Use of State Vehicles

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	04-22-2019	Original issue.	Steve Altman

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Background

This process establishes Structure Construction (S.C.) roles, responsibilities, and procedures for obtaining, maintaining, and authorizing use of State vehicles necessary for the performance of field operations. State vehicles include vehicles that are owned, leased, or rented by the State.

Caltrans policies for employee responsibilities when using State vehicles are in:

1. Deputy Directive, DD-111, *Use of State Vehicles.*
2. Division of Equipment (DOE), *Use of State Vehicle Guidelines*.
3. Local District vehicle policies.
4. *Maintenance Manual*, Chapter 4, *Equipment*
5. *Travel Guide*, Chapter 3, *Travel Reimbursement – Long-Term Assignments – Transportation Expenses – State Owned (or Leased) Vehicles*
6. *Caltrans Safety and Health Manual*, Chapter 17, *Motor Vehicle Safety.*
7. *Caltrans Safety and Health Manual*, Chapter 18, *Motor Vehicle Accidents.*

To emphasis/highlight information from these policies, some, not all information, is included in the *Procedure* section of this Bridge Construction Memo (B.C.M.).

Process Inputs

1. S.C. personnel assignment that requires use of a State vehicle.

Procedure

1. All work associated with this process is charged as Project-Direct Construction or Overhead depending on what assignment or activity the State vehicle is being used for.
2. S.C. personnel:
   a. Successfully complete Defensive Driver Training (DDT) online, or approved defensive driver training course (e.g., through Learning Management System), at least once every four (4) years per policies 1, 2 and 7 listed in the Background.
   b. Use, store, and maintain the State vehicle as described in the first five policies listed in the Background.
   c. Form DME-0283, *Pre-Operation Inspection, Post Operation Report & Repair Request (Trucks & Construction Equipment*) should be completed before and after repairs to the State vehicle are made, and instructions from your District.
   d. For policies, guidelines, and rules for driver training and the safe operation of motor vehicles, refer to the *Caltrans Safety and Health Manual*, Chapter 17, *Motor Vehicle Safety*.
   e. Use of personal identification Key Fob is required for each trip in a State vehicle per the second policy listed in the Background. Requirements may vary in each District, check with your local District policy.
   f. Review and sign the State-Owned Vehicle and Voyager Fuel Credit Card User Agreement per the first policy listed in the Background.
   g. If on Long Term Assignment per BCM B-4.02, *Long Term Assignment and Long Term Assignment Differential*, discuss with your supervisor the authorized use of:
      i. State vehicles for official use only as described in Attachment 1, *Official Use of State Vehicles – Public Perception*.
      ii. Private vehicles per BCM B-4.04, *Use of Private Vehicles on State Business*.
   h. If you are in an accident in your State vehicle, refer to the procedures in:
      i. *Caltrans Safety and Health Manual*, Chapter 18, *Motor Vehicle Accidents.* Confirm form STD. 269*, Accidents Identification*, is in the glove compartment of your State vehicle.
      ii. *Caltrans Health and Safety* intranet, *Motor Vehicle Accident Reporting*. Required documents are time sensitive. Some forms must be completed and signed within 24 hours, and others within 48 hours.

iii. S.C. Intranet, *Reporting an Accident*.

iv. As an S.C. employee, you are responsible to the District you work in and the Division of Engineering Services (DES). Accident reports should be sent in accordance with District policy and to the DES Safety Officer.

i. In case of breakdown, contact the nearest Division of Equipment facility:

i. Each vehicle contains a directory that lists the shops and personnel to contact in case of a vehicle breakdown or emergency on the road.

j. Roadside assistance is also available 24 hours a day with the use of the official state credit card for fuel.

k. Report income on the *Personal Use of State Vehicle One-Way Commuting and/or Round Trip*, Form PM-0041, when the State vehicle is used for commuting purposes.

l. Make vehicle available for use by others when not needed.

3. S.C. supervisors:

a. Determine State vehicle needs for S.C. personnel in your unit per the first policy listed in the Background.

b. Verify personnel has a valid California driver's license per the first two policies listed in the Background.

c. Arrange with the District Construction Vehicle Coordinator for assignment of necessary State vehicles.

d. Supervise the use, storage, and maintenance of State vehicles within your unit as described in the first five policies listed in the Background.

e. Monitor the use of Home Storage Permits.

f. Report to S.C. manager corrective action taken for misuse, and/or noncompliance.

4. S.C. managers:

a. Manage the use, storage, and maintenance of State vehicles within your area as described in the first five policies listed in the Background.

Process Outputs

1. Authorized use of State vehicles, credit card, and Key Fobs.
2. Compliance with recordkeeping requirements, usage, and maintenance outlined in DOE *Use of State Vehicle Guidelines*

Attachments

Attachment 1, *Official Use of State Vehicles – Public Perception.*