



# SD School for the Blind and Visually Impaired

## **APPENDIX VIII: STATE VEHICLES AND TRAVEL**

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## STATE VEHICLES

**VEHICLE USAGE** - School vehicles will be used only for official business. Vehicles will be dispatched on a first-come, first-reserved basis. Requests for vehicles will be coordinated through the Administrative Assistant so that effective utilization is attained by combining trips, passengers, etc. The keys in the office are to be used and must be returned as soon as you return from your trip. Note: This does not include the maintenance area. However, they must inform the Administrative Assistant when a vehicle is being used in case a request is made while the vehicle is in use by the Maintenance Department. Transporting of students is restricted to functions and activities sponsored by and/or specifically related to official school activity.

Whenever you use a state vehicle, you must complete the Driver's Report. These forms must be completed each time the vehicle is used - whether for a short haul within the city or a trip out of the city. Merely leave the completed form attached to the clipboard. These will be picked up each day by the maintenance staff.

The Director of Human Resources annually checks and documents valid driver's license for all personnel. All permanent, emergency/temporary and substitute positions, and volunteers are allowed to drive and/or ride in a state vehicle as long as they provide proof of a valid South Dakota Drivers License. Volunteers may drive and/or ride in a State vehicle once they have been approved by the South Dakota Board of Regents. Student Teachers, Work-Study Students, and Foster Grandparents are not allowed to drive a State vehicle, but are allowed to ride in one as long as they are assisting staff.

No smoking is allowed in state vehicles. Seatbelts must be worn by the driver and all passengers.

Daily scheduled runs are held as top priority when scheduling of state vehicles.

It will be the policy of the school that spouses, children or other relatives of SDSBVI employees/volunteers will be forbidden to accompany their school employee relative on business trips for the school if a state vehicle is used. Unauthorized non-state employees riding in a state vehicle are NOT covered by the state's vehicle insurance. All employees/volunteers should make sure the vehicle they are driving is clean on the inside when they return it. If students are involved, they should be responsible for getting all trash out of the vehicle. Please report any vehicle malfunction to the Maintenance Department promptly.

### State vehicles are used when:

1. Employees/volunteers are on official school business (i.e. to attend meetings, workshops, etc.)
2. Employees/volunteers are transporting students and/or student family members to SDSBVI approved activities.
3. When a non-state employee has been approved by the Board of Regents to travel with a SDSBVI employee.
  - A. Volunteers working to assist students.
  - B. Employee's family member when helping to supervise approved school activities.
4. Non-state employees will not be permitted to drive state vehicles.

If you are traveling out of town with a state vehicle, please park your vehicle in the NORTH parking spaces north of the garage, as indicated by the signs.

**SEATBELT POLICY** - Statistics show clearly that the use of seatbelts results in a reduction of injuries and a saving of lives. South Dakota state law does not however cover all children or employees, and thus the following guidelines are provided and the staff of the SDSBVI (paid or volunteer) are expected to comply with these guidelines.

1. Children Under Five (5): State Law 32-37-1 requires the use of child restraint systems. "Any operator of any passenger vehicle transporting a child under five years of age on the streets and highways of this state shall properly secure the child in a child passenger restraint system according to its manufacturer's instructions. The child passenger restraint system shall meet Department of Transportation Motor Vehicle Safety Standard 213 as in effect January 1, 1981. .... An operator who violates this section commits a petty offense."

Use the car seats for the little ones, booster seats for the 4-8 age group (until weight and height allow a seatbelt to fit properly). Car seats and boosters may not be used in the front seats. The SDSBVI staff member transporting children under five years of age are to ensure that the children are safely restrained according to law. Each passenger is to have his/her own seatbelt; using one belt for two students is prohibited.

