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## I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services (DCFS) to establish and administer a Vehicle Management Control Program to provide a uniform procedure for management and control of state vehicles which is in compliance with the Louisiana State Safety Program and La R.S. 39:361-363. It is also the policy of the DCFS to allow a personally-owned vehicle to be used for work related activities when a state vehicle or common carrier is not available or appropriate, and the situation has been approved by the driver's supervisor. Even with the reduction of the number of state vehicles, delivery of services must go on uninterrupted to assure that services provided by the department are received by those in need.

This vehicle and driver program shall include, but not be limited to:

- A system that provides for accountability and management of state vehicles that includes acquisition, assignment, use, cost of operation, maintenance and replacement or disposal in accordance with state laws.
- Methods that will allocate vehicles to their most effective use, ensure Safety, and consider program goals.
- \* Use of the Insight Global Positioning System (GPS) installed on all state owned vehicles.


NOTE: The GPS monitoring systems are installed on each state vehicle by LPAA upon purchase of the vehicles. These systems provide data regarding the speeds at which the vehicle is operated, the established speed limits in areas traveled, duration of speeds traveled, as well as periods of inactivity for a vehicle, etc. The reports also identify the exact speeds traveled by a vehicle at any point in time, the route the vehicle was traveling, and whether the vehicle was exceeding the speed limit on the highway. \*\*

This policy includes the [DCFS Vehicle and Driver Procedures](#) and applies to all \*\*\* DCFS employees (classified and unclassified), and boards or commissions administered under the direction of DCFS.

This policy shall also apply to all vehicles, public, leased/rented and private, used for official state business, as defined by the Office of Risk Management [Safety Program Manual](#) 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.”

Each Bureau/Division/Section \* shall \*\* appoint a Fleet Coordinator.

The following ORM Location Codes have been assigned by the Office of Risk Management and must be used for reporting and audit purposes. Each location must have a Fleet Coordinator and/or Safety

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Coordinator assigned (The DCFS Fleet Manager and/or Safety Officer is assigned responsibility of Location 1805):

- 1805 State Office
- 1815 Baton Rouge Region
- 1817 Covington Region
- 1820 Thibodaux Region
- 1830 Lafayette Region
- 1833 Lake Charles Region
- 1835 Alexandria Region
- 1840 Shreveport Region
- 1845 Monroe Region
- 1850 New Orleans Region
- 1865 Disability Determinations

## Definitions

**Accident Report ([DA Form 2041](#))** – A report that is completed for any vehicular accident involving a state vehicle or any leased, rented or private vehicle being used on state business.

**Authorization and Driving History Form ([DA Form 2054](#))** – A record that is maintained by the agency on each employee who drives on state business and used to acquire the Official Driving Record from Office of Motor Vehicles.

**Designee** – Individual(s) specifically designated by the section head to act on their behalf.

**DCFS Safety Officer** – Individual appointed by the DCFS Secretary to plan, organize, direct and control the Safety Program for DCFS.


**DCFS Fleet Manager** – Individual appointed by the Appointing Authority to plan, organize, direct and control the State Vehicle Program for the Agency.

**Engage in a Call** – Talking or listening on a cellular telephone.

**Guilty Plea** – When the admission of guilt from the defendant to each charge of the commission of a violation.

**High Risk Driver** – A driver is considered high risk if any of the following situations occur on or off duty:

- Having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations within a one year period.

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- Having a single conviction, guilty plea and/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.

**Moving Violation** – A moving violation occurs whenever a vehicle is in motion. Examples of moving violations include: speeding, running a stop sign or red light, driving without a license, making a left turn from the right hand lane.

**MV3/MV4/Vehicle Checklist** – The daily vehicle log used to record vehicle mileage, fuel, repair and preventive maintenance expenses for State vehicles. The form is also used to conduct required monthly safety inspections.

**Nolo Contendere** – “No contest” – has the same effect as a plea of guilty, as far as the sentence is concerned, but may not be considered as an admission of guilt for any other purpose.

**Official Driving Record (ODR)** – A record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

**Safety Coordinator** – Individual appointed by the \*\*\* Division/Section Director, \* Area Director, or Regional Administrator to organize, direct and control the Safety Program for their assigned Bureau/Division/Section.


