

# APPENDIX VIII: STATE VEHICLES AND TRAVEL

*Preparing students to step forward with confidence and a vision of lifetime success*



SD School for the Blind  
and Visually Impaired

*Partners in educational success*



South Dakota School for the Deaf

Dear State of South Dakota Employees,

Public service is essential to maintaining our democratic society, providing services to our citizens, and helping the state and country prosper. Thank you for your dedication to the State of South Dakota and its citizens.

Beyond day-to-day duties, each State employee, regardless of title or pay grade, is responsible to help maintain the public trust. Any misappropriation of resources, conflict of interest or other illegal activity, undermines the confidence citizens have in our State government. It overshadows the otherwise good work being done for society.

In addition to reading and abiding by the personal responsibility policies outlined here, you are asked to report acts that you believe violate these policies. If you see something, please say something. To create a comfortable atmosphere for recounting such concerns, an internal control officer has been appointed in each department. If you do not feel comfortable discussing your concerns with the internal control officer in your department, you may reach out to an internal control officer from another department or contact your human resources manager.

Thank you in advance for representing yourself and your fellow State employees with integrity.

Sincerely,

Governor Dennis Daugaard

Dear Board of Regents Employees,

Integrity. Ethics. Transparency. Protecting the public trust. You and I not only have the responsibility to maintain the very highest standards in these areas, but also to pass these values along to our students. Our society has long depended on higher education to enhance the ability of our democracy to function effectively and fairly for all of the people that call our nation and state home. We must assist students in their search for knowledge, in understanding themselves and their cultural and physical environments, and in developing the wisdom and skills necessary to function as responsible citizens in society.

As a Regental system employee, you play an integral role in carrying out that mission. Each and every employee has a responsibility to demonstrate to each other, our students, and the citizens of the State of South Dakota, a commitment to making stewardship and ethical behavior a part of our everyday activity. Thank you for representing the Board of Regents and your institution with honesty and integrity, and leading by example for the future leaders of South Dakota.

Sincerely,

A handwritten signature in black ink that reads "Mike Rush". The signature is written in a cursive, flowing style.

Mike Rush  
Executive Director and CEO

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There are many regulations, rules, policies and procedures that must be followed by all employees 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:

SDSBVI – Human Resources Office  
SDSD – Business Office

## STATE VEHICLES

**VEHICLE USAGE** - School vehicles will be used only for official business. No smoking is allowed in state vehicles. Seatbelts must be worn by the driver and all passengers at all times. Only staff on payroll (state employees) are allowed to drive state vehicles with proof of a valid South Dakota Driver's License. Volunteers may ride in a State vehicle once they have provided proof that they are insured through volunteer services and are traveling for purposes of assisting staff. Student Teachers and Work-Study Students (non-state employees) are **not** allowed to drive a State vehicle, but are allowed to ride in one as long as they are assisting staff and are carrying a valid student ID.

It will be the policy of the schools that spouses, children, or other relatives of 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 should make sure the vehicle they are driving is clean on the inside and filled with gas 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 school approved activities.

Note: No employee is to have a state vehicle parked at their home overnight, either returning from a trip or leaving the next day. If certain situations arise, please contact the Superintendent or Business Manager.

**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 all staff (paid or volunteer) is 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. 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 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: Staff (paid or volunteers) who drive or are conveyed as part of their employment are to serve as good examples to the children while increasing their own safety and/or that of the children, thus are required to use seatbelts, while on school business, whether using the school 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.

**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 appropriate school authorities.
5. For accidents that do not involve fatality, serious bodily injury, or serious property damage, contact the appropriate school authorities as soon as possible.
6. **Make no statement to anyone that you were at fault or liable for the accident.**
7. Contacts are: SDSBVI

Pete Peterson	626-2580 (Work)	229-6864 (Home)
Claudean Hluchy	626-2580 (Work)	280-6111 (Cell)

  

<u>SDSD</u>		
Brad Hansen	367-5200 (Work)	731-9004 (Cell)
Claudean Hluchy	626-2580 (Work)	280-6111 (Cell)
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.

**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 (.42¢ 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 (.23¢) per mile with the Superintendent's or Business Manager's approval.

**VALID DRIVERS LICENSE** – Annual checks and documenting of valid driver's license for all personnel who drive state vehicles is conducted by the Human Resources Office at SDSBVI and the Business Office at SDSD.

TRAVEL

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

**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. 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: SDSBVI - Human Resources Office / SDSD - Business Office

**REGISTRATION FEE** - The cost of meals or lodging which is included in the Registration Fee shall be deducted from either the registration fee or the meal/lodging reimbursement portion of the voucher. A copy of the program or official letter showing location and dates is required.

**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. All travel reimbursements must be submitted within 60 days of return from the trip.

**MEAL ALLOWANCES**

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.