2. Children Five (5) to Eighteen (18): State Law 32-37-1.1 requires the operator to assure that passengers between ages five and eighteen wear seatbelts. Any operator of a passenger vehicle operated on a public street or highway in this state transporting a passenger who is at least five and under eighteen years of age shall assure that the passenger is wearing a properly adjusted and fastened safety seatbelt system, required to be installed in the passenger vehicle if manufactured pursuant to Federal Motor Vehicle Safety Standard Number 208 (49 C.F.R. 571.208) in effect January 1, 1989, at all times when the vehicle is in motion. A violation of this section is a petty offense.

Each staff member responsible for SDSBVI children being transported is to ensure that the children are using seatbelts and are using them properly. Each passenger is to have his/her own seatbelt; using one belt for two students is prohibited. Students should be seated in the back seats whenever possible; anyone under about 5' 3" should be in the back to reduce risk of injury from airbag deployment.

3. Adults: The staff of the SDSBVI (paid or volunteers) who drive or are conveyed as part of their SDSBVI employment are to serve as good examples to the children while increasing their own safety and/or that of the SDSBVI children, thus are required to use seatbelts, while on school business, whether using the SDSBVI vehicles or other vehicles. (Executive Order 88-7)

**AIR BAGS IN VEHICLES** -- Please remember that small children can not be placed in the passenger seat of vehicles equipped with passenger side air bags. As a rule of thumb children under 12 or weighing less than 100 pounds may not ride in the passenger seat.

**CAR USE POLICY** - SDCL 5-21-1.1 States: Vehicles owned or leased by the state shall be used only in the conduct of state business. No state officer or employee/volunteer, except the governor, law enforcement officers of the highway patrol, law enforcement officers of the division of criminal investigation and conservation officers shall use or permit the use of any state-owned motor vehicle other than in the conduct of state business.

Nothing in this section shall prohibit any use of any state vehicle, if, in order to provide for the most efficient use of state equipment or personnel, supervisory personnel issue written instructions to any state employee to use a state vehicle for transportation:

1. Between his permanent residence and his work situation; or
2. Between his temporary residence or eating place and his work station if assigned to a locality other than his permanent residence.

**OUT-OF-TOWN USE** - Staff at the SDSBVI must fill out a Fleet Vehicle Dispatch Form for ALL out-of-town trips. Minimum time for filling out the forms is two (2) days prior to your trip. These forms will be helpful to our Maintenance Department; they will be informed so they can have a car ready for the trip. Failure to do this could result in not getting a state car or not being able to make the trip. Forms are available from the Administrative Assistant and must be returned to the Administrative Assistant when completed.

It will be the responsibility of each person taking a vehicle out of town to fill the vehicle with gas upon their return. The following is needed for credit card purchases.

- PIN Number –This is on the notebook in each vehicle.
- Mileage

Most fuel stations will accept the state credit cards.

Note: No employee is to have a state vehicle parked at their home overnight, either returning from a trip or leaving the next day as the justification.

**USE OF PRIVATELY OWNED AUTOMOBILE ON OFFICIAL BUSINESS 5:01:02:01** - The mileage rate shall cover all expenses incidental to the operation of an automobile, including (but not limited to) gasoline, oil, tires, repairs, towing, insurance and parking meters. Anyone driving a privately-owned vehicle must obtain Fleet and Travel Management approval to receive high mileage (.32¢ per mile). Approval must be in written form and attached to the voucher. However, if Fleet and Travel Management vehicles are available but the employee desires to drive a personal vehicle, the employee shall be paid at the rate of twenty cents (.20¢) per mile with the Superintendent's approval.

**ACCIDENT NOTIFICATION INFORMATION** - The following procedures have been established and are to be followed in the event of a state motor vehicle accident or an accident involving authorized private vehicles. Reporting forms are attached to the clipboard in state vehicles.

Each vehicle has a “card” in the notebook that pertains to roadside assistance, car reservations, work order information, and reporting of accidents. The card has telephone numbers for 24 hour usage for any of the situations listed above.

1. The occurrence of the accident must be reported to law enforcement officials immediately. The state employee/volunteer should not leave the scene of the accident or speak to anyone about the accident other than the investigating officer. At this time, arrangements should be made by the employee/volunteer to receive a copy of the investigating officer's accident report.
2. Immediately after reporting an accident to the law enforcement officials, report the accident to State Fleet Management. The phone number for reporting said accident is (605) 773-3162. This number is available at all times.

