DEPARTMENT OF ADMINISTRATION
RISK MANAGEMENT

State of Minnesota Minimum Fleet Safety Standards

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1. PURPOSE:

1.1 The purpose of creating minimum fleet safety standards is to provide assistance to state agencies so they can better manage their work-related driving tasks to eliminate or reduce risks and prevent motor vehicle crashes and damage. This can be achieved by incorporating policies and procedures which aim to achieve safer work-related driving outcomes and ensure that injuries to state employees from crashes are avoided, and agency auto insurance costs are kept as low as possible.

1.2 Agencies should use a risk management perspective to develop a safe driving program. The process should include assessing risk factors, identifying and implementing control measures, and monitoring and reviewing results.

1.3 All agencies should utilize this document to develop, implement, and modify safe driving policies and procedures based on the minimum safety standards herein.

2. AUTHORITY:

2.1 **Minnesota Statutes 16B.85 Subd. 3**

3. SCOPE:

3.1 Applies to all authorized drivers using any vehicle to conduct official State business, including:
- 3.1.1 State Owned Vehicles
- 3.1.2 State Leased Vehicles
- 3.1.3 Rental Vehicles
- 3.1.4 Personal Vehicles

3.2 The fleet safety standards are designed as minimum requirements and do not prohibit agencies from establishing and enforcing more stringent requirements within their own jurisdiction. State agencies shall establish necessary policies and procedures to ensure compliance.

3.3 Risk Management Division may conduct interviews regarding compliance with these minimum standards in conjunction with its loss control visits throughout the state.

3.4 Agencies with a business need to deviate from these standards will present their case to Risk Management Division for consideration. Risk Management Division will form an Inter-Agency Fleet Safety Committee to review the case and provide feedback. The committee may offer recommendations for alternative solutions, recommend additional safety measures to mitigate any additional risks, and approve necessary changes. Risk Management Division will respond to the requesting agency and document any changes so approved deviations can be monitored and managed.

4. EXCEPTIONS:

4.1 These standards do not apply to:
- 4.1.1 Operations involving the use of emergency vehicles while in the performance of official duties.
- 4.1.2 Drivers who:
  - 4.1.2.1 have a reasonable belief that a person's life or safety is in immediate danger.

4.1.2.2 are obtaining emergency assistance to report a crime, traffic crash, medical emergency, or serious traffic hazard.

4.2 Commercial vehicle drivers are also subject to DOT/CDL regulations.

5. DEFINITIONS:

5.1. Authorized drivers: Authorized drivers are individuals who are at least 18 years old (commercial driver's license (CDL) regulations and rental contract agreements may require a higher minimum age) and have a valid U.S. State or Canadian Province driver's license and, are:

5.1.1. State employees

5.1.1.1. State employees with driving as a minimum qualification or essential job function must have a DLR that has been evaluated and approved by their agency in accordance with HR/LR Policy #1419 Driver's License and Record Checks.

5.1.2. Contract employees if authorization to drive a state vehicle is specifically cited in their contract.

5.1.3. Volunteers if authorization to drive a state vehicle is specifically cited in their volunteer agreement.

5.1.4. Students who have been granted permission by college or university administration.

5.1.5. Drivers for certain disabled employees with the permission of that employee and approval from the employee's agency.

5.2. Authorized passengers: Authorized passengers include:

5.2.1. State employees.

5.2.2. Other authorized persons participating in state programs or functions.

5.2.3. Individuals assisting disabled employees with the permission of that employee and approval from the employee's agency.

5.2.4. Family members of Authorized Drivers or Authorized Passengers only when authorized by agency management in support of agency policy.

5.2.5. Authorized children who must:

5.2.5.1. use safety seats, booster seats, or safety belts appropriate to their age and size.

5.2.5.2. ride buckled up in the rear seat.

5.3. Crash: Any incident, event, or accident that results in vehicle damage, equipment damage, and/or bodily injury.

5.4. Electronic messages: Includes creating or reading of text messages, emails, instant messages, or any action to access a website or application.

5.5. Equipment: Vehicles not intended for use on public roads. Examples include All-Terrain Vehicles (ATV's), Utility-Terrain Vehicles (UTV's), mowers, construction vehicles, tractors, and boats.

