DNR Fleet Policy Manual

Division Responsible: Operations Services Division, Fleet


Revised: March 2018

Authorized by: DNR Operational Order 111–Fleet Management

Policy Statement:
The Department of Natural Resources fleet will be managed to provide safe, reliable and economical equipment that enables the effective accomplishment of natural resources program objectives.

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I.  Scope of Policy

This fleet policy manual applies to the management, use and operation of all rolling stock equipment operated, owned, leased, rented or borrowed by the Department of Natural Resources.

It does not supersede laws, rules or regulations imposed by federal, state or local government.

Enforcement of this manual is the responsibility of the management of each organizational unit within the Department of Natural Resources. It is the responsibility of each unit to make employees aware of this manual, to give employees guidance concerning this manual, and to take appropriate corrective action should it be necessary.

II.  Operation of Equipment

A.  Safety

Employee and public safety is a high priority of the Department of Natural Resources. The safe operation of vehicles reduces or eliminates accidents and has a significant positive impact on the ability to accomplish natural resources work.

National or Minnesota Safety Council Certified Defensive Driving training is required of all DNR drivers within thirty (30) days of employment and a refresher course every three (3) years thereafter.

Significant numbers of DNR accidents have occurred while:
- Backing up. DNR has implemented Parking and Backing procedures (Appendix 12) to minimize backing incidents.
- Operating off-road equipment. Process on safe operating procedures is pending.

1.  DRIVER RESPONSIBILITIES

The driver is the first line of defense against vehicular accidents. All drivers will:

a.  Have a valid driver’s license.

b.  Obey all laws and safety rules while operating a vehicle and possess a valid and appropriate driver’s license for the equipment utilized (see Approved and Ethical Use, II.F.2–3).
   o  Notify your supervisor no later than the beginning of your next shift if your license status changes—such as through suspension, revocation, cancellation, disqualification, or expiration—as well as any moving violation received while operating state-owned or -leased equipment.
   o  CDL Drivers must notify their supervisor of any moving violation whether on-duty or off-duty within 24 hours of occurrence.
   o  Maintain liability insurance on personal vehicle if using for work purposes.

c.  Ensure that all occupants of the vehicle are wearing a seatbelt while the vehicle is in motion.

d.  Ensure that the equipment is appropriate for the task and that any load is within the manufacturers’ ratings for the equipment.

e.  Inspect the equipment and load before, during, and after operations and report any mechanical problems to their supervisor and the person responsible for the maintenance of that particular equipment. Ensure loads are properly secured at all times.

f.  Maintain full attention to operating equipment or driving vehicles.
   o  Texting is strictly prohibited unless safely parked out of traffic lanes, NO EXCEPTIONS.
   o  Limit the use of cell phones and other electronic devices. Use must be out of the traffic lanes except for emergencies and the below exception:
      o  Exception for voice calls; a driver with a hands-free/single touch device may receive a voice call and engage in voice conversation for NO MORE than 1 minute. A
conversation extending longer than 1 minute (or initiating a call) must be accomplished while safely parked out of the traffic lanes.

- Drivers of commercial vehicles shall not use cell phones (including hands-free phones) and other two-way communication devices (except in emergency situations) while operating a commercial vehicle.
- Do not consume meals while operating vehicles. (Limited snacks and beverages are permissible.)

- A driver should take appropriate breaks while traveling.
- Will minimize idling.
- Complete the Defensive Driving Course within thirty (30) days of employment and a refresher course every 3 years thereafter.
- Self-register your driver’s license number(s) and class and the Vehicle Use Agreement into Employee Self-Service.

2. MANAGER AND SUPERVISOR RESPONSIBILITIES

Managers and supervisors must:

- Ensure that each person who operates equipment is aware of this policy, signs the Driver Agreement, and registers their license class and number(s) in Employee Self-Service; possesses a valid and appropriate driver’s license, and participates in required driver training programs appropriate to the class of vehicle being operated.
- Disseminate and enforce rules and regulations governing the proper use of equipment and reporting of accidents.
- Ensure that all drivers are current and up-to-date with defensive driving training requirements. The defensive driving training must be completed within thirty (30) days of the employee’s first day of work as a DNR employee and a refresher course taken every 3 years thereafter.
- Assign drivers and operators to attend training programs regarding the use of DNR vehicles and equipment as necessary.
- Manage equipment use to ensure that employees receive proper equipment and operate within manufacturers’ load ratings as described in this manual (Suitability for Work Use, II.B.).
- Ensure that commercial vehicles are operated by CDL drivers registered and included in the Agency’s Drug and Alcohol Program.
- Notify their Manager and Human Resources of any change in a driver’s license status, any moving violation received while operating state-owned or -leased equipment, or any moving violation received by a CDL driver—whether on duty or off duty (see II.A.1.b. above).