3. In case of an accident involving a fatality, serious bodily injury or serious property damage, immediately report the accident to Claims Associates, Inc., in Sioux Falls at their 24-hour emergency number (1-800-430-2249).
4. Then report to the School for the Blind and Visually Impaired authorities.
5. For accidents that do not involve fatality, serious bodily injury or serious property damage, contact the School for the Blind and Visually Impaired authorities as soon as possible.
6. **Make no statement to anyone that you were at fault or liable for the accident.**
7. The School for the Blind and Visually Impaired authorities to contact are:
 

Pete Peterson	626-2580 (Work)	229-6864 (Home)
R.Lee Ginsbach	626-2580 (Work)	225-5577 (Home)
8. The state employee should supply other parties with the agency contacts phone number so insurance information can be exchanged and arrangements can be made to forward damage estimates.
9. State Risk Manager may contact the state employee involved during investigation of the accident. Your cooperation will be appreciated.
10. The final step in accident reporting is filling out an accident reporting form. (These will be available at the school). All forms must be filled out accurately. This form with the police report and two damage estimates are to be forwarded to State Fleet Management in Pierre.

**COMPLETING THE DRIVER'S REPORT** - Each vehicle has a driver's report on the clipboard. These are to be properly filled out immediately after each vehicle usage.

For in-town driving, reverse side of form is to be used. Fill in information asked for accurately after each usage.

For out-of-town driving, front side of form and reverse side should be filled out. Fill in information asked for accurately and immediately after last usage of vehicle each day.

## TRAVEL

There are many regulations, rules, policies and procedures that must be followed by a SDSBVI employee traveling on school business (in-state and out-of-state). Each employee should read all the information before traveling, and any questions should be directed to the Director of Human Resources.

**POLICIES AND REGULATIONS** - Travel by staff and faculty members to professional, scientific and educational meetings for the purpose of the improvement of instruction and professional advancement and for official business shall be encouraged within budgetary limitation and subject to the following stipulations.

1. Travel Request forms must be filled out and approved by the supervisor and Superintendent two weeks in advance. The Administrative Assistant will make copies and give original to the Director of Human Resources.
2. All travel shall be in strict conformity with the rules and regulations made by the Board of Finance governing travel.
3. Out-of-state travel requests for the South Dakota School for the Blind and Visually Impaired shall be signed by the party making the request and the Superintendent.
4. Out-of-the-country travel must be approved by the Governor's Office.

5. Travel advances will NOT be granted unless recommended by the Superintendent.
6. Travel expenses will be reimbursed only if receipts are provided. Receipts are required for all expenses except meals. It is to your advantage to complete reimbursement forms promptly upon your return.

**STATE IDENTIFICATION CARD** – Employees traveling on state business should obtain a state identification card from the Director of Human Resources. Some motels will require proof of state employment to give state room rates.

**CELL PHONES** -- Cell phones are available for use on out-of-town travel. They are found in the Maintenance Office. It is the driver's responsibility to pick up the cell phone and to remove the phone from the vehicle used upon return to the school. Do not use the cell phone while operating the vehicle. If you need to use the cell phone, pull over to the side of the road or exit.

**IN-STATE TRAVEL** - Sign-out/reserve and sign-in vehicle (See **OUT-OF-TOWN USE** under STATE VEHICLES). Credit cards are available in the notebook found in each vehicle. All vehicles have Mega Track Keys and can be used at most DOT shops. It is recommended that you use DOT shops for refueling as much as possible. A list of DOT shops throughout the state is available in the notebook of each vehicle.

**OUT-OF-STATE TRAVEL** (8.1.2) - The state Board of Regents, under policy and procedure developed for such purpose, shall delegate to the Executive Director of Higher Education and to the head of each institution of higher education or other responsible officer, the authority to grant written consent to employees of each institution to incur traveling and personal expenditures for travel outside the boundaries of this state. The employee traveling outside of the state shall summarize the total of their out-of-state travel expenses prior to approval from the Superintendent.

