

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel		
Use of State Vehicles Policy	Effective date	Revised
Number: 6.01	December 21, 2005	December 17, 2012

The Department of Natural Resources depends heavily on its fleet of state vehicles to conduct business and provide services to the citizens of Missouri. Proper use and maintenance of these valuable resources is important for demonstrating we are good stewards of taxpayer funded equipment, and because we need these resources to do our jobs.

REFERENCES

State Vehicle Policy SP-4

State Travel Policy SP-6

State Vehicular Travel Policy SP-12

<http://oa.mo.gov/commissioners-office/policies/statewide>

Statewide contract for Vehicles, Related Supplies and Services

<http://archive.oa.mo.gov/purch/contracts/> or <http://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search>

Trip Optimizer, Office of Administration

<http://triptimizer.mo.gov/>

Information on state rental vehicles, including rental locations <http://oa.mo.gov/travel-portal>

Registration and Licensing of Motor Vehicles RSMo 301.260

Fuel Regulation and Conservation RSMo Chapter 414 Sections 414.400 - 414.417

State Legal Expense Fund RSMo 105.711

State of Missouri Travel Regulations 1 CSR 10-1.010

Government Alternative Fuel Vehicle: Governor’s Executive Order 95-05

Missouri Department of Revenue <http://www.dor.mo.gov/tax/>

United States Internal Revenue Service <http://www.irs.gov/>

Related DNR policies

Progressive Discipline 1.09

Smoke, Drug and Alcohol Free Workplace 3.07



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel

Use of State Vehicles Policy

Effective date

Revised

Number: 6.01

December 21, 2005

December 17, 2012

- Workers' Compensation 5.09
- Out of State Travel 6.02
- Travel 6.04
- Fleet Fuel Card Procedures 6.01-04
- Division of State Parks Policy N08 - Animal Management

DEFINITIONS

Alternative fuel vehicle: A vehicle which by design or conversion is capable of normal operation using fuel which is 85% ethanol (E85), liquefied petroleum gas (LPG), compressed natural gas (CNG), B20 (20% biodiesel & 80% petroleum diesel), or electricity.

Authorized passenger(s): State employees or other individuals involved in the conduct of state business.

Commuting: The use of state vehicles by state officers or employees for the purpose of traveling between the employee's official work station and residence.

De minimis: The personal use of a state vehicle that is of so small a value that accounting for it would be unreasonable or administratively impractical.

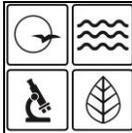
Department Usage Rate: The mileage-based rate charged for using department vehicles as a way to generate revenue into a Revolving Services Fund (RSF) for purchasing replacement vehicles and paying for operating and maintaining vehicles centrally administered by the General Services Program (GSP).

Driver or operator: Any authorized state employee, elected official, appointee or other individual as provided by law, who is in control of a state vehicle and possesses a valid driver's license to the type of vehicle operated.

Fleet vehicle rate: The reimbursement rate (for office use of a personal vehicle) based on the average cost to operate a mid-size sedan. The Office of Administration sets this rate.

Official domicile: Normal work location.

Official state business or state business: Any activity conducted in conformance to these rules and directed and controlled by the department to advance the lawful policies and purposes of the department.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel		
Use of State Vehicles Policy	Effective date	Revised
Number: 6.01	December 21, 2005	December 17, 2012

Standard vehicle rate: The reimbursement rate representing the total cost to own and operate a personal vehicle. For state government it is set by the Office of Administration and is tied to the rate established by the federal Internal Revenue Service.

State or department vehicle: Any licensed motor vehicle owned, rented, borrowed or leased by the State of Missouri and used primarily to transport people or property over road, highways or state property. Rental vehicles are considered state vehicles when rented by an authorized employee and used for official state business.

Temporary duty location: Town or city where an employee is temporarily abiding and performing official duties. *Volunteer:* Any person who, of free will, performs any assigned duties for the department with no monetary or material compensation.

GENERAL PROVISIONS

Department vehicles are to be used for official business only. Drivers of department vehicles should avoid situations that could be perceived by the public as improper use.

Smoking in department vehicles is prohibited. Transportation and consumption of alcohol or controlled substances is prohibited in department vehicles, as is driving under the influence of alcohol or controlled substances. Care must also be taken when using legal prescription drugs that might impair driver judgement or reaction time.