**State Business** – Any legal and lawful activity conducted/engaged in, by an employee or agent of the State of Louisiana, on behalf of and benefiting the state in the course and scope of their duties.

**State Vehicle** – Any licensed vehicle owned, leased and/or rented by the State of Louisiana.

**Unauthorized (“NOT authorized”) Driver** – A driver shall be considered “NOT” authorized if any of the following occur:

- Does not meet the minimum driving requirements,
- Does not complete/pass the ORM-recognized driver course within the allowed time period,
- Driving privileges are suspended or revoked after notification of an accident or citation; or
- The Driver Authorization Form, [DA 2054](#), has not been completed and/or signed by the Section Head/Designee annually.

**Fleet Coordinator** – Individual appointed by the Bureau/Division/Section Director, Area Director, or Regional Administrator \*\* to plan, organize, direct and control the State Vehicle Program for their assigned Bureau/Division/Section.

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**Vehicular Accident** – Any collision in which the vehicle comes in contact with another vehicle, person, object or animal – which results in death, personal injury, or property damage (regardless of: who was injured, what was damaged or to what extent, where it occurred or who was responsible.)

**Wireless Telecommunications Device** – Any type of instrument, device, or machine that is capable of transmitting or receiving telephonic, electronic, radio, text or data communications, including but not limited to a cellular telephone, a text-messaging device, a personal digital assistant, a computer, or any other similar wireless device that is designed to engage in a call or communicate text or data.

**Write, Send or Read a Text-based Communication** – To use a wireless telecommunications device to communicate by using a text-based communication referred to as a text message, instant message, or electronic mail.

## II. PROCEDURES


### Responsibilities

#### A. DCFS Secretary

The DCFS Secretary is responsible for departmental adherence to [Title 34 Part XI](#) of the Louisiana Administrative Code, with all revisions, regarding the use of state-owned vehicles, their acquisition, upkeep, and storage. He/she may delegate this authority in writing to the DCFS Fleet Manager.

#### B. DCFS Undersecretary, \* Assistant Secretary of Child Welfare, Assistant Secretary of Family Support and their designees

These executive staff members are responsible for their Division/Region adherence to the DCFS policy on state vehicles. The DCFS Undersecretary, Assistant Secretary of Child Welfare and Assistant Secretary of Family Support \*\* will also designate in writing a Fleet Coordinator and/or a Safety Coordinator for their Division/Region. Each Office shall establish internal management procedures and guidelines for the handling of state vehicles within the guidelines of this policy and the [DCFS Vehicle and Driver Procedures](#). Designation of the Fleet Coordinator and/or Safety Coordinator are to be submitted to the DCFS Fleet Manager and/or DCFS Safety Officer within 30 days of the appointment. They are responsible for reviewing the Louisiana State Safety Program Accident Reports and recommending the need for any corrective disciplinary action. (This may be delegated in writing.) They are responsible for monitoring the official driving records (ODRs) generated by Office of Motor Vehicles from which determination of high-risk drivers is made and action taken.

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**Note:** The Fleet Coordinator and Safety Coordinator duties may be performed by one employee or two separate employees at the discretion of the appropriate executive staff member.

High-risk drivers are defined by the Office of Risk Management as having three 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 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' notification of a "high risk" conviction charge(s).


### C. DCFS Division of Human Resources

DCFS Division of Human Resources (HR) is responsible for the following.

- For new hires, including transfers in, DCFS HR provides the [DCFS Use of Personal or Other Non-State Vehicle Form](#) and [Form Instructions](#) as part of the enrollment packet. After an employee's signature is secured on the form, the signed form is placed in the employee's official personnel file.
- For employees with jobs requiring regular or occasional travel to transport clients and/or to make visits to clients served, the following statements must be included in appropriate Civil Service Job Specifications and in individual position descriptions:
  - A valid driver's license is required.
  - Conducts field visits and assures clients receive services provided by this office.
  - For employees with jobs requiring regular travel, the position description must include the statement that a valid driver's license is required for the job.
- Making recommendations regarding the suspension of an employee's driving privileges.

### D. Bureau of General Counsel


DCFS Bureau of General Counsel (BGC) is responsible for the following.

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- Making recommendations regarding the suspension of an employee's driving privileges.

