State of Oklahoma
Office of Management and Enterprise Services
Division of Capital Assets Management
Fleet Management Department

Driver Responsibility Certification

NOTE: This form provides information and requirements for use of a state vehicle. Any state employee authorized to operate a state vehicle owned by the Fleet Management Department (FMD) on behalf of his/her agency must read and comply with the responsibilities outlined herein.

1. General Responsibilities - Drivers may not:

a. drive or operate state vehicles WITHOUT a valid driver license; drivers with an invalid driver license, e.g. revoked, suspended, expired, etc., may be deemed uninsurable by the Risk Management Department of the Division of Capital Assets Management and any losses incurred under such conditions shall be borne by the employing agency;

b. use the vehicle for other than official state business only (51 O.S. § 152 12.), and outside the vehicle's designated capabilities;

c. violate any traffic laws; all traffic violation fines shall be the sole responsibility of the driver involved;

d. allow an unauthorized person to drive or ride in the vehicle (51 O.S. § 152 7.; and 51 O.S. § 155 18.);

e. transport alcohol, illegal drugs, weapons, or animals in a state owned, leased or rented vehicle unless it is related to the mission of an agency;

f. operate a vehicle if under the influence of alcohol, any other intoxicating substance or combination thereof (includes any drug or narcotic prescribed by doctor or otherwise), that might affect driver's ability to operate the vehicle (47 O.S. §11-902);

g. text while driving (47 O.S. §11-901d); engage in other distracted driving behavior, which includes but is not limited to talking on the phone, self-grooming, eating (and 47 O.S. §11-901b);

h. smoke in state vehicles. (63 O.S. §1-1523), and;

i. leave the Fleet Card in a vehicle (keep it always in a key pouch provided by FMD).

2. Fuel Purchases:

a. Drivers are only permitted to fuel vehicles with **regular** unleaded fuel or the appropriate alternative fuel, i.e. E85, CNG, LPG, etc.

b. Drivers must not wait until fuel is at a critically low level before fueling, especially in the winter and summer seasons.

c. Drivers must fuel at Level 3 fuel sites. Level 3 fuel sites can be identified:

i. through the Fleet Management Department website: http://www.ok.gov/DCS/Fleet_Management/index.html, or;

ii. by swiping the card prior to fueling. If the driver is NOT PROMPTED for a PIN and odometer entry, the site is not Level 3.

d. Transactions at Level 3 gas stations exclude Federal Motor Fuel Taxes (FMFT) from invoices (FMFT are: gasoline at $0.184 and diesel at $0.244 per gallon) and provide transaction details that are essential. If a driver repeatedly fuels FMD owned vehicle at non-Level 3 gas stations, the Fleet Card will be blocked and reimbursement for any out-of-pocket funds will be the responsibility of the leasing agency.

e. Drivers are required to enter accurate odometer entries when charging fuel, products and services to the Fleet Card.

f. Drivers shall not use the Fleet Card assigned to a specific vehicle to fuel or service any other vehicles, or for any other purchases.

3. Vehicle Maintenance:

a. Drivers are required to service their vehicles in accordance with the vehicle owning agency maintenance schedule (DCAM-PROCESS-FM-G001 for FMD lease and rental vehicles).

b. Repairs must be preapproved by FMD (fmd.service@omes.ok.gov, p: 405-521-2204, f: 405-525-2682). Emergency repairs (after-hours / weekend) and wrecker service are permitted for FMD owned vehicles. Regardless of reason a copy of the work order or invoice must be provided to FMD on the next business day and must include legible driver's name, agency name and number, vehicle number and odometer reading at time of service.

4. Fleet Purchases:

a. Drivers are required to inform the clerk or service provider at the time of purchase that all charges are exempt from state sales tax. A copy of the Sales Tax Exemption letter is in the glove box of FMD owned vehicles. The Sales Tax Exemption number is printed on the face of the Fleet Card.

b. Drivers must review receipts at the time of purchase for accuracy of odometer entry, fuel type, gallons pumped and description of any other items purchased. If there are any errors, notify the clerk and make corrections before leaving the service station.

c. The maximum amount that can be charged to the Fleet Card for one (1) car wash is $15.00 and state agencies are limited to one (1) car wash per vehicle in one month (no vehicle details).

5. Damages and Costs (per OAC 260:75-1-5 (f)):

a. Agencies will be billed for any and all

i. costs relating to repairs to, or loss of value of FMD vehicles occurring as a result of driver negligence, abuse, fault, or not adhering to the scheduled maintenance requirements, or;

ii. expenses due to excessive, or unapproved fuel, maintenance or all other purchases;

b. Agencies may choose to recover from the employee excessive, unapproved expenses, or costs incurred due to negligence, abuse or fault.

The undersigned Driver acknowledges that he/she has read and understands the information contained herein and agrees to comply with said requirements and all other rules and laws applicable to a driver operating a vehicle in the State of Oklahoma.

Agency & Division Name & Number (PRINT)	Driver Name (PRINT)	Driver Emp ID#	Driver Signature
Driver Email	Driver Phone #	Vehicle/Unit #	Date