5.6. High Occupancy Vehicles (HOV's): Vehicles with a capacity of 10 or more occupants, including the driver.

5.7. Personal Vehicles: Vehicles not owned or leased by the state that an employee is using to conduct state business (see Section 10 Personal Vehicle Use).

5.8. Service animals: Dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness

to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. A dog whose sole function is to provide comfort or emotional support does not qualify as a service animal. The U.S. Department of Justice has indicated that in rare cases, a miniature horse could qualify as a service animal. If an employee with a disability needs an animal that does not fall within this definition as a reasonable accommodation, the employee should contact agency human resources to determine whether a reasonable accommodation can be provided.

5.9. State vehicle: An automobile, truck, or other equipment which is the property of the state, or is leased or rented by the state, and requires the operator to have a driver's license.

5.10. Telematics: Technology that allows global positioning data, vehicle diagnostic data, and vehicle usage data to be used to improve fleet management costs, sustainability, efficiency, and safety.

6. RESPONSIBILITIES:

6.1. Agency Responsibilities

6.1.1. Adopt and implement a Fleet Management Policy that incorporates these minimum fleet safety standards.
6.1.2. Ensure that individual drivers meet the experience and license level requirements for the vehicle they are using.
6.1.3. Conduct, at least annually, a DLR check of all employees in accordance with HR/LR Policy #1419 Driver's License and Record Checks to evaluate their licensing status and driving record (*see Section 12*).
6.1.4. Ensure drivers complete an agency designated "Defensive Driving" training course within 30 days of being authorized to drive on state business. A refresher course must be completed at least every 3 years thereafter.
6.1.5. Ensure all crashes and unsafe driving reports (including telematics data reports if available) are reviewed and necessary steps are taken to prevent a recurrence.
6.1.6. Develop and follow a vehicle maintenance schedule which includes:
6.1.6.1. Preventative maintenance
6.1.6.2. Repair maintenance
6.1.6.3. Maintenance records
6.1.6.4. Vehicle inspection

6.2. Supervisor Responsibilities

6.2.1. Ensure employees do not drive while conducting state business unless the employee:
6.2.1.1. Has a valid driver license.
6.2.1.2. Has an agency approved DLR.
6.2.1.3. Has adequate training to operate the vehicle/equipment assigned.
6.2.1.4. Is familiar with state and agency driving policies.
6.2.2. Identify unsafe driving by employees and make sure action is taken immediately to correct the behavior.

6.2.3. Review all vehicle crashes with employees to determine if preventable and take the necessary steps to prevent a recurrence.

6.2.4. Be sure proper maintenance procedures are being followed to keep vehicles in a safe operating condition.

6.3. Driver Responsibilities

6.3.1. State vehicles are to be driven by authorized drivers only.

6.3.2. Ensure only authorized passengers are in state vehicles.

6.3.3. Do not drive under the influence of alcohol or drugs, including prescription and over-the-counter drugs, which may impact driving performance.

6.3.4. Avoid distractions while driving (*see Section 7*).

6.3.5. Follow safe driving practices including:

6.3.5.1. Ensure everyone in the vehicle is wearing a seatbelt before driving.

6.3.5.2. Operate vehicles in a safe and courteous manner.

6.3.5.3. Always use daytime running lights.

6.3.5.4. Always use turn signals when turning, merging, or changing lanes.

6.3.5.5. Check the general condition of the vehicle and look for safety issues before driving. This includes checking gauges, lights, and brakes. If there is something wrong with the vehicle, report the problem to the employee's supervisor and do not drive it until repairs are made.

6.3.5.6. Only use a vehicle for the purpose in which it is designed. Do not operate a vehicle beyond its designed limits, operate in areas for which it is not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.

