- An employee's personal insurance is the primary insurer. If the employee is at fault and required to pay his/her deductible, ORM may (depending upon the circumstances of the accident) refund the deductible (see #12 below).
- State employee driver completes [State Vehicle Accident Report, Form DA 2041](#) before leaving the scene of the accident.

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- Take photos of damage of all vehicles involved – include the license plates.
- ORM location code **must** be entered on line #4.
- Line #10 must be completed with as much information as possible – use an additional sheet if needed.
- Obtain as much information as possible on the other driver and vehicle and enter on lines #25 – 42.
- Names and contact information of injured parties and witnesses must be included on lines #44 – 53.
- Upon return to the office, [DA204](#)1 form must be reviewed by driver's supervisor or supervisor on site.
- PERSONAL VEHICLE must be written across the top of the form, and information on the PERSONAL VEHICLE must be entered on lines #12- 24B. Cross out STATE vehicle and replace with PERSONAL.
- Driver must sign on line #54 and supervisor must complete line #55.
- **Completed form MUST be submitted immediately** to the appropriate Fleet Coordinator or Safety Coordinator for review.
 - Fleet Coordinator or Safety Coordinator must scan to DCFS Safety Officer); with a copy to Support Services Unit Manager, within 24 hours of accident.
 - The DCFS Safety Officer will scan and email the completed form to ORM within 24 hours and provide a copy of the email to the Fleet Coordinator or Safety Coordinator to retain for audit purposes.
 - If the state employee driver is injured and unable to complete the form, the supervisor must complete as much as possible.
 - Form [First Report of Injury or Illness](#) must be filled out by the Supervisor, who keeps original on file, provides copy to the injured and scans a copy to Human Resources with a copy to the DCFS Safety Officer and Support Services Unit Manager. Refer to forms instructions in [DCFS Policy 3-02, Safety](#).
 - If you are contacted by Legal Counsel for the injured party, forward the written request to the Safety Officer, with a copy to DCFS General Counsel, and Support Services Unit Manager, who will then forward to ORM/FARA for response.

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- The following information must be scanned to the DCFS Safety Officer as soon as possible:
 - Completed Police Report
 - Photos of damage from all 4 sides, including license plate
 - Documentation of repair showing amount of the paid deductible. (ORM will only pay the actual insurance deductible up to \$1000 – if your deductible is \$500, ORM/FARA will only pay \$500. If cost of repair is less than deductible, ORM will pay the actual cost of repair up to the deductible amount).
 - Current [DA2054 - Driving History & Authorization](#) form on state employee driver
 - Current driving record on state employee driver
 - Current training record showing most recent Defensive Driving course taken on LEO
 - Copy of state employee driver's proof of insurance on the vehicle
 - Copy of state employee's registration certificate
 - Letter from state employee driver's supervisor stating that the driver was on approved state business at the time of the accident
 - Final invoice of repair (upon completion of work)
- The personally owned vehicle is only covered if it collides with another object or overturns. It does not provide reimbursement for:
 - Glass breakage (i.e. windshield or side window - unless broken during accident)
 - Loss caused by hitting a bird or animal
 - Loss caused by falling objects or missiles
 - Fire, lightning, or explosion
 - Theft
 - Windstorm, hail or earthquake

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- Flood
- Mischief or vandalism
- If the state employee is not at fault and the negligent party's insurance pays for the repair of damages or loss of the employee's vehicle, then **no reimbursement of repairs or deductible is allowed from ORM/FARA.**
- **It is the employee's responsibility to contact the negligent party's insurance carrier to pursue repairs/reimbursement.**

C. Forms completed when Rental Vehicle is involved in an Accident or the vehicle has dents/scratches when returned to the Rental Company:

- The state employee must immediately contact his/her supervisor to report the accident.
- The supervisor must immediately contact the Fleet Coordinator or Safety Coordinator to report the accident.
- The Fleet Coordinator or Safety Coordinator must immediately contact the Rental Company to report the initial accident and location of the vehicle and keys
- State employee driver completes [Form DA2041](#) before leaving the scene of the accident.
- Take photos of damage of both vehicles – include the license plates.
- ORM location code **must** be entered on line #4.
- Line #10 must be completed with as much information as possible – use an additional sheet if needed.
- Obtain as much information as possible on the other driver and vehicle and enter on lines #25 – 42.
- Names and contact information of injured parties and witnesses must be included on lines #44 – 53.
- Upon return to the office, [DA2041](#) form must be reviewed by driver's supervisor or supervisor on site.
- RENTAL VEHICLE must be written across the top of the form, and information on the RENTAL VEHICLE must be entered on lines #12- 24B. Cross out STATE VEHICLE and replace with RENTAL VEHICLE.