3. MANAGEMENT RESOURCES RESPONSIBILITIES

Management Resources will:

- Ensure accurate and up-to-date rules, regulations and policies on proper and legal use of DNR vehicles are disseminated throughout the department.
- Manage driver authorizations for purchasing fuel.
- Ensure that periodic maintenance is available and accomplished for each DNR vehicle so that equipment is safe and reliable for use.
- Administer Defensive Driving programs to assist supervisors in ensuring that all employees who operate DNR vehicles have received training appropriate to their needs in a timely fashion (Contact regional Management Resources supervisor or Safety Administrator).
- Perform analysis of accidents so as to identify and take advantage of every opportunity to avoid future such accidents.
- Prepare options and suggestions for accident prevention. Initiate with Human Resources license status checks following serious or repetitive accidents.
- Manage the Commercial Driver License Drug and Alcohol testing program.
4. HUMAN RESOURCES RESPONSIBILITIES

Human Resources will:

a. Develop criteria and manage appropriate equipment and vehicle operation background checks for position applicants.

b. Manage employee supervisory interactions relative to driver license issues arising from license records checks and positive drug and alcohol tests.

c. Initiate via Department of Administration license status checks following serious or repetitive accidents.

Important links:

State of Minnesota Policy on Drivers’ License and Record Checks

Minnesota Driver’s Manual—Department of Public Safety

B. Suitability for Work Use

The department expects operators to inspect equipment condition and ability to safely accomplish work tasks each day before starting work. As necessary, equipment should be inspected during work sessions. Unsafe conditions shall be immediately corrected and reported. Operators and supervisors will immediately remove from service any equipment deemed unsuitable or unsafe for operation. All department equipment must be maintained in a manner designed to eliminate mechanical failure as a cause of accidents.

Department equipment must be operated in accordance with the manufacturer ratings and label consistent with the intended use of the equipment unless otherwise authorized by Fleet Manager. Typical manufacturer ratings include Gross Vehicle Weight Rating (GVWR), Gross Combination Vehicle Weight Rating (GCVWR), Payload Rating, Trailer Towing Capacity, tire load ratings, and Gross Axle Weight Rating (GAWR). See Definitions, Section VI; and Trailering, Appendix 15.

Road use is restricted to licensed road vehicles; with exceptions for work equipment—such as tractors, backhoes, graders—and off-road equipment—such as UTVs/SxSs, etc.—that need to cross or traverse a road in order to get to the work site and/or accomplish the off-road duty. Whenever such use is necessary, the equipment will utilize a slow-moving vehicle sign, 4-way flashers, and amber strobe light(s); and will be operated slowly and carefully using all required safety features and PPE.

Prior to December 31, 2018, Divisions with a need for on-paved-road use for general grounds maintenance and transportation or other purposes must develop division guidelines that define the operating parameters and develop appropriate job safety analysis (JSAs) for such use. These division guidelines must be reviewed and approved by DNR Safety and Fleet managers. During the interim period—until December 31, 2018—divisions may continue existing on-paved-road use under current conditions without expansion of such use. Steps will be taken to mitigate safety hazards (i.e. reduced speeds, lighting, SMV emblems, etc.) of such use.

C. Compliance with State and Federal Requirements

A variety of State and Federal statutes and regulations apply to equipment acquisitions, modifications, use, and disposal. This policy reflects the various statutes and regulations so as to ensure that the department consistently interprets statutes and regulations and is legal in its operations. It is the policy of the Department of Natural Resources to comply with all applicable statutes, regulations, and rules.
1. RESPONSIBILITIES

It is the responsibility of all department drivers, supervisors, and managers to ensure compliance with State and Federal statutes and regulations. Among the requirements most pertinent to equipment are:

- Minnesota Statutes §16 and §169 stipulating acquisition of certain Minnesota made products (ATVs), bidding procedures, vehicle marking, emergency vehicles, sales, etc.
- Federal Motor Carrier Safety Administration—Rules and Regulations
- Federal Environmental Protection Agency Clean Air and Fuel requirements
- Governors’ executive orders
- Minnesota Statutes §16C.135, §16C.137, and §16C.138 and associated statutes.