6.3.6. Comply with all traffic laws, rules, and regulations.

6.3.6.1. Drivers are responsible for all traffic violations and fines.

6.3.7. Understand and follow all state and agency policies, including the minimum standards set within this document.

6.3.8. Always remove the keys and lock unattended vehicles when in an unsecured area.

6.3.9. Report all vehicle crashes as soon as possible following agency reporting procedures.

6.3.10. Personal use of State Vehicles is prohibited, except where specifically allowed by statute **16B.55** which states:

> *Subd. 3.* ***Permitted uses.*** *A state vehicle may be used by a state employee to travel to or from the employee's residence:*
> *(1) on a day on which it may be necessary for the employee to respond to a work-related emergency during hours when the employee is not normally working;*
> *(2) if the employee has been assigned the use of a state vehicle for authorized state business on an extended basis, and the employee's primary place of work is not the state work station to which the employee is permanently assigned;*
> *(3) if the employee has been assigned the use of a state vehicle for authorized state business away from the work station to which the employee is permanently assigned, and the number of miles traveled, or the time needed to conduct the business, will be minimized if the employee uses a state vehicle to travel to the employee's residence before or after traveling to the place of state business; or*
> *(4) if the employee is authorized to participate in a ride-sharing program established by the commissioner pursuant to section 174.257.*

Use of a state vehicle under this subdivision requires the prior approval of the agency head or the designee of the agency head.

7. DISTRACTED DRIVING:

7.1. Use of the following devices is not allowed while operating a motor vehicle while conducting state business:
- 7.1.1. Phones
  - 7.1.1.1. Unless solely in a voice-activated or other hands-free mode
- 7.1.2. Laptop or Tablet Computers
- 7.1.3. Video Players
- 7.1.4. Personal Digital Assistants (PDA's)
- 7.1.5. Pocket PC's

7.2. If it is necessary to use one of these devices, the driver must first park in a safe location out of traffic.

7.3. State of Minnesota law (M.S. 169.475) prohibits the operation of motor vehicles while using a wireless communications device to compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic.

7.4. Navigation systems and iPods/Mp3 players must be programmed before driving, not after the vehicle is in motion.

7.5. Smoking is not allowed in state vehicles.

7.6. Avoid driving distractions such as eating, drinking, reading, and personal hygiene.

7.7. Animals, including pets, are not allowed in state vehicles. Service animals, as defined in these standards, accompanying an authorized driver or passenger are permitted. An employee with a disability who needs the services of an animal as a reasonable accommodation should contact their human resources department.

8. DRIVING OUT OF STATE:

8.1. The state's statutory liability cap (M.S. 3.736), currently $500,000 per person and $1.5 million per occurrence, is applicable only within Minnesota's borders. Although insurance is still in place, the state faces unlimited liability when its vehicles travel outside Minnesota.

8.2. Driving out of state miles should be avoided when it is not necessary (e.g. traveling on a highway in a border state to get to another in-state destination).

8.3. Agencies should assess the risks associated with out of state driving and choose the most appropriate travel option based on the risk assessment and business needs. Options include:
- 8.3.1. State-owned vehicle
- 8.3.2. Rental vehicle using the state contract (*see Section 9*)
- 8.3.3. Personal vehicle (*see Section 10*)
- 8.3.4. Public Transportation
- 8.3.5. Taxi Service or equivalent (e.g. Uber, Lyft, etc.)
- 8.3.6. Virtual meeting

8.4. For more information, see the State Agency Guide for Determining Appropriate Vehicle Travel Options.

9. RENTAL VEHICLES:

9.1. When available, the State of Minnesota Rental Car Contract should be utilized for any car rental.

9.2. When a state-owned vehicle is not available and business travel exceeds 100 miles, the cost to the agency is lower when renting, compared to the personal mileage reimbursement standard. It is the goal of the State to provide a rental program through a state vendor with insurance coverage included in the rental fee.

9.3. Renters need to be familiar with actions that could void insurance coverages (e.g. off-road driving, lost/stolen personal property). See the State of Minnesota Rental Car Contract for a complete list.

10. PERSONAL VEHICLES:

10.1. Use of personal vehicles is not prohibited, however agencies should minimize personal vehicle use when possible. Agencies should refer to the State Agency Guide for Determining Appropriate Vehicle Travel Options.

10.2. The state cannot insure a personal vehicle. Therefore, employees using a personal vehicle for official state business are responsible for insurance costs, including any deductible or subsequent loss of use of the vehicle because of damage. A portion of the IRS standard mileage rate, which employees receive as reimbursement for operating their personal vehicle for business, includes personal insurance expense.