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- Driver must sign on line #54 and supervisor must complete line #55.
- Fleet Coordinator or Safety Coordinator must scan to DCFS Safety Officer); with a copy to Support Services Unit Manager, within 24 hours of accident.
- The DCFS Safety Officer will scan and email the completed form to ORM within 24 hours and provide a copy of the email to the Fleet Coordinator or Safety Coordinator to retain for audit purposes.
 - If the state employee driver is injured and unable to complete the form, the supervisor must complete as much as possible.
 - Form [First Report of Injury or Illness](#) must be filled out by the Supervisor, who keeps original on file, provides copy to the injured and scans a copy to Human Resources with a copy to the DCFS Safety Officer and Support Services Unit Manager. Refer to forms instructions in [DCFS Policy 3-02, Safety](#).
 - If you are contacted by Legal Counsel for the injured party, forward the written request to the Safety Officer, with a copy to DCFS General Counsel, and Support Services Unit Manager, who will then forward to ORM/FARA for response.
- If the vehicle is not drivable it must be towed to the **nearest DCFS office or Vehicle Rental Company** to avoid storage fees. Call your Regional Office or DCFS Safety Officer for the nearest office location.
- The following information must be scanned the DCFS Safety Officer as soon as possible:
 - Completed Police Report
 - Photos of damage from all 4 sides, including license plate
 - Current [DA2054 - Driving History & Authorization](#) form for state employee driver
 - Current driving record for state employee driver
 - Current training record showing most recent Defensive Driving course taken on LEO
- The DCFS Safety Officer will submit all documentation to ORM, as **REPORT ONLY**.
- **The Vehicle Rental Company has its own insurance, which will cover all repairs/damages.**

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D. DCFS Accident Review Board

The Accident Review Board consists of the DCFS Fleet Manager, DCFS Safety Officer, Support Services Unit Manager, and may include the Supervisor of the driver, Bureau/Division/Section/Region Fleet Coordinator and/or the Agency Head or designee of the appropriate Office. The DCFS Accident Review Board will also review the driving record of employees who have had numerous or unusual accident(s) and/or citations and make recommendations on appropriate action.

IX. DAILY VEHICLE LOGS

A. Daily Vehicle Logs [Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#) must be used to record complete and current records concerning the daily usage of state owned vehicles (miles traveled, repair/maintenance costs and operating costs related to the operation and record monthly state vehicle safety inspections.

- Submit original, along with the required backup documentation to Fleet Coordinator for review prior to submittal to Administrative Services Section no later than the 15th day of the following month. Refer to forms Instructions for detailed information on completing forms.
- Driver must retain a copy of the Daily Vehicle log [Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#), receipts for fuel, maintenance and repairs and submit to the Fleet Coordinator or designated billing personnel at the end of each month for reconciliation and payment. If a receipt is lost or missing, the driver must initial the FuelTrac statement to verify transaction is accurate and attach to the [MV3/MV4/Checklist](#).

B. Daily Vehicle Logs ([Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#)) must be used to record daily usage and fuel charges for all **state leased and state rented vehicles**.

- Submit original, along with original fuel receipts and printed internet map route (i.e. MapQuest), to immediate supervisor for review and approval, via signature on the Daily Vehicle Log ([Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#)) no later than the 5th day following completion of the trip. Refer to forms instructions for detailed information on completing forms.
- The supervisor must retain a copy of the Daily Vehicle log ([Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#)) and receipts for fuel and submit to the Fleet Coordinator or designated billing personnel at the end of each trip for reconciliation and payment. If a receipt is lost or missing, the driver must initial the FuelTrac statement to verify transaction is accurate and attach to the [Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#).

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X. FUEL AND OTHER NEEDED PURCHASES

- A.** FuelTrac credit cards must be utilized for all fuel purchases and should be used to purchase items such as oil or other fluids, tire repairs, car washes, and safety stickers for DCFS vehicles from automobile service stations which accept FuelTrac credit cards for payment. If the station accepts FuelTrac but the card does not work, the store can call FuelTrac and get authorization.

Note: Only regular unleaded (or diesel when applicable) fuel may be purchased.

- Fleet Coordinator or other designated individual in each office is responsible for setting up an account with FuelTrac. Responsibilities include, but are not limited to:
 - Requesting and maintaining FuelTrac Cards for every state vehicle
 - Requesting and maintaining a supply of spare or “rental” cards for use with state leased and state rental vehicles
 - Running reports on card usage
 - Issuing PINs
 - Paying FuelTrac accounts every month
- FuelTrac cards may **not** be used to purchase fuel for personal vehicles used for state business.

- B.** Fuel for state owned and state leased/rented vehicles may be purchased from:

- Any retailer that accepts the FuelTrac card, or
- State-owned, on-site automated fuel stations that are located at the Department of Public Safety, the Department of Wildlife and Fisheries, the Department of Transportation, and Development, and Louisiana State University facilities ([Chart/Map](#)).

