

**Leech Lake Band of Ojibwe**  
**Divisional Vehicle Usage Policy**

Revised 05/16/08

## ***Fleet Management Introduction and Overview***

The purpose of this manual is to establish uniform policies for usage of Leech Lake Owned or Leased vehicles. All employee operators will be subject to these policies.

Vehicle policies already established by Programs or Divisions will be negated and will be replaced with this vehicle usage policy.

Divisional and Program management will be directly responsible for the implementation, compliance and enforcement of the policies.

The Leech Lake Reservation Tribal Council reserves the right to modify policies and procedures for all areas of responsibility.

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## *Fleet Management*

### **10.01 USAGE OF VEHICLES/PROCEDURES**

1. Leech Lake Leased or Owned vehicles will be available for LLBO Divisional operations **only**.
2. LLBO vehicles will only be operated by LLBO employees with a valid Minnesota driver's license.
3. Requests for Fleet Management vehicles will require 4 (four) LLBO Tribal Council signatures before lease considerations.

### **10.02 PERSONAL USAGE OF VEHICLES**

Personal usage of vehicles will not be allowed. LLBO leased or owned vehicles will be used for divisional or program purposes only. LLBO vehicles will be parked when not used for work purposes at a Fleet Management designated parking area.

### **10.03 FLATBED USAGE**

1. The flatbed owned by the Leech Lake Fleet Management Department will be used for official business first and foremost within the band's vehicle fleet system.
2. Towing of constituent vehicles will be on a case-by-case basis and payment for services will be required before the wrecker will be dispatched.
3. Towing rates vary. Towing rates for employees and constituent vehicles are dependent on a charge for mileage rates and destination.
4. The Fleet Management program will have the final determination on all towing services and charges.
5. The Fleet Management flatbed will not be liable for any damages during the tow service or prior to hooking up a vehicle for towing.

### **10.04 VEHICLES RETURNING HOME WITH EMPLOYEES**

Vehicles will not be allowed to return home with employees unless written pre-authorization is provided from Fleet Management with approval from the Executive Director and LLBO Tribal Council. A written description of when and why will be provided to Fleet Management from the respective Division Director before pre-authorization is considered. A policy will be created at this time by the Division Director to govern the usage of the vehicle detailing how, when and why the vehicle is to be used in this purpose, including a signature of the employee to show acceptance of responsibility. It will be the personal responsibility of the Division Director

to ensure policies are enforced and adhered to. Authorization is not permanent and an exclusive time for the usage of a vehicle is to be included and approved by Fleet Management, the Executive Director and the LLBO Tribal Council.

#### **10.05            PARKING OF LLBO LEASED OR OWNED VEHICLES**

All tribal vehicles will be parked at Fleet Management or Fleet Management approved locations. Personal vehicles may be parked within these compounds while tribal vehicles are in use. Divisions with secure compounds already in existence will continue to be used with the concurrence of Fleet Management. Approval for exceptions must be cleared with Fleet Management.

#### **10.06            VEHICLE DRIVER LOGS**

All tribal vehicles will have an Operator's log in the vehicle and will be filled out correctly and completely. Entries such as departure and return times, fuel purchases, maintenance services, and complete daily mileages are required entries. Driver Log entries will be photocopied and submitted to Fleet Management monthly. Failure to do so will result in vehicle usage suspension until the logs are submitted correctly.

#### **10.07            MAINTENANCE AND REPAIRS OF LLBO LEASED OR OWNED VEHICLES**

Fleet Management will set each Leased or Owned vehicle with a set monthly maintenance inspection schedule. During this time Fleet Management will inspect the vehicle's general mechanics, fluids, tires, cleanliness and any body damage that may have occurred during the previous month. Maintenance and repairs for all Leased or Owned vehicles will be arranged through this department to assure tribal resources are utilized first. If the Fleet Management Department is unable to perform the repairs either due to time or ability, the vehicle will be referred from this department out to a certified repair facility sanctioned through this department.

#### **10.08            ACCIDENT/PROCEDURES FLOW CHART**

Initial Point of Accident:

- First, do not admit fault.
- Make sure to assist with anyone hurt *i.e., call for an ambulance, police, administer first aid if able, etc...*
- Fill out your accident report while the situation is fresh in your mind, details like speed, location, road conditions, and damage to

the vehicle will be needed in order to make a complete report to our insurance provider. The name(s) of all person(s) will need to be included as well as the other party's insurance provider (*if applicable*) and contact number. Secure a police report if possible.