## **E. DCFS Fleet Manager**

- Serves as primary liaison for DCFS with the Division of Administration (DOA), Louisiana Property Assistance Agency (LPAA). Responsibilities include:
  - Disseminating DCFS and DOA policies and procedures regarding the use of state vehicles to all department employees.
  - Submitting accurate and timely reports regarding state vehicles as requested by DOA and/or mandated by legislation.
  - Responding to inquiries from DOA regarding particular situations involving the possible misuse of state vehicles assigned to his/her department or operated by the department's employees.
  - Reporting to DOA any improper use of state vehicles that comes to his/her attention, along with corrective actions taken as appropriate.
  - Reporting to DOA any plans to dispose of or transfer a state vehicle.
- Reviews monthly state vehicle usage and maintenance reports, investigates irregularities or has them investigated, and provides explanations to DOA as requested.
- \* Manages access to the Insight GPS system for DCFS staff.
- Monitors GPS reports weekly via the Insight GPS system and reports any excessive speed or erratic driving to the Fleet Coordinator, driver's Supervisor, Manager, Director/Area Director, Regional Administrator and Deputy Undersecretary. \*\*
- Maintains current and complete files of information, detailed elsewhere in these regulations, on each state vehicle assigned to, owned by, or used by DCFS.
- Coordinates and approves agency requests within DCFS for replacement state vehicles before such requests are submitted to the DOA Budget Office, first ensuring that under-utilized vehicles are not available within DCFS for transfer. (Each case will also be reviewed and approved by the DOA Fleet Manager prior to Budget Office approval.)

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- Approves agency requests for repairs above \$500.
- Obtains duplicate title and/or registration for vehicles from Department of Public Safety, [Office of Motor Vehicles](#) when necessary (See [DCFS Vehicle and Driver Procedures](#)).


#### **F. DCFS Safety Officer**

- Serves as primary liaison for DCFS with the Division of Administration (DOA), Office of Risk Management/\* **Sedgwick**. Responsibilities include:
  - Reporting to DOA/**Sedgwick** any accident involving a state vehicle, leased/rented vehicle or personal vehicle used on state business.
  - Overseeing the Safety Program for the Department.

#### **G. Fleet Coordinator and/or Safety Coordinator**

The Fleet Coordinator and/or Safety Coordinator is designated by the DCFS Undersecretary/Deputy Secretary for Operations/Deputy Secretary for Programs and responsibilities include establishing procedures designated by this DCFS policy and carrying out of any additional functions which the DCFS Fleet Manager and/or DCFS Safety Officer delegates in writing. The Fleet Coordinator and/or Safety Coordinator for each Office are responsible for monitoring the utilization of state vehicles and making assignment decisions as necessary. Additionally, this person will:


- Maintain files on all required forms.
- Ensure required forms are properly completed.
- **Runs GPS reports weekly via the Insight system to monitor drivers. Reports instances of excessive speed or erratic driving to the driver's Supervisor.**
- Ensure that [Daily Vehicle Log \(MV 3\)/Preventative Maintenance Form \(MV4\)](#), for each state vehicle is completed accurately and submitted to the DCFS Administrative Services Section, no later than the 15<sup>th</sup> day of the following month.
- Ensure that each state vehicle under his/her supervision has minimum preventive maintenance performed at appropriate intervals.
- Ensure that procedures specified by the Office of Risk Management/**Sedgwick \*\*** have been followed when any accident occurs involving a state vehicle, leased/rental vehicle or personal vehicle used on state business.

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- Be responsible for the \*\*\* Division/Section/\* **Regional** \*\* level reporting requirements, \*\*\* files, and package of forms necessary for each state vehicle as outlined in the DCFS Vehicle and Driver Procedures Manual.
- Coordinate with DCFS Fleet Manager to assure all repairs made to a state vehicle are necessary.
- Monitor FuelTrac account; request and maintain fuel cards for all state owned vehicles; request and maintain spare or “rental” cards for use with state leased and state rental vehicles; run reports; issue PINs and pay accounts monthly.
- Ensure all repairs involving batteries, tires, glass, and transmissions for state vehicles are obtained through state contract.