2. MINNESOTA STATUTES §16B.55

Minnesota Statutes §16B.55 prohibits the personal use of state equipment for other than authorized state business or specified, authorized commuting. This means that any other use of state equipment for personal benefit is strictly prohibited.

By statute, use of a state vehicle for commuting to and from an employee’s residence is also prohibited except under very limited circumstances. A state vehicle may be used by a state employee to travel to and from the employee’s residence under the following circumstances:

- On a day when it may become necessary for the employee to respond to a work-related emergency during hours when the employee is not normally working.
- 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 workstation to which the employee is permanently assigned.
- 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.

Personal use of a state-provided vehicle includes commuting and local and out-of-town personal travel. The value of the personal use of a state-provided vehicle under one of the specifically permitted situations must therefore be reported on the Employee’s Biweekly Time Report and included as wages as reported on the employee’s W-2, Wage and Tax Statement form.

Unauthorized personal use of a state vehicle may be grounds for disciplinary action.

Important links concerning vehicle operation:

- MMB HR/LR Policy Number 1419 Drivers’ License and Record Checks [http://www.mn.gov/mmb/images/dlrecord-check_1419.pdf]
- MMB HR/LR Policy Number 1418 State Policy on Alcohol and Other Drug Use by State Employees [http://www.mn.gov/mmb/images/drugandalcoholpolicy-1418.docx]
- Non-Employee Driver Agreement [http://files-intranet.dnr.state.mn.us/user_files/1982/non-emp_driver_agreement.docx]
- Use of State Vehicles—Minnesota Statutes §16B.55 [http://www.revisor.leg.state.mn.us/stats/16B/55.html]
3. ETHICS

Ethical misconduct will not be tolerated in the Department of Natural Resources. Each division will investigate suspected or alleged ethical misconduct with the assistance of the DNR Ethics Officer. Ethical misconduct will result in appropriate disciplinary action, up to and including discharge.

Important links concerning State employee ethics:

- Code of Ethics for Employees in the Executive Branch—Minnesota Statutes §43A.38
  http://www.revisor.leg.state.mn.us/stats/43A/38.html

D. Equipment Identification

State statutes stipulate that department equipment, except some Enforcement units, be clearly marked. State statutes also stipulate vehicle-licensing requirements.

In all circumstances, the Department of Natural Resources marks equipment consistent with state law, and appropriately licenses and registers equipment. Supervisors are responsible to ensure that any markings that deteriorate or are damaged are promptly replaced.

Important links concerning vehicle markings:

- Central Motor Pool; Establishment—Minnesota Statutes §16B.54
  http://www.revisor.leg.state.mn.us/stats/16B/54.html
- Distinctive Tax-Exempt License Plates—Minnesota Statutes §16B.581
  http://www.revisor.leg.state.mn.us/stats/16B/581.html
- Vehicles Exempt from Tax or License Fees—Minnesota Statutes §168.012
  https://www.revisor.leg.state.mn.us/stats/168.012

E. State Liability

The Department of Natural Resources minimizes liability exposure by operating safe equipment in a responsible, legal manner. DNR Fleet equipment will be adequately insured to manage accidents that do occur.

1. LIABILITY INSURANCE

Rolling stock is managed by the Fleet Program and insured through the Department of Administration, Risk Management Division for liability coverage.

2. INSPECTIONS

Divisions with equipment are responsible for pre-trip inspections using the owner’s manual as a guide, thorough annual inspections of rolling stock to identify equipment with safety defects, and to ensure repairs are completed in a timely manner.

3. ACCIDENTS AND INCIDENTS

Accidents and incidents are reported as required.
F. Approved and Ethical Use

It is the objective of the Department of Natural Resources to operate equipment consistent with state law using the highest ethical standards. It is the intent of the department to present a public image that is above any ethical question.

1. ALLOWED OPERATORS

The Department of Natural Resources only authorizes State of Minnesota employees or other approved persons (see Exceptions below) 18 years of age or older with a valid driver’s license to drive state vehicles. As required by specific equipment, only qualified employees who are appropriately licensed and are familiar and competent with the equipment to be used shall operate department vehicles and equipment. An employee must be at least 21 years old to drive a DNR or other state vehicle outside of Minnesota.

All employees that drive for state business (state equipment or personal vehicle) are required to register their driver’s license number(s) and class and complete the Vehicle Use Agreement through Employee Self Service. Drivers who operate Commercial vehicles for DNR (Classes A, B, and C) are subject to drug and alcohol testing and must be registered as drivers before accepting such an assignment.