- Call Fleet Management immediately if the accident occurred during work hours, if the accident occurred after work hours or on a weekend contact Fleet Management immediately the following business day.

## **10.09 FUELING GSA LEASED VEHICLES AND UTILIZING GSA FUEL CARDS**

It is in the best interest of the Leech Lake Band to utilize LLBO businesses. All leased vehicles operated by the LLBO will be fueled at the Che We gas station or Northern Lights Express when base of operations are in the Cass Lake area. If operations are outside the Cass Lake area, every attempt will be made to utilize Che We or Northern Lights Express when possible. Operators fueling at other locations will be personally liable to the LLBO for the amount of any non-approved purchases.

### GSA Credit Card:

This card is intended for GSA vehicles only and only to the vehicle it is assigned to. Usage of another GSA card on a different GSA vehicle will not work since it tracks vehicle mileage on the specific vehicle the card is assigned to. GSA has a department fully committed to researching GSA credit card usage, what is spent, on what, and how much. Only fuel may be purchased with the GSA card and any other purchases will be flagged, the card revoked and this department will be notified immediately. Any purchases over \$100.00 must be approved by the GSA Fleet Management Center and only to eligible providers so please be sure to ensure the provider is eligible to receive payment before service is performed. Your Division or Department may be held responsible for costs.

### Fuel and Major Repair:

Fuel and any repairs are included in your mileage fee to GSA. It is in GSA's best interest to keep its leased vehicles in top working order since at the end of the lease term, GSA auctions off these vehicles to the private sector. If there is something not working right on your vehicle this needs to be reports to Fleet Management immediately to ensure the repairs are done quickly, cost effectively and properly. Your Division or Department isn't billed directly for repairs since all of this falls under our rental agreement and part of your mileage fee you pay monthly.

### Records:

It is in the best interest of your Division or Department to keep detailed accurate records of your vehicle maintenance schedules. All copies of oil

changes, repairs, accident reports and repair estimates are to be filed with this office since GSA only works with this GSA and the Risk Management office. Fuel slips must be sent to the Fleet Management office on a monthly basis.

How to use your GSA credit card:

Usage is designed simple. At pumps where you are able to pay directly you will need to have your odometer and Driver ID number. Your Driver ID number is the last five digits of your vehicle's license plate number. To wit: G41-12345 as your plate number. 12345 are considered to be your Driver ID number. Inside pay places are similar except you will need to bring in your odometer to enter it there. Before pumping your fuel, make sure the station accepts GSA cards.

## **10.10 VOYAGER FLEET CARD PROGRAM**

Purpose:

The purpose of this guide is to provide employees with instructions on the proper use of the LLBO Voyager Fleet Card program.

Objective:

The Voyager Fleet card allows LLBO to reduce administrative costs, taxes and collect detailed fleet management data regarding fuel and maintenance costs.

Use of the Fleet Card:

The Voyager Fleet card is for official LLBO business use only. Under no circumstances is the card to be used for personal purchases. Purchases may be made from any business using the Voyager Fleet Card, however, it is LLBO's policy to utilize, to the extent most practical, the Che We gas station or Northern Lights Express that are LLBO owned and operated businesses.

Use of the Fleet Card must be consistent with LLBO policies and Federal Acquisition Regulations (FAR).

How to use your LLBO Voyager Fleet Card:

Usage of your LLBO Voyager card is similar to the workings of the GSA Fleet Card. You must have your odometer reading available; however the only change is your Driver ID number, which can be obtained from Purchasing. Your Driver ID number must not be shared since it tracks your usage and responsibilities in fueling. Before pumping your fuel, make sure the station accepts Voyager cards.

Procedures:

The operator of a fleet vehicle must make all reasonable efforts to find the nearest location accepting the Voyager Government Fleet Card. If a vendor other than an authorized Voyager Fleet Card vendor is used, the LLBO will not be exempt from the taxes nor will LLBO receive detailed information on the purchase. **Only in emergencies or where there are no authorized vendors within a reasonable area are other purchase methods, such as employee reimbursement are to be used.**

The Fleet Card transaction is the responsibility of the operator of the fleet vehicle. The Fleet Manager, however, is ultimately responsible for the proper and correct administration of the program. Fleet Management is responsible for reconciling, verifying, certifying and submitting the monthly statement to Accounts Payable.

