Additional information may be obtained from the rules governing fleet management which can be found in the Louisiana Administrative Code, Title 34, Part XI and/or from your agency Transportation Coordinator.

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LOUISIANA STATE FLEET MANAGEMENT'S OPERATOR'S MANUAL

Division of Administration
LPAA
P.O. Box 94095
Baton Rouge, LA 70804-9095
Phone # (225) 342-6849

OPERATOR'S MANUAL

Purpose:

The purpose of state vehicles is to provide safe and dependable transportation for state employees who require the use of state vehicles in the performance of their job responsibilities.

Driver Authorization:

Drivers of state vehicles must have a valid driver's license and an approved Authorization And Driving History Form (DA 2054) on file with the agency before operating a state vehicle.

Responsible Operation:

Drivers of state vehicles must operate their vehicles in a responsible manner at all times. This means inspecting vehicles prior to use, obeying all traffic laws, driving defensively and using seat belts. **Any traffic violations incurred by a driver are the responsibility of the driver, not the state of Louisiana.**

Trip Logs:

Drivers of state vehicles must properly log each trip on the Daily Vehicle Log form (DA MV 3). Each trip should include the date, the ending odometer reading, the trip mileage, the beginning and ending points of the trip, the purpose of trip, and the driver's initials. Additionally, any fuel put into the vehicle, fuel cost, maintenance and repair cost, down days, or other costs which are incurred, must also be recorded in the appropriate places on the form.

Personal Assignment/ Home Storage:

If your department/agency believes that it is in the best interest of the state to personally assign a vehicle to a driver and/or have that driver home store a state vehicle, then a Request For Personal Assignment And/Or Home Storage Of State-Owned Vehicle form (DAMV-2) must be submitted to and approved by the Commissioner of Administration or his designee **prior** to the vehicle's assignment.

Maintenance And Repair:

All maintenance and repairs should be performed by the agency's own repair facility, if one is available, or through the Statewide Fleet Fuel and Repair/Maintenance Service contract as specified in the Governor's Executive Order governing small purchases. Tires, batteries, glass, and transmission repair/replacement should be obtained through specific state contracts if available. Please contact the Office of State Purchasing concerning the viability of these contracts. Preventative maintenance should be performed in accordance with the vehicle manufacturers guidelines. All preventative maintenance should be documented and maintenance data entered in the State of Louisiana's official system of recordation.

Accidents:

All accidents should be immediately reported to the police and the department/agency. The accident should also be reported on the Accident Report form (DA 2041) and submitted to the Office of Risk Management within 24 hours in accordance with the Office of Risk Management's Louisiana State Driver Safety Program. For additional information contact the Loss Prevention section of the Office Of Risk Management at (225) 342-8500.