10.3. Risk Management Division advises employees using personal vehicles for state business maintain minimum limits of liability insurance of $100K per person/$300K per accident on their auto policy.

11. HIGH OCCUPANCY VEHICLES (HOV's):

11.1. Any person operating a HOV must first pass an agency approved training that includes concepts specific to operating HOV's. A refresher class must be completed every two years. Alternatively, drivers in possession of a valid Commercial Driver License (CDL) with a passenger endorsement or a valid CDL with a school bus endorsement may be exempt from the HOV training.

11.2. Any entity operating a HOV will provide CDL training or equivalent HOV driver training to comply with the requirements in item 11.1.

11.3. HOV's will only be used for towing trailers in accordance with Section 13, Trailer Towing.

11.4. HOV's must never be operated with luggage or any other materials on the roof.

11.5. 15-passenger vans will not be purchased, rented, or leased.

11.6. For more information, see Passenger Van Safety Tips.

12. DRIVER'S LICENSE AND RECORD CHECKS:

12.1. Agencies must adopt and follow HR/LR Policy #1419 Driver's License and Record Checks.

12.2. In general, agencies are to verify at least annually that employees whose position require driving as a minimum qualification or as an essential job function have a valid driver's license and that their DLR is satisfactory.

12.3. Risk Management Division recommends agencies conduct annual DLR checks for all authorized non-employee drivers such as contractors and volunteers.

12.4. For more information, see the Driver's License Record Check Guide.

13. TRAILER TOWING:

13.1. Agencies that have trailer towing operations must have a dedicated trailer towing section in their fleet policy.

13.2. Agencies must provide trailer towing training before authorizing drivers to tow trailers while conducting state business.

13.3. All vehicles, trailers, and hitches approved for towing must have labels that identify the following:

Vehicle Label	Trailer Label	Hitch Label
Towing Capacity	Trailer Weight	Pulling Capacity
Vehicle Payload	Trailer Payload	Tongue Weight Rating
Type of Receiver	Type of Coupler	Type of Hitch
Size of Receiver	Size of Coupler	Size of Hitch

13.3.1. The combined weight of the trailer and cargo must never exceed the limits of the vehicle or hitch being used to tow.

13.3.2. Receivers, tongues, and hitches must always match in type and size.

13.4. Minnesota state law (M.S. 169.67) requires a separate functional brake system on trailers with a 3,000 lbs. or greater Gross Vehicle Weight Rating (GVWR). This includes a functional break-away feature in the event the trailer becomes detached from the vehicle. A separate trailer battery is necessary on some systems, which requires maintenance/inspection and occasional charging.

13.5. Trailers must be equipped with two safety chains that retain connection between the vehicle and trailer in the event of separation of the trailer coupling or ball.

13.6. Drivers will 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.

13.7. Drivers will maintain a safe following distance when pulling a trailer. State law requires a minimum following distance of 500 feet in rural areas.

13.8. Questions regarding towing and trailers can be directed to:

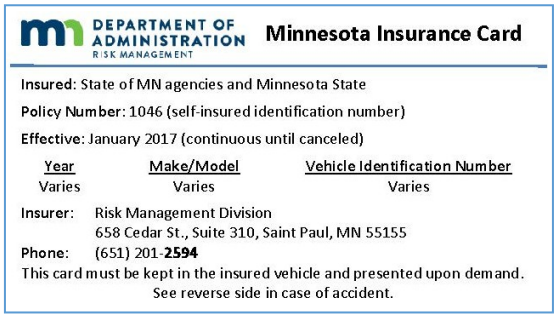
Minnesota State Patrol
Commercial Vehicle Enforcement
Information Line – (651) 405-6196
Email – cmvinfo@state.mn.us

13.8. For more information, see Trailer Towing Safety Tips.

14. VEHICLE CRASH REPORTING AND REVIEW:

14.1. Agency Responsibilities

14.1.1. Ensure that the current Minnesota Insurance Card from Risk Management is available in each vehicle.



DEPARTMENT OF ADMINISTRATION
RISK MANAGEMENT

Minnesota Insurance Card

Insured: State of MN agencies and Minnesota State

Policy Number: 1046 (self-insured identification number)