\*\*\*

- \* Vehicle glass repair/windshield replacement shall be purchased via the FuelTrac card. Any glass repair/replacement is to be noted on the back of the monthly MV3/MV4 form (Daily Vehicle Log).
- Report license number, property tag number, and other recorded vehicle data along with any subsequent number changes that may occur to the DCFS Fleet Manager within 10 days.
- Perform such duties as necessary to monitor the use and ensure the most efficient and effective operation of all state vehicles assigned to the Bureau/Division/Section.
- Submitting Form [DA 2041](#), State Vehicle Accident Report to DCFS Safety Officer within 24 hours to report all accidents involving a state vehicle, leased/rented vehicle or personal vehicle used on state business.
- Assure that employees who possess a valid driver’s license **completes the** Safety Training via LEO within 3 months of entering employment with DCFS and at least once every 3 years thereafter.
- Obtain and review official driving records on all employees from the Department of Public Safety annually.
- Maintain a spreadsheet of all flags or restrictions that may limit or restrict an employee’s ability to drive on state business and report such to DCFS **Administrative Services** \*\* and DCFS Bureau of General Counsel.

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- If an employee is not authorized to drive, responsible for notifying the employee, his/her supervisor, section head, DCFS Bureau of General Counsel, DCFS Administrative Services \*\*\*, \* DCFS Undersecretary, Child Welfare Assistant Secretary or the Assistant Secretary of Family Support in writing that the employee shall not drive on state business.

## H. Supervisors

Supervisors are responsible for:

- Allowing only authorized employees to drive on state business.
- Taking appropriate action on reports received from the Fleet Manager or Coordinator in regards to excessive speed or erratic driving for staff under their supervision.
- Signing and forwarding required forms in a timely manner.
- Fulfilling responsibilities set out in the DCFS Vehicle and Driver Procedures.
- Providing time for each authorized employee to complete the ORM on-line driving course via LEO and assuring that employees who possess a driver's license completes \*\* Safety Training within 3 months of entering employment with DCFS and at least once every 3 years thereafter.
- Confirming that the enrollment packet for new hires, including transfers in, contains the DCFS Use of Personal or Other Non-State Vehicle Form. After an employee's signature is secured, the form is placed in the official personnel file.
- Requiring the inclusion of the following statements, for jobs which include regular or occasional travel to transport clients and/or to make visits to clients served, in appropriate Civil Service Job Specifications and in individual position descriptions:
  - A valid driver's license is required.
  - Conducts field visits and assures clients receive services provided by this office.

For jobs requiring regular travel, the position description must include the statement that a valid driver's license is required.


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- Requesting and screening an ODR 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.
- Confirming that applicable employees are authorized for the use of a personal or other non-state vehicle by having employees complete the Vehicle Authorization and Driving History Form, [Form DA 2054](#) on an annual basis.
- Reporting any accident, citation for a moving violation, or other serious offenses to the section head, DCFS Bureau of General Counsel, DCFS Administrative Services, \*\*\* DCFS Undersecretary, \* Assistant Secretary of Child Welfare and Assistant Secretary of Family Support \*\* once they become aware of it.
- Ensuring all accidents in state owned, state rented/leased and personal vehicles being used to conduct official state business are recorded on State Vehicle Accident Report Form, [Form DA 2041](#) and submitted to the appropriate Safety Coordinator or Fleet Coordinator within 24 hours, or no later than the next business day.
- Ensuring all employees under their supervision who receive a conviction for a moving violation or other serious offense completes the ORM on-line driving course via LEO within ninety (90) days of conviction.
- Ensuring all State vehicles that require corrective action (as noted on the Daily Vehicle Log/Preventive Maintenance Form ([Form MV3/MV4](#)), are repaired in a timely manner in order to prevent further damage or accidents.
- Reviewing 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.


## I. Employees

Employees are responsible for:

- Complying with all motor vehicle laws and regulations.
- Operating only vehicles for which they are licensed and insured.
- Having a valid Driver's License for the class of vehicle they are operating and maintaining minimum liability coverage for their own vehicles used on the job as required by Louisiana law.