- C.** Usage Guidelines

- The fuel pumps at all Troops (with the exception of State Police Troop HQ) are located behind a gate. The driver will be required to obtain entry through the gate to get to the pumps.
- Purchasing fuel from a state-owned, on-site automated fuel station will result in a considerable savings compared to purchasing fuel at retail establishments.
- Purchase from the on-site automated fuel stations is not mandatory.
- You are not required to drive out of your way to purchase fuel from an on-site automated fuel station, but if you are in the vicinity you should take advantage of the cost savings.

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- Receipts will not be given at the on-site automated fuel station pumps. Document the purchase and site location on the [DA MV3/MV4/Checklist](#).
- The Fleet Coordinator must attach a copy of the FuelTrac/Voyager transaction detail report to the [DA MV3/MV4/Checklist](#) showing the individual purchase.
- In the event of a declared emergency, all purchases must be made at a retailer that accepts the FuelTrac card.

- D.** In emergency situations or cases where FuelTrac is not available, the driver of the state vehicle should utilize self-service pumps when a credit card charge is necessary. Justification for use of any credit card or cash instead of FuelTrac must be attached to the monthly [DA MV3/MV4/Checklist](#).
- E.** The copy of the credit card ticket for the purchase, along with justification for using a credit card other than FuelTrac is to be attached to the [DA MV3/MV4/Checklist](#) before filing.
- F.** Handicapped drivers are excluded from using self-service pumps when the disability makes self-service a hardship.
- G.** All purchases made on FuelTrac credit cards must be signed by the traveler making the purchase, when applicable. (The license number, unit price and quantity of the commodity purchased must be noted on the delivery ticket by the Vendor, if applicable.)
- H.** **The LaCarte Card and/or State Liability Travel Card is not to be used for maintenance, repairs or fuel.**

XI. MAINTENANCE OF VEHICLES

A. Maintenance Program

The maintenance program is designed to provide safety, efficiency, and economy in the operation of motor vehicles, and to minimize lost vehicle time caused by extensive repairs.

B. Preventive Maintenance Guidelines

The person responsible for insuring that Preventive Maintenance (PM) guidelines are followed on each State vehicle is as follows:

- The employee who has a personally assigned vehicle.
- The person designated by each Bureau/Division/Section/Region, in the case of pool vehicles.

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This person will be held accountable for compliance with the Department's PM guidelines and maintenance of compliance records, which are subject to audit. The Fleet Coordinator will maintain an individual file on each vehicle.

C. Routine Maintenance

- Maintenance service and repairs must be obtained by either state contract, or if no state contract exists, FuelTrac.
- The person responsible for the vehicle shall see that services are performed in accordance with Form [MV3/MV4/Checklist](#) and a copy is maintained in the vehicle file.

D. Preventive Maintenance

- The Preventive Maintenance guidelines by LPAA in the [Louisiana State Fleet Management's Operator's Manual](#) will be followed for all passenger vehicles unless the manufacturers' guidelines are more stringent.
- Preventive Maintenance should be performed at least every 6 months or 6,000 miles.
- The [MV3/MV4/Checklist](#) forms shall be completed at each preventive maintenance interval and initialed by both the mechanic/shop foreman and responsible State employee. Refer to Forms Instructions for more details.
- State vehicle car washes information:
 - Limited to \$18.00 total cost within 2 months
 - Emergency detailed car washes exceeding \$18.00 are **only** allowed if a major cleanup is needed (i.e. child riding in vehicle became ill)
 - It is recommended that vehicles be washed when taken for routine maintenance and/or oil changes

E. Repairs

Before any repairs are completed, the feasibility of such repairs should be considered.

- All vehicle repairs involving batteries, tires, windshields, and transmissions, (non-warranty) shall be obtained through use of a state contract.
- Form [DA-2073](#) must be completed for windshield repair and sent to ORM with invoice for payment. DCFS is responsible for the first \$1000.00 in glass replacement.

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- All other vehicle repairs, not under manufacturer's warranty, shall be obtained through FuelTrac.
- For Safety/Inspection Stickers and car washes, see Section X of these procedures – Fuel and Other Purchases.
- Employee must call his/her Fleet Coordinator before any repairs are done.
- Repair costs exceeding \$500 must be approved by the DCFS Fleet Manager prior to repairs being made.
 - Obtain detailed repair estimate from dealership or repair shop
 - Attach to an email to DCFS Fleet Manager for approval
 - The body of the email must include:
 - VIN
 - License Plate Number
 - Make/Model of State Vehicle
 - Current odometer reading
 - Estimated cost of vehicle repair
 - Brief description of repair

F. Procedures for Disabled Vehicles

- If the vehicle is disabled, employees should call his/her Fleet Coordinator who will determine a location to which to have the vehicle towed and/or repaired.
- If the vehicle is disabled after working hours, employees should contact the nearest FuelTrac. If FuelTrac is not available, he/she should contact an authorized dealer to have the repair work done, and contact the Fleet Coordinator immediately.
- If a vehicle has to be towed following an accident, employees should have the vehicle towed to the nearest DCFS office to avoid storage fees.