Effective: January 2017 (continuous until canceled)

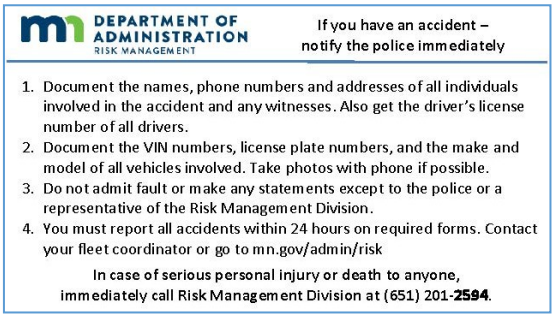
Year	Make/Model	Vehicle Identification Number
Varies	Varies	Varies

Insurer: Risk Management Division
658 Cedar St., Suite 310, Saint Paul, MN 55155

Phone: (651) 201-**2594**

This card must be kept in the insured vehicle and presented upon demand.
See reverse side in case of accident.

(front of card)



DEPARTMENT OF ADMINISTRATION
RISK MANAGEMENT

If you have an accident – notify the police immediately

1. Document the names, phone numbers and addresses of all individuals involved in the accident and any witnesses. Also get the driver's license number of all drivers.
2. Document the VIN numbers, license plate numbers, and the make and model of all vehicles involved. Take photos with phone if possible.
3. Do not admit fault or make any statements except to the police or a representative of the Risk Management Division.
4. You must report all accidents within 24 hours on required forms. Contact your fleet coordinator or go to mn.gov/admin/risk

In case of serious personal injury or death to anyone, immediately call Risk Management Division at (651) 201-**2594**.

(back of card)

14.1.2. Ensure a copy of the Vehicle Crash/Damage Notice is available in each vehicle.
14.1.3. Instruct all drivers on the process for documenting and reporting motor vehicle crashes.
14.1.3.1. Instruction will include forms and procedures outlined by Risk Management in their Claim Reporting Guide.
14.1.4. Ensure Risk Management Division is notified of the crash immediately (within 24 hours).
14.1.5. Create a crash review board or appoint an administrator responsible for:
14.1.5.1. Reviewing crash report for completeness.
14.1.5.2. Determining causes of crash and whether it was preventable
14.1.5.3. Reviewing driver's qualifications and past training
14.1.5.4. Determining policy deficiencies
14.1.5.5. Developing corrective action recommendations

14.2. Driver Responsibilities

14.2.1. Notify law enforcement of any crash involving another party or non-state owned property.
14.2.2. Follow procedures identified on Minnesota Insurance Card to document crash.
14.2.3. Notify their supervisor of any crash as soon as it is safe to do so.
14.2.4. Complete the Vehicle Crash/Damage Notice. One should be available in each vehicle. Send the form to RMD's claim email address claims.rmd@state.mn.us or via fax 651-297-7715.

14.3. Risk Management Division will support agencies in determining crash trends and developing risk assessment reports.

14.4. For more information, see Risk Management Division Claim Reporting Guide.

15. TELEMATICS:

15.1. Admin Fleet and Surplus Services has implemented a data analytics program, Telematics, in order to improve vehicle diagnostics, fuel economy, mileage tracking, vehicle utilization, and theft prevention among other variables. Agencies are expected to be familiar with and follow guidance provided in the Telematics policy including responding to vehicle use safety alerts.

15.2. For more information about this program, please visit Admin Fleet and Surplus Services' Telematics Policy.

16. ADDENDUMS:

16.1. HR/LR Policy #1419 Driver's License and Record Checks
16.2. State Agency Guide for Determining Appropriate Vehicle Travel Options
16.3. State of Minnesota Rental Car Contract
16.4. Passenger Van Safety Tips
16.5. Driver's License Record Check Guide
16.6. Trailer Towing Safety Tips
16.7. Vehicle Crash/Damage Notice
16.8. Risk Management Division Claim Reporting Guide
16.9. Telematics Policy