

POLICY / PROCEDURE NAME: Responsibilities
POLICY / PROCEDURE NUMBER: Fleet Manager's Manual, Section 1.0
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REFERENCE / LEGAL AUTHORITY: O.R.C. Section 125.832

1.1 Drivers

Policy: State motor vehicles are highly visible to the public and their use is scrutinized. Poor driving manners and inappropriate use reflect on all state employees. State employees must exercise the highest degree of prudence and courtesy while driving state vehicles, or private vehicles on state business, and must operate State vehicles in a manner that reflects concern for safety and courtesy towards the public.

Vehicle operators are responsible for reviewing and conforming to all rules and regulations pertaining to the proper use, care, operation, maintenance and protection of the vehicle. DAS Fleet Management has listed specific driver responsibilities throughout this manual. Most requirements can be found in the following sections of the Fleet Manager's Manual; 3.5 Authorized / Unauthorized Use and 5.0 Safety and Accident Reporting. State agencies may have additional driver requirements.

- Review and conform to all rules, regulations, executive orders, DAS policies and procedures, and federal requirements governing the use of state vehicles.
- Unless otherwise directed by the agency Fleet Manager, or the DAS Fleet Manager in those instances where the vehicle is being managed by DAS, all fuel and maintenance is to be charged on the state Fleet Card. Any other method of payment requires authorization and reporting in compliance with OAC 123:6-1-08(C)
- Provide all receipts and documents associated with fleet fuel and maintenance transactions.
- Provide accurate mileage and other vehicle information to fleet manager when using state vehicles.
- Provide accurate mileage reimbursement data to Fleet Manager.
- Any information concerning the condition and operability of state vehicle is to be reported to the agency Fleet Manager, or the DAS Fleet Manager in those instances where the vehicle is being managed by DAS.
- Vehicle operators are responsible for, and must pay for, in a timely manner, all traffic and parking violations and fines incurred while the operator was responsible for the vehicle. Failure to promptly pay a violation or fine may result in disciplinary action.