Interns, registered volunteers, employees of associated governmental organizations can drive when their action is deemed by a supervisor to be in the best interest of the state. Specific written authorization from the Fleet Manager is necessary if a Division desires to authorize other drivers. A Non-Employee Driver Agreement is required and such drivers must use the PIN of their DNR sponsor to acquire fuel. Driving necessitated by an emergency involving health and safety do not require a Driver agreement for that specific episode. Drivers employed by other government agencies may occasionally drive a DNR vehicle without a signed Driver agreement when under the direct supervision of a DNR sponsor.

2. LICENSE STATUS, MOVING VIOLATIONS

Whenever a driver has their driver’s license status change, such as through revocation, restriction, suspension, etc.; the driver is required to notify his/her supervisor no later than the beginning of the next shift following the revocation and before operating any equipment. Drivers are required to notify their supervisor of any moving violation that occurs while operating a state vehicle by the second business day following the violation. DNR Commercial Drivers (CDL) must notify supervisors of all moving violations, whether on or off duty, and with a state or personal vehicle. Neglecting to notify supervisor as indicated violates the terms of department vehicle use.

3. PERMITTED AND PROHIBITED USES OF STATE VEHICLES

State equipment shall be used only for official state business. Incidental use, such as reasonable travel to and from lodging and meals when away from an employee’s assigned work location, is approved. Additional clarification and definitions can be found in Minnesota Statutes §16B.55 (Appendix 3) and Department of Administration memo ADMIN 99.1 (Appendix 4). For purposes of approving commutes in DNR equipment, an emergency is defined as an event with a significant likelihood of occurring that could cause loss of life or significant loss of property.

Drivers must observe all ordinances and laws pertaining to the operation of motor vehicles. Drivers are responsible for safe operation of their vehicle. Drivers are personally responsible for paying any traffic or parking tickets received while operating state vehicles and equipment.
Smoking and/or using electronic cigarettes is prohibited in all state vehicles.

State equipment may not be used to transport passengers unless those passengers are involved in official state business. Hitchhikers are not permitted in state equipment, except in emergency situations when DNR drivers are rendering assistance to disabled motorists or people in threat of danger. No animals are allowed in state vehicles unless they are needed to conduct state business.

The use of equipment by a driver that is under the influence of alcohol or drugs is strictly forbidden. The CDL standard of under the influence (.04) will apply to ALL drivers. Any such equipment use will be considered a violation of work rules and will be grounds for disciplinary action up to and including discharge.

All drivers and all passengers must wear seatbelts in all vehicles and other equipment so equipped. Passengers shall not be carried by equipment not designed for passenger use.

State equipment and trailers shall not carry loads that exceed the manufacturer's rated capacity. Such loads could result in a loss of control or structural damage to the equipment.

Modifications or alterations to state equipment that could affect the operational characteristics, warranty or manufacturer’s installed safety equipment are prohibited unless undertaken with the written consent of the Department Fleet Manager. Installation or modifications to hitches or towing systems must be as approved or directed by Regional Management Resources staff. Modifications to state vehicles for personal reasons are prohibited.

Accidents or damage to equipment must be reported via the Employee/Equipment Injury/Accident 1st Report.

Installation or use of any radar-detection device in state equipment is prohibited.

All employees will be responsible for using, parking, and storing equipment in a safe and responsible manner. All employees operating state-owned equipment will remove the keys and lock the unit when the unit is left unattended.

A division may have additional restrictions regarding equipment use.

4. EMERGENCY VEHICLES

Minnesota Statutes §169.011, Subd. 3 defines emergency vehicles. Only qualified operators may operate emergency vehicle lights and sirens, and in some cases the vehicle itself. All emergency vehicles must be operated safely. Fire response or any other emergency response, other than law enforcement, must obey all traffic rules and regulations, all signs and signals, and speed limits. Law enforcement response operations are constrained by a variety of statutes and policy. Personnel with emergency vehicle operation responsibilities need to be trained and knowledgeable of all such statutes and policies as prescribed by division management.

Each division operating emergency vehicles must develop, communicate, and operate those emergency vehicles under a divisional Emergency Vehicle Policy detailing qualified operators, training requirements, designated equipment, and operating circumstances and procedures ensuring proper and legal operation.

5. COURTEOUS PROFESSIONAL BEHAVIOR

Everyone shall safely drive and operate state equipment and always be considerate of others. Equipment and vehicle users will be prudent and sensible, employing all common legal practices while operating equipment and extending every courtesy to others on the roadways.