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- The safe operation of state vehicles and reporting unsafe conditions or accidents involving state vehicles to their supervisors.
- Accurate completion of the Daily Vehicle Log/Preventive Maintenance Form (Form MV3/MV4), used to report vehicle mileage and repairs while driving State vehicles.
- Accurate completion of the Daily Vehicle Log/Preventive Maintenance Form (Form MV3/MV4), used to report vehicle mileage while driving State leased and/or State rented vehicles.
- Reporting to their supervisors the revocation or suspension of their driver's license, the dropping of liability insurance coverage, and reporting the receipt of any driving citations. 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
  - Reporting any revocation or suspension of their driver's license to their supervisor no later than their next scheduled workday.
  - Reporting any on duty accidents or citations received for moving violations to their supervisor on the day it occurs.
  - Reporting any off duty accidents (in which a citation was issued) or citations received for moving violations to their supervisor no later than their next scheduled workday.
  - Notifying their supervisor of the final disposition of any citation or court decision.
- Advise in writing to their appointing authority, DCFS Administrative Services \*\*\* and the DCFS Bureau of General Counsel that their license has been revoked or suspended and they will not operate any vehicle for the purpose of conducting business for the State of Louisiana, during the period of time in which the license is revoked or suspended.
- Providing a current Motor Vehicle Record (containing \* history for \*\* a minimum of 3 years \*\*\*) from the State which issued the license, at his/her own expense, if they possess an "out of state" license.
- Completing a vehicle log, Daily Vehicle Log/Preventive Maintenance Form (Form MV3/MV4), when operating any state or leased/rental vehicle.

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## Fuel Purchases

FuelTrac cards must be utilized for all fuel purchases for state owned and state leased/rented vehicles. FuelTrac cards cannot be used to fuel personal vehicles at any retailer or state-owned, on-site automated fuel station.

Fuel 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](#)).


## 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.
- 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.

In emergency situations or cases where FuelTrac \* cards are 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 card must be attached to the monthly DA MV3/MV4/Checklist.

The copy of the credit card ticket for the purchase, along with justification for using a credit card other than a FuelTrac card \*\* is to be attached to the DA MV3/MV4/Checklist before filing.

Handicapped drivers are excluded from using self-service pumps when the disability makes self-service a hardship.

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All purchases made on FuelTrac \*\*\* 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.)

**The LaCarte Card and/or \* Controlled Bill Account (CBA) is not to be used for maintenance, repairs or fuel (unless prior approval has been granted from the LaCarte Program Administrator). \*\***

Refer to [DCFS Vehicle and Driver Procedures](#) Handbook for detailed procedures.

### Insurance Coverage

The State Office of Risk Management has provided the following information regarding insurance coverage while driving a personal or other non-state vehicle on state business:

- **Primary** - The individual's personal automobile liability policy is the primary coverage.
- **Secondary** - The State Office of Risk Management provides excess liability coverage for losses in excess of the automobile liability limits of the policy on the individual employee's vehicle.

### Mileage Reimbursement


A mileage allowance is authorized for travelers approved to use personal or other non-state vehicles while on official state business. Mileage is reimbursable at the rates established by the Division of Administration (Refer to [DCFS Policy 1-14](#), Travel Regulations).

When two or more persons travel in the same personally-owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

### Rented Motor Vehicles

According to the [Louisiana Travel Guide \(PPM 49\)](#), the following apply to rental of a motor vehicle, **receipts are required for reimbursement.**

Any rental vehicle not covered in the State's in-state or out-of-state contracts should be bid in accordance with proper purchasing rules and regulations.

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For in-State rental:

- The State has contracted for all rentals based out of Louisiana through Enterprise Rent-A-Car's State Motor Pool Rental Contract, which use is **mandatory**, for business travel which applies to all State of Louisiana employees and/or authorized travelers, contractors, etc. traveling on official state business.

For out-of-State rental:

- The state has contracted rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana's Out-of-State Contracts which use is **mandatory**. All State of Louisiana employees and/or authorized travelers are mandated to use these contracts due to exceptional pricing. The State of Louisiana Out-of-State participating vendors include Enterprise Rent-A-Car, National Car Rental, and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized.

Only the cost of a rental of a compact or intermediate model is reimbursable, unless:

- non-availability is documented, or
- the vehicle will be used to transport more than two persons

Refer to [Louisiana Travel Guide \(PPM 49\)](#) for more information.


