

# **State of Minnesota**

## **Model Fleet Safety Management Standards**

**Anyone who has ever been involved in even a minor fender bender is aware of the resulting fallout which involves time, money and effort. Accidents involving state vehicles and state employees can be even more complicated. These standards are steps that employees and agencies must follow to minimize the risk of vehicle accidents.**

**This Risk Management loss control policy seeks to reduce the frequency and severity of vehicle-related accidents. Knowing this information can help reduce the risk of injuries and decrease the State's cost of insurance resulting from motor vehicle accidents.**

**Using these Fleet Safety Management Standards will ensure that the State's auto insurance costs will be kept as low as possible.**

**Authority: 16B.85 Subd. 3**

### **Scope:**

**This policy sets forth the general standards for motor vehicle safety operation by the State of Minnesota. This policy covers the use of state owned or leased vehicles, rental vehicles and the use of personal vehicles when used in the conduct of State of Minnesota business. The Department of Administration's Risk Management Division will be conducting interviews regarding compliance with this policy in conjunction with its loss control visits throughout the state.**

**Any entity that requests to deviate from these standards will present their case to the Fleet Safety Management Standards Subcommittee. This procedure will accomplish the objectives of monitoring any deviations from this safety policy receiving the benefit of the subcommittee's years of experience in transportation safety, and exploring alternative solutions.**

**The Subcommittee, reviewing requests for vehicle policy changes will be made up of representatives from DOT, DNR, DPS, Travel and Risk Management Divisions and MnSCU. Their role will be to listen to any requested deviations from a participating agency, make recommendations for alternative solutions and approve necessary changes. A record will be kept of all change activity, so deviations can be monitored and managed.**

## **I. Vehicle Operator Responsibilities**

### **A. Minimum obligations and requirements for drivers**

- 1. Possess and maintain a valid U.S. State or Canadian Province driver's license.**
- 2. Driver must be at least 21 years of age when driving out of state and at least 18 when driving in Minnesota, with a minimum of at least two years of motor vehicle driving experience.**
- 3. Personal use of State vehicles is prohibited, except where specifically allowed by statute.**
- 4. Unauthorized drivers or passengers are not permitted in state vehicles.**

5. Do not drive under the influence of alcohol or drugs that impact driving performance.
6. Always remove the keys and lock unattended vehicles when in an unsecured area.
7. To maintain insurance coverage on rental vehicles, it is required that the vehicle be locked and keys removed whenever unattended.
8. Conduct a pre-trip vehicle inspection for safety concerns by checking the tires, wipers, lights, and other safety equipment for observable defects.
9. If the vehicle is determined to be unsafe, report to prescribed authority and exchange for an acceptable vehicle.
10. Driver's are subject to State disciplinary procedures for violations of State policy or rules.
11. If a personal vehicle is used for state business, Risk Management recommends that the *minimum* limits of liability be \$100K/\$300K or \$100K per person/\$300K per accident be required before employees use their personal vehicle for state business.
12. Commercial vehicle drivers are subject to DOT/CDL regulations.

**B. Driver's responsibilities**

1. The driver and all passengers must wear seat belts while occupying any State vehicle. The driver is responsible to insure that all occupants are in seat restraints before putting the vehicle in gear.
2. Avoid distractions while driving.
  - a. Do not engage in distractive action such as eating, smoking, personal grooming, reading, using a laptop, etc., while driving.
  - b. Be aware that radios, CD's, Cell phone, etc. are driving distractions. *Pull over and park safely before using cell phones.*
3. Follow Safe Driving Practices
  - a. Always use the headlights, regardless of time of day.
  - b. When turning, merging, or changing lanes, always use turn signals.
  - c. Comply with all traffic laws, rules, and regulations.

Drivers are personally responsible for all traffic violations and fines that occur while driving State vehicles (*personal vehicles and rental vehicles are considered State vehicles when being used for State business*).

**II. Agency Responsibilities**

**A. Driver review process**

1. Agencies should maintain driving records for all employee drivers.
2. Agencies are responsible for ensuring that individual driver's meet the experience and license level requirements for a particular vehicle:
  - a. Passenger vans.
  - b. Commercial vehicles requiring a Commercial Drivers License (CDL), and, when applicable, endorsements.
3. All vehicle accident details are to be reviewed by the agency to determine whether or not the accident was preventable, as well as the cause of the accident (see Appendix 2).
4. All drivers should attend a defensive driving course at least every three years.

5. Check Driver license records on a periodic basis to verify that a driver has a valid license. (Risk Management will be a back-up Motor Vehicle Record (MVR) resource)
- B. Vehicle maintenance**
1. In order to keep vehicles in safe operating condition, each State agency will develop and follow a vehicle maintenance schedule which includes:
    - a. Preventive maintenance
    - b. Repair maintenance
    - c. Maintenance records
    - d. Vehicle inspection
- C. State's required rental car options – Car rental vendor – See provisions in Administration's car rental contract.**
1. State Contract V-33 (5)
    - a. 6-state area - (MN, ND, SD, IA, WI, & IL.)
    - b. Short- and long-term
    - c. Limited & unlimited mileage options
    - d. Rates *include* insurance
    - e. V-33 and V-38 are on Material Management's website at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us) and Risk Management's website at [www.mainserver.state.mn.us/risk](http://www.mainserver.state.mn.us/risk).
  2. State Contract V-38 (5)
    - a. U.S. and Canada for rentals initiated in the U.S.
    - b. If the rental originates in Canada discuss with Risk Management
    - c. Short-term only
    - d. Limited mileage only
    - e. Rates *include* insurance except in (b.) above

