Driver Responsibility Certification

A driver authorized to operate an OMES Fleet Management-owned vehicle on behalf of an agency must read and comply with the responsibilities outlined herein.

1. General Responsibilities - **Drivers shall not**:
   a. Drive or operate state vehicles WITHOUT a valid driver's license; drivers with an invalid driver's license, e.g., revoked, expired, etc., may be deemed uninsurable by OMES Risk 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, etc. (47 O.S. § 11-901b).
   h. Smoke in state vehicles (63 O.S. § 1-1523 E.).
   i. Leave the fleet card in a vehicle (keep it always in a key pouch provided by OMES Fleet Management).
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 OMES website: http://omes.ok.gov/services/fleet-management**.**
      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 OMES-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 use only the Personal Identification Number (PIN) assigned to them. Sharing a PIN with anyone is strictly prohibited.
   g. Drivers shall not use the fleet card assigned to a specific vehicle to fuel or service any other vehicles, or for any other purchases.
   h. Drivers must strive to minimize vehicle's idle time (CAM-POLICY-FM-L003).
3. Vehicle Maintenance:
   a. Drivers must service their vehicles in accordance with the OMES maintenance schedule (CAM-POLICY-FM-G001).
   b. Repairs must be preapproved by OMES Fleet Management (fmd.service@omes.ok.gov, p: 405-521-2204, f: 405-525-2682).
   c. If road assistance is needed, 866-227-7323 (press 1). Emergency repairs (after-hours/weekend) and wrecker service are permitted for OMES Fleet Management-owned vehicles. Regardless of reason, a copy of the work order/invoice must be provided to OMES 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 service provider at the time of purchase that charges are exempt from state sales tax. The sales tax exemption number is printed on the face of the fleet card. The sales tax exemption letter is in the glove box.
   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 car wash is $15.00; one car wash per vehicle in one month (no 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, OMES Fleet Management-owned vehicles occurring as a result of driver negligence, abuse, fault or not adhering to the scheduled maintenance requirements.
      ii. Expenses due to excessive or unapproved fuel, maintenance or all other purchases.
   b. Agencies may choose to recover excessive or unapproved expenses, or costs incurred due to negligence, abuse or fault from the employee.

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 Phone #	Driver Emp ID#
Email	Parking ZipCode	☐ No; ☐ Yes - CAM-FORM-FM-022 Parking State Vehicle at Home?	Vehicle/Unit #
Driver Name (PRINT)		Driver Signature	Date