Card Abuse:

Intentional misuse of this card for anything other than official LLBO business will be considered as an attempt to commit fraud against the LLBO and may result in disciplinary action against the user. The user of the LLBO Fleet Card will be personally liable to the LLBO for the amount of any non-approved purchases.

Card Issuance Procedures:

The requesting Department shall make a request in writing to the Fleet Manager. The request shall consist of the following information:

1. Year, Make and Model
2. Vehicle Identification Number (VIN)
3. License Plate Number
4. List of Authorized Drivers
5. Account Number to be charged

Responsibilities:

*Division/Program Manager:*

- a. Ensure Fleet Card users are complying with Fleet Card Policies and Procedures

*Fleet Management:*

- a. Periodically review Fleet Card to ensure accounts and spending controls are accurate.
- b. Reconcile, certify and submit the monthly statement to Accounts Payable within ten (10) working days after the close on the monthly cycle.

- c. Set up a central system for vehicle receipts to ensure supporting receipts are retained.
- d. Prepare or review card requests, cancellations, and lost/stolen card reports as needed.
- e. Resolve disputed payments.

*Operators of Fleet Vehicles:*

- a. Purchase only authorized items using authorized sources.
- b. As the operator of a fleet vehicle, you are responsible for its proper use, maintenance and protection. Safeguard the vehicle, credit card and keys against damage, theft or misuse.
- c. Immediately report lost or stolen cards to Fleet Management and Purchasing.
- d. Forward all receipts to Fleet Management noting vehicle plate number, account number and driver names on all correspondence.

Purchasing:

The Purchasing Manager is the person responsible for new card requests, driver additions/deletions and driver/card cancellations.

Lost or Stolen Cards:

If the Fleet Card is lost or stolen—it is important the cardholder immediately notifies Purchasing and Fleet Management. Upon notification, Purchasing will contact Voyager and cancel the card.

Upon notification to Purchasing, the cardholder will provide the following information:

- a. The card number
- b. The date of the loss/theft
- c. If stolen, the date the police was notified.
- d. The date Purchasing was notified.
- e. Any purchases(s) made on the date the card was lost/stolen.

A new card will be issued to the department immediately following a report of loss or theft.

Monitoring Card Activity:

Fleet Management reviews individual card transactions monthly and a copy of the month's total usage will be forwarded to the respective Division Director. Inappropriate Fleet Card use will be brought to the attention of the Division Director and Executive Director.

#### **10.11 MONTHLY MILEAGE REPORTS**

Mileage for LLBO Leased or Owned vehicles will be reported to Fleet Management by the 20<sup>th</sup> of each month to track usage, maintenance, vehicle status and depreciation.

#### **10.12 FUEL RECEIPTS**

Fuel receipts for LLBO Leased or Owned vehicles will be forwarded to Fleet Management on a monthly basis. This is to track fueling practices and to ensure unnecessary charges are not incurred.

#### **10.13 EMPLOYEE/OPERATOR LICENSE CHECKS**

License checks will be performed twice a year to ensure vehicles are operated by licensed drivers. Fleet Management will retain pre-authorization for license check forms for each employee. Drivers who operate LLBO Leased or Owned vehicles without this monthly check will be subject to disciplinary actions or until the check is performed with positive results.

#### **10.14 RESPONSIBILITY**

Division Directors will be responsible for the application of these policies. If these policies are not followed, the Division Director or Program Manager will be held responsible and disciplinary actions will be applied.

#### **10.15 DISCIPLINARY ACTIONS**

Disciplinary actions will be the set disciplinary actions set forth in Policy 300.3 to 300.7 of the Human Resources Employee Relations section of the Personnel Policies. In addition, driving privileges may be removed for a time period depending on the level of Employee Operator infraction and/or by the discretion of the Division Director/Supervisor and Fleet Management.

Approved on this Date: \_\_\_\_\_

Chairman: \_\_\_\_\_  
George Goggeye Jr.

Sec./Treasurer \_\_\_\_\_  
Arthur "Archie" LaRose

District I: \_\_\_\_\_  
Robbie Howe

District II: \_\_\_\_\_  
Lyman "DeDe" Losh

District III: \_\_\_\_\_  
Donald "Mick" Finn

Executive Director: \_\_\_\_\_  
Rodney White

Fleet Supervisor: \_\_\_\_\_  
Ernest Robinson