The Department of Natural Resources encourages drivers to lend assistance in an emergency or to someone in distress, if it can be done safely.
Employees should consult with their immediate supervisor concerning any question of ethical or authorized use of state equipment.

G. Equipment Use

The Department of Natural Resources intends to optimize use of equipment while keeping costs as low as possible and providing equipment necessary to meet program requirements. To that end, the department’s fleet rate structure financially encourages sharing equipment. The department pools commonly used equipment at key locations to enhance availability. The department limits acquisition (owned or leased) of additional equipment to circumstances when existing departmental equipment is either fully deployed or located such that a proposed use is not economically prudent.

The department monitors use by submitting Monthly Use Reports (MURs) on all major equipment types. Department managers regularly review use to ensure that equipment is meeting planned objectives.

H. Fuel

The Fleet Program pays for fuel used by department rolling stock and equipment. The Fleet Program provides a fleet card for the purchase of fuel from vendors. Fleet card use is governed by the DNR Fleet Card Use Policy (Appendix 13). Bulk fuel is provided in select DNR locations. Users of any fuel are required to report fuel use.

1. MONTHLY USE REPORT

   Major fleet equipment fuel use is reported monthly by completing the Monthly Use Report (MUR) and submitting monthly to the regional Management Resources office. Copies of MURs, invoices, and original receipts must be retained on site for three years.

2. BULK FUEL

   Fuel distribution from bulk tanks is listed on the tank log—indicating date, asset number, equipment description, quantity, and DNR employee—and reconciled to account for all fuel used. Leaks or other suspected losses are reported immediately. Bulk tank logs must be retained on site for three fiscal years, with a copy to OSD–MR regional office every month and with each tank fill invoice. See Bulk Fuel Tanks (Appendix 14).

3. AUDITS

   All fuel use is subject to audit. Therefore, MURs, tank logs, and receipts will be requested during an audit. Fuel receipts must be kept with the equipment (on site or in vehicle) for 3 years or upon disposal of the equipment, whichever occurs first.

4. FUELS

   Vehicles are to use the cleanest and least costly type and grade of fuel consistent with manufacturer recommendations. Flex-fuel vehicles use E85 and should be fueled with E85 fuel whenever practicable. Licensed road diesel equipment must use non-dyed diesel fuel. Off-Road diesel equipment should use dyed diesel fuel.

   Department staff must use self-service pumps, unless it is more economical to the state to use full service pumps.

5. REIMBURSEMENTS

   If the fleet card was not used to buy fuel (see Fleet Maintenance and Repair, Appendix 5, for specific information), use the Request for Payment of Fuel form to request payment or reimbursement from the fleet account. In order to be processed, all information must be completed.

   a. Employee completes and signs form and submits for supervisor signature.
b. Employee or supervisor submits form with original receipt and other forms—such as Request for Employee Business Expense Reimbursement, Cardholder Purchasing Log form, or vendor invoice—to the Business Office making payment


Important links for fuel purchasing:

- DNR Fleet Card Use Policy, Appendix 13
- Bulk Fuel Tanks, Appendix 14
- Purchases of Fuel and Vehicles by State Agencies—Minnesota Statutes §16C.135 [http://www.revisor.leg.state.mn.us/stats/16C/135.html]
- Request for Payment of Fuel form [http://intranet.dnr.state.mn.us/mr/fleet/forms/index.html]

I. Maintenance and Repair

The DNR Fleet Program maintains and repairs equipment in order to maintain a safe and reliable fleet, protect our investments, protect employees, and protect the environment.

1. PREVENTIVE AND SCHEDULED MAINTENANCE

   Equipment requires periodic inspection to discover safety defects, ensure reliable performance, and avoid breakdowns. Breakdowns and unscheduled repairs are costly, negatively impact departmental productivity, and represent unnecessary safety exposures. It is a basic premise of the DNR Fleet Program to invest in preventive and scheduled maintenance so as to avoid breakdowns and unscheduled repairs. A good maintenance program, aside from benefits while equipment is in-service, results in higher resale prices when equipment is sold.

   Preventive and scheduled maintenance includes:

   a. General/safety inspection and Oil, filter, lube service every 4,000 miles for passenger vehicles or 3,000 miles for light trucks. Fleet recommends that annually one general/safety inspection and service is completed at an authorized dealer for that make/model to ensure safety recalls and technical safety bulletins are applied.

   b. A 10-point inspection, including tire rotation, every 8,000 miles for passenger vehicles and 6,000 miles for light trucks. (Note: the inspection will specifically examine brake and tire pressure and condition).

   c. Requirements as recommended by manufacturers for other equipment.

   d. Periodic car washes (from 12 to 26 per year is considered reasonable and needed).