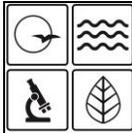
Commuting shall only be authorized if it is considered “exempt commuting”, in that the employee is exempted from federal and state taxation reporting requirements. Included is “De minimus” use and work related use of a “Qualified non personal use vehicle” as defined by State Vehicle Policy SP-4.

Driver’s license requirements

Anyone driving a state vehicle, or seeking reimbursement for use of a personal vehicle, must have a valid driver’s license for the class of vehicle being operated.

Employees living in states bordering Missouri and working in Missouri may possess a valid license from the state where they reside. New employees moving to Missouri or bordering states must obtain a Missouri or bordering state license within thirty (30) days of establishing the new residency if driving a department vehicle.

It is the responsibility of an employee to immediately report to his/her supervisor any time he/she does not have a valid driver’s license, if the employee drives a state-owned or rented/leased



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel		
Use of State Vehicles Policy	Effective date	Revised
Number: 6.01	December 21, 2005	December 17, 2012

vehicle, operates state heavy equipment, or is reimbursed mileage for the use of a personal vehicle. Serious disciplinary action will be taken if an employee drives without a valid license. The department receives regular reports on employee license status from the State Fleet Management System which interfaces with the Missouri Department of Revenue.

State vehicle use

Travelers must select the most cost-effective method of ground travel. The Trip Optimizer <http://tripoptimizer.mo.gov/> or an equivalent method can help determine the most cost effective method for driving in-state and document the selection. State Vehicular Travel Policy SP-12 and the department procedures associated with this policy provide additional details on selecting among travel options.

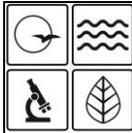
The following specific travel situations logically require department vehicles and are therefore exempt from cost evaluation and documentation requirements:

- Travel related to and requiring the use of special purpose vehicles - such as the EER vehicles.
- Travel related to and requiring task specific vehicles that are not readily substituted from rental or other resources (Examples: busses; pickups for hauling tools or other equipment; and cargo vans.)
- Travel related to and requiring a vehicle that is clearly and permanently marked as a Department of Natural Resources' vehicle.

A vehicle from our fleet is almost always the most cost effective and preferred method of ground transportation for in-state travel and should be the first choice. Use of a rental or personal vehicle may be appropriate if a department vehicle is not available, if the only department vehicle available is inappropriate for the trip, or if the department vehicle provided experiences maintenance problems and no replacement is available.

Rental vehicles can be the second most cost effective method of travel for in-state travel and must be evaluated for cost effectiveness when reasonably available and a department vehicle is not. Rental and fuel costs, administrative costs of arranging the rental, location of the rental car and other factors must be considered in the cost evaluation. Use the Trip Optimizer to determine the estimated costs of rental versus personal vehicles for in-state travel.

Use of a personal vehicle is the third choice for vehicle selection for in-state travel. Employees who elect to use a personal vehicle when a state or rental vehicle is shown to cost less and is available, will be reimbursed at the fleet vehicle rate as established by the Commissioner of



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel

Use of State Vehicles Policy

Effective date

Revised

Number: 6.01

December 21, 2005

December 17, 2012

Administration or limited to what a rental vehicle would have cost. If neither a department vehicle nor a rental vehicle is available, employees will be reimbursed at the standard vehicle rate. Use of a personal vehicle should be pre-approved except in unusual circumstances, such as the breakdown of a department vehicle when leaving for a meeting. If use of a personal vehicle is not pre-approved, the supervisor may deny requested reimbursement. Pre-approval may be in writing or via email correspondence, and should be attached to the Monthly Expense Report.

Information on travel options, including a listing of locations for car rentals under the State of Missouri contract, can be found at <http://oa.mo.gov/travel-portal>.

While traveling away from the official domicile conducting official business, a department vehicle may be used to obtain necessities such as food, toiletries, or replacement clothing lost or damaged during the trip. Department vehicles may not be used for activities such as entertainment that the public is likely to perceive as personal use of a state vehicle.

Staff interviewing for a position within the department may use a state vehicle to drive to the interview if done in conjunction with other required work. Staff that are interviewing for an internal position are not allowed to use a state vehicle solely to attend an internal job interview. Staff that are participants on an interview panel may drive a state vehicle to interviews.

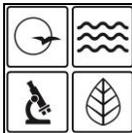
Department vehicles may be used to drive to training or meetings sponsored by the state such as attending MOSERS retirement seminars.

Unless otherwise provided by law, people outside the department are not allowed to operate department vehicles. Transporting those who do not work for the department as passengers is permissible if the driver and passengers are on official state business.