Sign-out/reserve and sign-in vehicle (See **OUT-OF-TOWN USE** under STATE VEHICLES). Credit cards are available in the notebook found in each vehicle. All vehicles have Mega Track Keys and can be used at most DOT shops. It is recommended that you use DOT shops for refueling as much as possible. A list of DOT shops throughout the state is available in the notebook of each vehicle.

**RECEIPTS** (8.1.5.1.2) - Regarding motels which offer "state rate", make sure that you confirm with the motels that the state rate is to be given. In most cases they will give you the state motel rate, but some motels don't have the state rates.

You will need the following receipts:

- All receipts for gas purchases
- All receipts for lodging - If paid in cash, the receipt must include the name of the motel, be dated and be signed or initialed by the motel clerk. If lodging was charged, the charge slip must be attached to the lodging receipt. Note: If two people share the same room, both need a receipt.
- NO receipts for meals.
- All receipts for registration fees, taxi, bus, etc.

NOTE: If you purchase any items other than gas or oil when using voyager credit cards, i.e., car washes, etc., you need to put the vehicle license on the receipt and turn it in to the Maintenance Department. The receipt will then be forwarded to Fleet and Travel.

If an out-of-town meeting starts at such a time that enables an employee to leave the School at 6:00 a.m. or after, the employee shall leave the same day as the meeting. If the employee desires to leave the evening before, no meal expenses will be reimbursed.

**MEALS AND LODGING EXPENSE REIMBURSABLE (8.1.5)** - The State Board of Finance shall have authority to fix the maximum amount which may be allowed per day or fraction of a day as reimbursement for expenses for meals and lodging necessary incurred by state officers and employees in residence or headquarters station, and change such maximum allowance from time to time as it may deem just and proper under existing conditions.

**MEAL ALLOWANCES (5:01:02:17)**

1. Breakfast shall be allowed if an employee leaves his post of duty before 5:31 a.m. or returns to his post of duty after 7:59 a.m.
2. Noon Lunch shall be allowed if an employee leaves his post of duty before 11:31 a.m. or returns to his post of duty after 12:58 p.m.
3. Dinner shall be allowed if an employee leaves his post of duty before 5:31 p.m. or returns to his post of duty after 7:59 p.m.

Current in-state per diem rates are as follows:

<b>FOOD</b>		<b>LODGING</b>
Breakfast	\$ 5.00	\$46.50 plus tax
Lunch	\$ 9.00	
Dinner	\$12.00	
<b>TOTAL</b>	<b>\$26.00</b>	

(Meals reimbursement with no overnight stay is taxable income. These taxable benefits will be calculated and withheld on a monthly basis through payroll.)

Current out-of-state per diem rates are as follows:

<b>FOOD</b>		<b>LODGING</b>
Breakfast	\$ 8.00	The actual cost of lodging up to a maximum of \$150 plus tax a
Lunch	\$11.00	day with the person designated as having authority to approve
Dinner	\$17.00	up to \$25 additional a day for lodging provided the amount
<b>TOTAL</b>	<b>\$36.00</b>	paid to the employee as reimbursement for lodging does not
		exceed the actual cost of the lodging.

Upon returning to school all receipts and a request for travel reimbursement (Travel Payment Detail) must be completed and submitted to the Business Office before reimbursement can be made. Vehicle keys must be returned to the Administrative Assistant. Record mileage as with local travel. Report any vehicle malfunctions to the Maintenance Department.

**AIR TRAVEL** (8.1.3) - Air travel shall not be first-class except where no other class is available or where second-class travel conflicts with planned agenda. In all cases of first class travel the superintendent's approval must be received. (B.R. June 1978, page 814). Make reservation through local airline or travel agency offices, charging either to the school with prior approval or making payment through the use of a personal credit card. Upon completion of the trip, present airline ticket, credit card receipt and all other receipts to the Director of Human Resources.