   The 10-point inspection seeks to discover and schedule necessary maintenance such as brake replacements (front from 30,000 to 50,000 miles) and tire replacement (from 40,000 to 70,000 miles) prior to a failure.

2. SOUND ENVIRONMENTAL MANAGEMENT

   DNR practices sound environmental management in all its maintenance and repair activities such as recycling oil, antifreeze, batteries, proper disposal of wastes, and use of nontoxic solvents. DNR will do business with vendor partners who practice sound environmental management.

3. APPROVALS AND REPORTING

   See Fleet Maintenance and Repair (Appendix 5) for specific information; but in general, repair costs exceeding $200 must be approved before proceeding.
J. Damage

DNR policy is to prevent accidents. It is the intent of the department to minimize damage and to repair damage when it occurs. Visible physical damage projects a negative image and often leads to additional carelessness.

See the Accident Reporting and Inspections (Appendix 6) for specific information, but in general all damage must be reported.

COST RESPONSIBILITY:

1. Fleet is financially responsible for all costs (or value loss) when:
   - Driver is current on training requirements, and
   - DNR policy and laws have been followed, and
   - Accident/damage is promptly reported (within 48 hours or two business days).

2. The Division of the driver will be financially responsible for all costs (or value loss) when:
   - Laws and/or DNR policy has been violated, or
   - Driver is not current on training requirements, or
   - Seatbelts were not worn, or
   - Damage resulted while backing, or
   - Accident/damage has not been promptly reported (within 48 hours or two business days), or
   - Repetitive or gross negligence is involved—such as two or more similar incidents within 12 months with same driver or location.

Appeals by a Division to have Fleet pay all costs will be considered by an incident review panel composed of at least 3 assistant division directors.

III. Equipment Assignments

There are four types of equipment assignment made. See the Equipment Assignments (Appendix 9) for specific information.

1. Permanent Assignments
2. Equipment Pools (for short-term assignments)
3. Seasonal Pools
4. Temporary Reassignment of equipment to meet urgent needs.

IV. Acquisition Criteria and Equipment Type Selection

DNR manages costs associated with equipment acquisitions and ownership. All equipment acquisitions are carefully examined and acquired in the most cost-efficient manner.

Vehicle assignments will not be made on the basis of status, tradition, or as a condition of employment. Vehicles are assigned on the basis of need, as measured by the number of business miles driven or other qualifying use.

Division equipment plans are required and must be approved by the Division Director. Updated equipment plans must be completed by August of each fiscal year to reflect contraction and expansion to support divisional programs.

The department will manage acquisition to minimize lifecycle costs. Applying frugal equipment standards, using state purchasing contracts, and volume purchases will be the principle acquisition strategies to assure least possible cost while meeting program objectives. Exceptions to the standard are discouraged and will require specific approval. In some cases, processing expenses may be assessed to the requesting unit.

There are 3 types of acquisitions that occur: normal, casualty, and expansion.
A. Normal Replacement
Normal replacement is the routine replacement of existing department-owned rolling-stock equipment at the end of its expected life cycle. The asset number and description of item being replaced must be identified. The replaced item is turned in and either sold or redeployed as a seasonal loaner.

B. Casualty Replacement
Premature replacement of departmental rolling-stock occurs due to physical damage or mechanical failure not economically prudent to repair.

Either situation requires investigation and analysis of the damage or failure so as to identify and take prudent measures to avoid future losses. Some mechanical failures may result in adjustments to life cycles to reflect durability experiences. The Fleet Program will determine the economic viability of repair.

C. Expansions to the Fleet
An expansion to the fleet occurs when no existing equipment is being replaced. Proposed expansions to the fleet must be accompanied with a revised division equipment plan adjusted to reflect the expansion and approved by the Division Director.

Turned in equipment not meeting the replacement criteria will be approved for replacement only if it is a casualty loss. Variations to this policy require specific justification and approval by the MR-Fleet Manager.

All acquisitions, except emergencies, will take place during the departments’ annual acquisition cycles. Note: see Financing section (V, page 14) regarding funding options for acquisitions.

D. Vehicle Type Selection
DNR managers and supervisors will select the least-cost vehicle appropriate for the work to be performed. Standardized units must meet division requirements, assure safety, and comply with manufacturers rating recommendations for payload and towing capacities of vehicles and trailers. Applicable State and Federal guidelines will be the reference when considering options. DNR Fleet will establish a Selector List each year that balances cost, fuel economy, etc.