Volunteers serving the department and holding a valid driver's license may use state vehicles in the performance of department-related duties subject to those rules and regulations governing use of state vehicles by paid staff.

Members of boards, commissions, committees, advisory councils or other individuals who are not considered state employees, but who are eligible for mileage reimbursement, will be reimbursed at the standard vehicle rate.

Staff who have a documented physical condition that requires use of a personal vehicle equipped for specific needs, will be reimbursed at the standard vehicle rate.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel		
Use of State Vehicles Policy	Effective date	Revised
Number: 6.01	December 21, 2005	December 17, 2012

Animals are not allowed in department vehicles unless required by an employee with disabilities or as part of the performance of duty, for example a law enforcement drug dog.

Travelers are required to plan and coordinate trips to maximize carpooling and ridesharing.

Trips should be made via the most direct safe route. Minor deviations from “most direct” routes are acceptable to improve safety, reduce travel time, or to avoid hazardous road conditions.

When the travel destination is in the direction of an employee’s home, the employee may take a state vehicle to their home to allow timely departure the next morning and to conserve fuel. Review the Workers’ Compensation portion of this policy to be fully aware of the provisions related to this type of travel.

Air travel should be the primary method of transportation for travel outside of the state. Department vehicles may be used for travel outside Missouri only if such travel is more economical and appropriate than air travel, or if an employee is personally unable to travel by air. Costs associated with the increased travel and staff time associated with ground transportation must be considered. Consideration should also be given to factors such as major breakdown, accident damage, and accident liability issues because they could cause significant hardship on the traveler (because of vehicle repair and/or recovery) should they occur while outside of Missouri. Requests for out-of-state travel alternatives to air travel must be approved first by an employee’s supervisor. The request then follows the “Out-of-State Travel” policy and procedures.

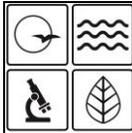
Firearms in state vehicles

Employees may not carry or possess a firearm in state owned vehicles for unlawful or unauthorized purposes under state law. Exception to this is for the dispatch of a nuisance or injured animal at state parks or state historic sites as provided in the Division of State Parks Policy N08, “Animal Management”. In addition, employees who are required to carry a firearm as part of their job and are licensed to do so are allowed to have firearms at work or transported in a state vehicle.

Safety

Drivers will obey applicable traffic laws when using department vehicles and are responsible for any traffic citations received. Radar detectors are not allowed in state vehicles.

Use of seat belts and/or shoulder harnesses is mandatory in department vehicles for driver and passengers.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel		
Use of State Vehicles Policy	Effective date	Revised
Number: 6.01	December 21, 2005	December 17, 2012

Supplemental restraint systems (air bags) should not be deactivated. If either of the following conditions are met, a driver may ask the fleet manager to deactivate the air bag:

- If a driver cannot change their customary driving position and keep ten (10) inches between the center of the steering wheel and the center of their breastbone; or
- For people whose doctors say that due to their medical condition, the air bag poses a special risk that outweighs the risk of hitting their head, neck, or chest in a crash if the air bag is turned off.

If other situations arise where it may be necessary to deactivate an air bag, the request should be submitted by the employee to his/her supervisor, who then forwards the request to the fleet manager for approval.

Drivers should avoid activities that may hinder the safe operation of a vehicle such as use of a cell phone, eating or any other activity that may deter from a driver’s attentiveness. Drivers should follow the *Cellular Phone Usage Guidelines* listed in Attachment 1.

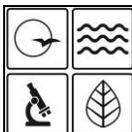
The vehicle operator is responsible for insuring loads are properly secured. This responsibility is not relinquished if other parties load the vehicle. Loads must be properly secured and in some situations covered. Refer to the Missouri drivers license guide or commercial license manual (<http://dor.mo.gov/drivers/>) or Federal Motor Carrier Safety Administration regulations (<http://www.fmcsa.dot.gov/regulations/cargo-securement/cargo-securement-rules>) for additional guidance.

During periods of inclement weather, employees and supervisors must place high priority on safety of staff and vehicles. It is acceptable, and in most instances encouraged, to cancel or postpone planned travel to avoid driving in high risk weather situations such as ice and snow.

Workers’ Compensation

The fact that an employee is injured while traveling in a state car alone is not a significant factor in determination of workers' compensation coverage.

