

STATE FLEET DRIVER AGREEMENT

North Dakota Department of Transportation, State Fleet
SFN 61420 (4-2018)

North Dakota State Fleet Services requires each State Fleet vehicle driver read and acknowledge the Driver Agreement. All drivers must be aware of all ND traffic laws and regulations governing the operation of motor vehicles and the State Fleet policy prior to driving a State vehicle. The State Fleet Services policy manual and Risk Management Division vehicle coverage FAQ websites links are listed below. Please read and acknowledge that you have read, understand and will comply with the policies by checking the boxes and signing below. Save and refer back to these documents when necessary.

Employee ID	Employee First Name	Employee Last Name
Employee Agency		Employee Status

By selecting each link below, I acknowledge that I have read the contents of the documents and will comply with the information provided.

<input type="checkbox"/>	State Fleet Policy Manual	https://www.dot.nd.gov/manuals/fleet/fmanual.pdf
<input type="checkbox"/>	Risk Management Vehicle Coverage FAQ	https://www.nd.gov/omb/sites/omb/files/documents/agency/risk-management-services/vehicle-coverage-faq.pdf
<input type="checkbox"/>	Motor Pool Reservation Portal	The preferred method for Motor Pool reservations is online. The portal can be accessed from the State Fleet website or this link: https://infocenter.dot.nd.gov/infocenter/FAReservationsPortal/ReservationLogin.aspx

In addition, by checking each box below, I acknowledge and understand the following:

- ☐ Only state of ND employees are authorized to operate state fleet vehicles while conducting state business.
- ☐ State employees must use the state vehicles only for conducting official State business and not for personal use.
- ☐ Smoking is prohibited.
- ☐ Drivers must possess a valid driver's license to operate a State Fleet vehicle.
- ☐ Drivers must obtain a Driver ID for use with the vehicle credit card.
- ☐ Drivers of State Fleet and other vehicles while conducting state official business may not use cell phones (including hands free) or any other mobile devices while operating the vehicle while in motion or stopped at a stop sign or traffic signal. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant message, social media, or text messages.
- ☐ Commuting is prohibited. You may not commute to and from work as this is personal use. In some circumstances, commuting may be approved for official State business.
- ☐ Drivers may not transport their spouse, children, animals or hitchhikers in State Fleet vehicles.
- ☐ All traffic violations will be paid by the user of the vehicle.
- ☐ Safety belts must be worn at all times by all passengers.
- ☐ Drivers are responsible to fuel, clean and remove all personal items when returning vehicles to a motor pool.
- ☐ Vehicles must be locked at all times when unattended, to avoid theft.
- ☐ Drivers of assigned vehicles are responsible for fueling, cleaning and preventative maintenance of state fleet vehicles.
- ☐ All receipts for any maintenance or repair must be sent to either a DOT district shop or the State Fleet office.
- ☐ If there is a crash with another party, law enforcement must be contacted immediately.
- ☐ If there are any incidents involving a state fleet vehicle, then the driver MUST complete the Risk Management Fund Motor Vehicle Incident report SFN61301 within 24 hours.
- ☐ Driver must work with the appropriate DOT district shop supervisor for major repair of the vehicle whether crash damage or mechanical issue.
- ☐ Assigned vehicle mileage must be entered by the end of each month.
- ☐ Defensive Driving Course must be taken every four years if employee will be operating a state fleet vehicle on at least a monthly basis.
- ☐ Drivers must fuel vehicles at state fuel sites whenever possible.

My signature below means that I have reviewed these documents and understand the contents, and will comply with the policies set forth by State Fleet and my Agency.

Employee Signature (Typed)	Date 06/04/2018
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Print Submit to DOT