The department will acquire all passenger vehicles, except law enforcement vehicles, in configurations that will enable a credit under the Federal Energy Policy Act (EPAct).

A division Fleet Plan provides a description of a division’s fleet assets. Divisions will use the principles in the two paragraphs above when developing their fleet plans, so as to contain public expenditures while pursuing the public objectives of the division.

Important links to reference when acquiring vehicles:

Purchases of Fuel and Vehicles by State Agencies—Minnesota Statutes §16C.135
http://www.revisor.leg.state.mn.us/stats/16C/135.html

Dept. of Energy, Alternative Fuels Data Center—Fleet Information
http://www.afdc.energy.gov/conserve/rightsizing.html

EPAct Fleet Information and Regulations—U.S. Department of Energy
http://www1.eere.energy.gov/vehiclesandfuels/epact

E. Equipment Life Cycles
Establishing cost-effective life cycles is essential to an efficient low-cost Fleet Program. A life cycle is the expected economic life of an equipment piece, usually in terms of age and use that optimizes utility, safety, and reliability performance while minimizing capital and maintenance costs. Durability, obsolescence, parts availability, and resale value are additional key factors that must be considered. The Fleet Program will establish a cost-effective range of life cycle options that offer
pairings of age and use which match the department’s great range of use conditions. Accurate identification of annual planned use is essential to successful life-cycle planning.

Life cycles are established at the time of equipment acquisition consistent with the planned use. The life cycle will include parameters for equipment age as well as usage. The established life cycle is used in planning of equipment replacement and to monitor equipment usage. New equipment types without established performance records relative to durability and repair histories may need their life cycles reset during the life of the equipment type. Such adjustments may go up or down.

The Fleet Program re-examines existing equipment life cycles for consistency with current use and current life-cycle strategies, and makes adjustments necessary to ensure a cost-effective life cycle. This has been particularly necessary for division-purchased equipment brought into fleet management. Out-of-life cycle equipment will be eliminated or replaced as necessary. Also, repair events may cause a re-evaluation of a piece or type of equipment’s life cycle. See the Maintenance and Repair section (II.I.) and Appendix 5 for more information.

F. DNR Acquisition Approval Process

DNR requires divisions to have approved equipment plans that specify equipment assignments and types of equipment authorized. See DNR Acquisition Approval Process (Appendix 10) for specifics.

G. Contractions to the Fleet

The practical approach to contracting the fleet is to dispose of the oldest and most worn out items of a particular class of equipment so as to take full advantage of past investments. Divisions turning-in equipment prior to expiration of its life cycle must review reassigning that equipment within their division before turning it into the Fleet Program. This approach will generally never be an issue for standardized equipment items. Divisions need to keep this first-in, first-out policy in mind when ordering expensive nonstandard equipment.

The Fleet Manager may, in circumstances such as depressed market conditions, develop specific approaches to ensure that invested capital is preserved.

V. Financing

A. Legal Authority

Minnesota Statutes §84.0856 stipulates that: “The commissioner of natural resources may bill organizational units within the Department of Natural Resources and other governmental units, including tribal governments, for the costs of providing them with equipment. Costs billed may include acquisition, licensing, insurance, maintenance, repair, and other direct costs as determined by the commissioner. Receipts and interest earned on the receipts shall be credited to a special account in the state treasury and are appropriated to the commissioner to pay the costs for which the billings were made.”

The expenses incurred in acquiring and operating any kind of equipment is significant. Costs are of two basic types, fixed and variable.

1. Fixed costs consist of capital costs, insurance, tax, licensing, administrative, and other costs incurred whether the equipment is used or not. Fixed costs vary with the type of equipment and over time. Over time fixed costs typically are 50–60 percent of the ownership burden.

2. Variable costs consist of fuel, maintenance and repair, and other costs that are incurred in proportion to the amount of use a piece of equipment gets.

The department’s fleet rate and billing system shall fairly and equitably distribute costs among the users of the equipment. The department will ensure rates are reflective of incurred costs and are adjusted annually to match market conditions. The Fleet Manager will annually recommend rate
modifications to the Fleet Committee. The Fleet Committee may accept the recommendations as proposed, or recommend additional options for review by the Shared Services Board. The annual rate will be set with the Shared Services Board approval.