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

**PIER DIEM RATES: IN-STATE**

Current in-state per diem rates are as follows:

<b>FOOD</b>	<b>LODGING</b> [Ruling: 5:01:02:14]
Breakfast: \$ 6.00	<b>Effective January 1, 2015</b> , the actual cost of lodging up to a maximum of:
Lunch \$ 11.00	(a) \$55.00 plus tax a day from check-in on September 1 through check-out on June 1, and
Dinner \$ 15.00	(b) \$70.00 plus tax a day from check-in on June 1 through check-out on September 1.
<b>TOTAL \$ 32.00</b>	



**PIER DIEM RATES: OUT-OF-STATE**

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

<b>FOOD</b>		<b>LODGING (Ruling: 5:01:02:14)</b>
Breakfast	\$10.00	The actual cost of lodging up to a maximum of \$175 plus tax a
Lunch	\$14.00	day with the person designated as having authority to approve
Dinner	\$21.00	up to \$100 additional a day for lodging provided the amount
<b>TOTAL</b>	<b>\$45.00</b>	paid to the employee as reimbursement for lodging does not
		exceed the actual cost of the lodging.

**SOUTH DAKOTA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

VEHICLES

Vehicles will be dispatched on a first-come, first-reserved basis. Daily scheduled runs are held as top priority when scheduling of state vehicles. 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. Leave the completed form attached to the clipboard to be picked up each day by the maintenance staff. 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. Vehicle keys must be returned to the Administrative Assistant.

**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

**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 signed by the party making the request, 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-the-country travel must be approved by the Governor's Office.
4. Travel advances will NOT be granted unless approved by the Superintendent.
5. Upon returning to school all receipts and a request for travel reimbursement (Travel Payment Detail) must be completed and submitted to the Human Resources Office before reimbursement can be made. Travel expenses will be reimbursed only if receipts are provided. Receipts are required for all expenses except meals.

All travel reimbursements must be received by the State Auditor within 60 days after the last day of travel. If this timeline is not met, the Delayed Travel Reimbursement Request form must be submitted by the employee stating the reason for the delay in submitting the claim prior to determination by State Auditor on allowance of the claim. The form must be signed by the Superintendent. The form can be found on OCA's website (<http://www.sdauditor.gov>).

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

It will be the responsibility of each person taking a vehicle out of town to fill the vehicle with gas upon their return. You can either stop at a fuel station (credit card) or a DOT shop (Mega Track Key).

Most fuel stations will accept the state credit cards. Credit cards are available in the notebook found in each vehicle. Use of the credit card is limited to 3 times in a 24 hour period. The following is needed for credit card purchases:

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

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 South Dakota 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. **Please refer to IN-STATE TRAVEL policy for steps and regulations to follow when traveling out of state.**

**RECEIPTS** (8.1.5.1.2) - Regarding motels which offer "state rate", make sure that you confirm with the motel 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 the state 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.

## **SOUTH DAKOTA SCHOOL FOR THE DEAF**

### **VEHICLES**

Vehicles are permanently assigned to the audiological and outreach staff. If there is a request for a vehicle, it must be coordinated through the Business Office so that effective utilization is attained by combining trips, passengers, etc. Permanently assigned vehicles may be used by other staff; however, they must inform the Business Office. Upon return, the gas tank should be filled and the vehicle clean.

Most fuel stations will accept the state credit cards. Credit cards are available in the pouch attached to the keys. Use of the credit card is limited to 3 times in a 24 hour period. The following is needed for credit card purchases:

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

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

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

## TRAVEL

**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 signed by the party making the request, and approved by the supervisor and Superintendent in advance. Originals must be given to the Business Office.
2. All travel shall be in strict conformity with the rules and regulations made by the Board of Finance governing travel.
3. Out-of-the-country travel must be approved by the Governor's Office.
4. Travel advances will NOT be granted unless approved by the Superintendent.
5. 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. Travel expenses will be reimbursed only if receipts are provided. Receipts are required for all expenses except meals.

All travel reimbursements must be received by the State Auditor within 60 days after the last day of travel. If this timeline is not met, the Delayed Travel Reimbursement Request form must be submitted by the employee stating the reason for the delay in submitting the claim prior to determination by State Auditor on allowance of the claim. The form must be signed by the Superintendent. The form can be found on OCA's website (<http://www.sdauditor.gov>).

**SUBMITTING EXPENSES AFTER TRAVEL** - All forms can be located on SNAP by clicking on Groups then click on SDS D, then under Group Tools click on Files. You should then be able to see all the forms used by SDS D. Double click the appropriate file name to bring up the form you need to complete.

The Business Office will process reimbursements monthly for per diem and upon receipt for overnight trip requests with all required receipts attached.

Employees should complete a Travel Reimbursement Request and forward it along with receipts to the Business Office.

1. Itemized Hotel Bill (Safe Warranty Fee and/or Resort Fee not allowed for reimbursement.)
2. Copy of Travel Request Form (and Out-of-State approval if applicable)
3. All Boarding Passes from airlines
4. Receipts for taxi or shuttle services (only the fare will be reimbursed-no tips)
5. If fleet vehicle is not available and mileage for personal vehicle is charged, miles must be from home station (not personal residence or other location) to the city hosting the meeting you are attending. Excess miles must always be justified.
6. Detailed copy of the meeting agenda (required to verify meals provided)
7. Receipt for parking at local airport (if applicable)
8. Charges for internet connectivity are allowable and should be listed as a separate line item on the detail sheet. These charges may appear on the hotel itemization, but should not be included as part of the hotel per day reimbursement amount.
9. All small receipts, boarding passes, etc. should be thoroughly taped to a portrait style sheet of paper so the items are easily scanned to our system for payment.