Below you will find an example of situations and the likely outcome in regard to Workers' Compensation coverage.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel

Use of State Vehicles Policy

Effective date

Revised

Number: 6.01

December 21, 2005

December 17, 2012

Travel from and to	Coverage by Workers' Compensation
Home to official domicile	Not covered by Workers' Compensation
Home to job site	Workers' Compensation protection
Official domicile to home	Not covered by Workers' Compensation
Official domicile to job site	Workers' Compensation protection
Job site to official domicile	Workers' Compensation protection
Job site to home	Workers' Compensation protection

Insurance and liability

Employees using state vehicles and on official state business are covered under the State Legal Expense Fund against liability arising from a vehicle accident. Volunteers performing official business are considered unpaid employees and are accorded the protection of the legal expense fund and liability provisions. (RSMo 253.067). However, proof of negligence in a court of law may provide grounds for the state to sue for recovery of losses to the legal defense fund.

Employees using personal vehicles for official state business must be covered by the employee's private auto insurance policy. This includes insurance covering damage or loss, as well as liability for all occupants.

Employees renting vehicles to travel for official state business are provided liability protection, as well as comprehensive and collision coverage, through the State Legal Expense Fund, the rental company, purchasing card provisions, or a combination of these. Employees will not be reimbursed for the purchase of car rental insurance or physical damage waivers for rental vehicle travel. Please refer to the vehicle rental contract(s) found in "Vehicles, Related Services and Supplies" at <http://archive.oa.mo.gov/purch/contracts/> when considering or renting vehicles.

Reporting accidents

Accidents/incidents must be reported immediately to appropriate law enforcement agencies. All accidents must be reported to your supervisor as soon possible after they occur, not to exceed 24 hours or the next working day. The procedures are included in 6.01-02 Reporting Accidents.

Purchase of alternative fuels and alternative fuel vehicles

Use of alternative fuel is required in alternative fuel vehicles whenever available. Drivers are expected to make reasonable effort regarding convenience and cost to obtain and use alternative fuel.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel

Use of State Vehicles Policy

Effective date

Revised

Number: 6.01

December 21, 2005

December 17, 2012

In gasoline vehicles that are not alternative fuel, staff will purchase fuels blended with ethanol (10 % ethanol blends) when the blend is available and priced within 5% of the cost of regular unleaded gasoline. This provision **does not** apply between June 1 and August 31 in Jefferson, Franklin, St. Charles and St. Louis counties as well as St. Louis City (designated nonattainment areas for air quality) or Jackson, Clay and Platte counties (ozone maintenance areas for air quality).

In diesel vehicles, biodiesel at the 20% blend (B20, 20% biodiesel & 80% petroleum diesel) should be used whenever available and reasonably priced relative to petroleum diesel.

Annual purchases of vehicles will be done considering state and federal requirements for purchase of alternative fuel vehicles and the priority of the department to use efficient vehicles using alternative fuels.

Questions regarding this policy may be referred to the Fleet Manager, General Services Program.



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 6 Travel		
Use of State Vehicles Policy	Effective date	Revised
Number: 6.01	December 21, 2005	December 17, 2012

**Attachment 1
Cellular Telephone Usage Guidelines While Driving**

Remember: safe driving is your first priority. Always assess the traffic conditions. Use the cellular phone when it is safe and convenient. While the availability of cellular phones on the roadway has benefit in emergency calls, reporting congestion, etc., driver inattention and distraction has been implicated in many traffic accidents. Studies suggest that drivers who use phones while driving increase the risk of an accident. To improve the safety of employees, passengers and the public, the following guidelines should be followed for the use of cellular phones in vehicles.

- Always practice safe driving by buckling up, keeping your hands on the wheel and your eyes on the road.
- Be familiar with your cell phone features such as speed-dial and redial.
- Position your phone where it is easy to see and reach.
- Hands-free microphones are suggested while driving.
- Alert the person that you are speaking with that you are operating a vehicle.
- Use the manual dialing option only when stopped at a stoplight or pull off of the roadway.
- Ask the passenger to make the call for you.
- Use the speed-dialing feature for frequently called numbers.
- Allow your voice mail to pick up your calls when it is unsafe to answer the car phone.
- Do not use the cellular phone in distracting traffic conditions.
- Cease the use of cellular phone conversations during hazardous situations such as bad weather conditions or congested traffic.
- Never take notes while driving, pull off the road if you must write.
- Do not engage in stressful or emotional conversations while driving.
- Keep conversations brief and limited to business discussions.
- End the call without warning if the traffic situation warrants it.
- Stay in the slow lane while talking and do not pass other vehicles. Keep your driving maneuvers simple.
- If you see an emergency situation, pull to the side of the road to make the call to request assistance