## Revocation and Suspension of Driving Authorization

The DCFS Undersecretary, \* Assistant Secretary of Child Welfare, Assistant Secretary of Family Support, \*\* DCFS Fleet Manager, DCFS Safety Officer, Bureau of General Counsel, or the Division of Human Resources may make a recommendation to the Appointing Authority to suspend an employee's driving privileges.


The above listed individuals may direct any employee not to drive for business purposes while a recommendation for suspension is being considered. After receiving notification, or if discovered otherwise, of an accident, citation for a moving violation, or other serious offense pending disposition, the Appointing Authority may suspend the driving privileges of any driver.

## Restrictions

- Per [DCFS Policy 3-3](#), DCFS Smoking Policy, DCFS vehicles are considered non-smoking areas.

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- \* Employees shall use state vehicles and rental cars for official State Business only. Employees acknowledge that state vehicles will not be used for personal reasons. Vehicles may be stored overnight at an employee's home with supervisor approval, but shall not be used by the employees for non-DCFS activities. \*\*
- No driver shall operate a State vehicle, leased/rental vehicle or private vehicle (while conducting state business in the course and scope of their duties) when under the influence of alcohol or drugs, or when his/her ability to operate a vehicle safely may be impaired by medication, illness, fatigue or injury.
- 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 their job duties.
- Employees shall not use a wireless telecommunications device while driving in a state owned, leased/rented, or private vehicle that is being driven on state business. This includes writing, sending, or reading a text based communication and engaging in a call. Use of a wireless telecommunications device is permissible for passengers in such vehicles.
  - Exceptions:
    1. Report a traffic crash, medical emergency or serious road hazard.
    2. Report a situation in which the person believes his/her personal safety is in jeopardy.
    3. Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.
    4. Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.
- Drug testing shall be required of each employee involved in an accident that occurs during the course and scope of employment if the accident:
  - Involves circumstances leading to a reasonable suspicion of the employee's drug use;
  - Results in a fatality; or,
  - Results in or causes the release of hazardous waste as defined in [R.S. 30:2173\(2\)](#) or hazardous materials as defined in [R.S. 32:1502\(5\)](#).

	<b>Division/Section</b>	Executive Division
	<b>Chapter No./Name</b>	DCFS Departmental Policy
	<b>Part No./Name</b>	1 – Administrative/Fiscal
	<b>Section No./Name</b>	1-15 State Vehicles and Driver Program
	<b>Document No./Name</b>	1-15 State Vehicles and Driver Program
	<b>Effective Date</b>	November 19, 2021

## Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination. Violations include, but are not limited to:

- Driving while under the influence of drugs, alcohol or medications
- Hit and run, including evading responsibility or leaving the scene of an accident
- Driving while driver's license is under suspension or revoked
- Failure to notify management of license suspension or revocation
- For drivers with CDL, a violation of any State of Louisiana and/or Federal Department of Transportation regulations
- Failure to report an accident to management before the end of the driver's workday
- Failure to notify local police of an accident immediately
- Poor driving record or high-risk driver
- Leaving the keys in the ignition of an unattended State vehicle or leased/rental vehicle, or anywhere in the vehicle.

## III. FORMS AND INSTRUCTIONS

[DA 2041](#) / [Instructions](#) Accident Report – Louisiana State Driver Safety Program

[DA 2054](#) / [Instructions](#) Driver Authorization Form and Annual Supplemental Signature Page

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[DCFS Use of Personal or Other Non-State Vehicle Form](#) / [Instructions](#)

[Daily Vehicle Log \(MV3\)/Preventative Maintenance Form \(MV4\)](#) / [Instructions](#)

[License Flag Acknowledge Statement](#)

[License Flag Spreadsheet \(Sample\)](#)

Sample Memorandum ([SUS-AF-NI Sample Memorandum](#), [SUS-AF Sample Memorandum](#), [SUS-FR Sample Memorandum](#), [Suspension Sample Memorandum](#))

## IV. REFERENCES

La R.S. 39:361-363

Louisiana Civil Service Rules in [Chapter 12 - Discipline; Corrective Actions; Separations](#)

[Louisiana Travel Guide \(PPM 49\)](#)

Louisiana Department of Public Safety, [Office of Motor Vehicles](#)

[State Safety Program Manual](#)