## STATE OF MINNESOTA FLEET SAFETY STANDARDS

### Revision 5 - July 2007

#### Appendix 1. Passenger Van Operation – *Specifically 8's, 10's, & 12's*

1. Any person operating a vehicle with a capacity of 10 or more occupants, including the driver, must have a valid CDL with a passenger endorsement or a valid CDL with a school bus endorsement. Alternatively, this requirement can be met by taking equivalent van training. ***(Requirement effective date January 1, 2008)***
2. Any entity operating a vehicle with a capacity of 10 or greater occupants, including the driver, will provide CDL training ***or equivalent van driver training*** to comply with the requirements in item 1. ***(Requirement effective date January 1, 2008)***
3. Vehicles with a capacity of 10 or more occupants, including the driver, will not be used for trailer pulling, and will not or be operated with luggage or other materials on the roof. **This requirement is effective immediately.**
4. An entity operating vehicles with a capacity of 10 or greater occupants, including the driver, will provide a safety training class for vehicle operators. This training class must be completed prior to operating a vehicle with a capacity of 10 or more occupants. A refresher class will also be provided, and must be completed at least every two years. **This requirement is effective immediately.**
5. 15-passenger vans will not be purchased, rented, or leased. **This requirement is effective immediately.**
6. All 15-passenger vans must be removed from service by January 1, 2010.
7. There is also a van safety tips pamphlet hand out with training and a tri-fold document for ready access to van safety tips. Contact Risk Management at 651-201-2594 for copies.

## STATE OF MINNESOTA FLEET SAFETY STANDARDS

Revision 5 - July 2007

### Appendix 2. Vehicle Incident/Accident Reporting and Review

*Note: In the instructions that follow, accident and incident are used interchangeably.*

#### 1. Guidelines

- a. Vehicle accidents will be reported and investigated in all agencies.
- b. Accident reports will be filed with Risk Management – *immediately*
- c. Risk Management will support agencies to determine incident trends and develop risk assessment reports developed from the incident database.

#### 2. Definitions

- a. Accident: Any circumstance that causes equipment damage or injury to the operator, passenger, or pedestrian.
- b. Vehicle: Includes cars, trucks, vans and buses.
- c. Equipment: Includes all terrain vehicles, off road vehicles, heavy equipment, tractors, boats or any other means of transportation.

***Agencies, with vehicle fleets over 50, will create an accident review board or appoint an administrator responsible for enforcing agency policy to:***

- a. Review the accident
- b. Determine the cause of the accident
- c. Was the accident preventable?
- d. Determine and document any finding of fault
- e. Provide information to the Employee's supervisor and Agency's HR office for determining appropriate action.

Auto Accidents and abuse will be looked at on a case by case basis and appropriate employee accountability actions will be taken.

Risk Management reserves the right to an invitation to attend any accident review board meeting as an observer or to discuss findings with an appointed accident review administrator. If the Risk Management representative has any comments or observations they will be discussed in private.

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### Appendix 3. Fleet Management Standards for Towing Trailers

The Fleet Management Policy for each State agency must have a section on towing trailers. We recommend that the following minimum standards be included in this section.

1. Driver Qualifications:
  - a. Follow the minimum driver qualifications listed in the Fleet Safety Management Standards.
  - b. The driver must have experience and training in towing trailers. The agency must provide training for those drivers involved in towing.
2. Tow vehicle
  - a. Each vehicle equipped with a trailer hitch should have a label identifying the vehicle payload, towing capacity, type of hitch, size of hitch ball, etc.
3. Trailer
  - a. The trailer must be of a type designed for the intended usage.
4. Operation
  - a. Travel at a reduced speed and maintain a safe following distance. (State law requires a **minimum** following distance of 500 feet in rural areas.)
  - b. Travel at an appropriate speed based on the trailer's weight, size, road and environmental conditions, but in no case exceed the posted speed limit.

There is a trailer towing tips pamphlet handout with training and a tri-fold document for ready access to trailer safety tips. Contact Risk Management at 651-201-2594 for copies.

***For additional information regarding towing and trailers, contact:***

Minnesota State Patrol  
Commercial Vehicle Enforcement  
Information Line – 651-405-6171

**STATE OF MINNESOTA FLEET SAFETY STANDARDS**  
**Revision 5 - July 2007**

**Disciplinary Action for Failure to Comply with this Policy**

An employee's failure to comply with the provisions of this policy could be considered as just cause for discipline (up to and including discharge) under the employee's applicable collective bargaining agreement or plan.

- Each State agency will be responsible for administering this policy and for issuing any discipline pursuant to the applicable collective bargaining agreement/plan.

I have received a copy of "State of Minnesota Fleet Safety Management Standards" and have had the opportunity to read it and ask questions and/or obtain clarification about any of its provisions.

Driver's name \_\_\_\_\_

Driver's signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_