G. Payment of Repairs, FuelTrac, and other Credit Cards

- When FuelTrac is used to pay for repairs, an invoice will be sent by FuelTrac and can be paid through ISIS/AGPS document type CRO (Contract Release Order).
- When a vendor other than FuelTrac performs repairs, a DPA (Delegated Purchasing Authority) type OFST PO should be prepared from the invoice and forwarded to Fiscal Services/Payment Management Section for payment.

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- The Vendor invoices gas credit cards directly to Fiscal Services/Payment Management Section.
- The LaCarte card is not to be used for Maintenance, Repairs or Fuel.

XII. Duplicate Title and/Registration

If a duplicate Title, Registration or replacement license plate is needed, the DCFS Fleet Manager will complete the Vehicle Application Form R0312 ([add link](#)), sign and have it notarized.

There is a charge of \$18 for the duplicate titles, registration and lost or stolen license plates.

The DCFS Fleet Manager will complete PMF-108 ([Adobe version](#)/[Word version](#)) and request a check from DCFS Fiscal Services/Payment Management Section to be made payable to the “Louisiana Department of Public Safety.” Include a note to request Payment Management send the check to the DCFS Fleet Manager.

The Vendor Number for Department of Public Safety, Office of Motor Vehicles is **72-0724656-02**. Contact phone number is (225) 925-6146.

After receiving the check from Payment Management, the DCFS Fleet Manager will deliver the check and the documentation to the local DPS office.

XIII. VEHICLE FILES

- The vehicle files should be made available to LPAA and the Legislative Auditors upon request and are required to contain the following:
- Records of routine and preventive maintenance.
- A copy of the Daily Log of Vehicle Use, [Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#), which shall indicate downtime of the vehicle and reason for such, as well as records of all trips, repairs, operating costs, etc., associated with the vehicle.
- Fuel Costs from FuelTrac are obtained in the following manner:
 - The Fleet Coordinator receives a weekly FuelTrac report
 - The fuel cost and amount shall be extracted from the receipt and entered onto the vehicle’s [DA MV3/MV4/Checklist](#) form
- The Fleet Coordinator should reconcile each purchase to the receipts and report any discrepancies to the DCFS Fleet Manager.

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- Credits due to FuelTrac fuel rebates will appear on the next statement.
- Copies of the title and registration should be kept on file in each Agency.
- The DCFS Fleet Manager must maintain the original title and registration for each vehicle in DCFS until the vehicle is disposed of or surplus. A copy of each must be kept on file.

XIV. REPORTING PROCEDURES

- Each Bureau/Division/Section/Region shall establish internal management procedures and guidelines for handling of State vehicles within the guidelines of this document, DCFS Policy [1-15, State Vehicles and Driver Program](#); [R.S. 39:361](#), [362](#), and [363](#); and Louisiana Administrative Code: [Title 34, Part XI, Fleet Management](#).
- The DCFS Fleet Manager is to ensure that all Division of Administration Vehicle Forms are completed, entered into the LPAA on-line fleet system, and kept on file as outlined in [Title 34, Part XI, Fleet Management](#).
- Each vehicle shall be provided a package of forms necessary for proper recording of mileage, operating charges and maintenance. This package shall include, but not be limited to the following forms (with instructions for completion and submittal):
 - [Daily Vehicle Log \(Form MV 3\)/Preventative Maintenance Form \(Form MV4\)](#)
 - [DA-2041](#) – Accident Report/Louisiana Fleet Coordinator or Safety Program
 - A copy of the proof of insurance
 - A copy of the vehicle registration
 - [Louisiana State Fleet Management Operator's Manual](#)
 - Procedures for Part VIII, A: Accidents in a State Vehicle, Employee's Responsibilities, as established by the office in compliance with ORM
 - Towing Instructions
 - FuelTrac card
- Reports of possible misuse, abuse, or neglect should be phoned-in or immediately forwarded in writing to the DCFS Fleet Manager. The DCFS Fleet Manager will contact the employee's supervisor, who will investigate the complaint and determine corrective action.
- If any reports of misuse, abuse or neglect, and/or traffic camera violations are received by the DCFS Fleet Manager from LPAA or any law enforcement agency, the DCFS Fleet Manager will contact the office responsible for that particular vehicle for resolution.
- Employees cited for any moving or parking violations in a state vehicle, rental vehicle or personal vehicle used on state business will be responsible for payment of all costs involved.