It is the department’s objective to provide flexible, practical and affordable financial mechanisms for acquiring equipment. Options for financing acquisitions include fleet financing, divisional program funds, U.S. General Services Administration (GSA), gifts, confiscations, and leasing. Upfront credits for fleet capital expenses for division programs may result in offsetting fleet invoices, defraying financing costs.

DNR Management Resources will review vehicle acquisition proposals and equipment plans with organizational units to ensure that the appropriate financing options are engaged.

B. Program Financing

Rates are set for equipment so as to sustainably fund all anticipated costs associated with providing equipment to the operating units of DNR. Rates include a replacement cost component derived from its expected life cycle, as well as fuel, maintenance, insurance, and other cost assumptions. Revenue from equipment rates are used to purchase equipment, as well as pay the other associated fixed and variable expenses. The Fleet Program spends accrued balances as stipulated in the approved financial business plan and equipment replacement plan.

C. Upfront Funding

DNR encourages a frugal approach to equipment acquisitions and planning ahead to minimize costs. There are situations where upfront funding may prudently offset future capital costs. See Upfront Funding (Appendix 11) and form for more specific information.

D. Gifts/Confiscations/GSA

The DNR may accept gifts on behalf of the state, but equipment must be inspected and approved by the fleet manager prior to acceptance. If a gift is a piece of rolling-stock equipment, or money that is contingent on acquisition of equipment, that equipment will be acquired by and enrolled in the Fleet Program. Use rates will be calculated based on life cycle, replacement cost, fixed cost and operating cost considerations. An appropriate acquisition value will be credited against monthly invoices until the value is exhausted. Expenses beyond the value of the credit allowance will be paid from the unit to which the equipment is assigned. In all other respects gifts will be managed as upfront funding of an investment in equipment.

When the department assumes ownership of confiscated or GSA equipment, the equipment will be managed as a gift. See DNR Acquisition Approval Process (Appendix 10) for specific information.

E. Leasing

Equipment leasing may be appropriate under some circumstances. Management Resources is delegated the authority to negotiate and sign leases of this type on behalf of the Department of Natural Resources. When circumstances indicate that an equipment lease (without operator) is appropriate, the lease will be negotiated and leasing agreements signed only by an authorized representative from the Fleet Program.

Sporadic short-term rental of an out-of-state passenger car that is incidental to employee business travel will be managed as an employee travel expense and is not subject to OSD–MR authorization. If a DNR unit requests a lease, that unit will pay all leasing costs. These costs may be directly billed to the requesting unit or routed through OSD–MR. Other costs borne by the department due to the lease will be assessed to the requesting unit. See DNR Rolling-Stock Equipment Leasing (Appendix 7).
VI. Definitions

**All-Terrain Vehicle or Vehicle (ATV) per Minnesota Statutes §84.92, Subd. 8**—“All-terrain vehicle” or “vehicle” means a motorized vehicle with: (1) not less than three, but not more than six low pressure or non-pneumatic tires; (2) a total dry weight of 2,000 pounds or less; and (3) a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

**Casualty Replacement**—Replacement of a vehicle prior to reaching the end of the assigned life cycle, generally due to deterioration of physical or mechanical condition.

**Class 1 ATV**—an off-road machine less than 2,001 lbs. designed for recreation with characteristics including 4 low-pressure or non-pneumatic tires and—per §84.92, Subd. 9—a width 50 inches or less.

**Class 2 ATV**—an off-road machine less than 2,001 lbs. designed for recreation with characteristics including 4–6 low-pressure or non-pneumatic tires and—per §84.92, Subd. 10—a width greater than 50 inches but less than 65 inches. Typically has side-by-side (SxS) seating. See ROV (Recreational Off-Highway Vehicle).

**Commercial Vehicle**—A vehicle deemed by Minnesota Statute (including §169.011, Subd. 16) that requires a commercial driver’s license, bus, hazmat endorsement inclusive.

**Department Fleet Manager**—Management Resources Division manager assigned responsibility for managing the departments’ fleet and associated activities.

**Emergency**—Defined in Dept. of Administration Policy as an event with a significant likelihood of occurring that could cause loss of life or significant loss of property.

**Emergency Vehicle**—Vehicle equipped with auxiliary red and blue lights and a siren. MN Statutes Chapter 169 defines an emergency vehicle and its use.


**Fleet Expansion**—Acquisition of a vehicle that will increase the fleet size.

**Federal Motor Vehicle Safety Standards Act (FMVSS)**—Vehicles sold, modified and operated in the United States must comply with requirements of the National Highway Transportation Safety Administration, U.S. Department of Transportation.

**Federal Motor Carrier Safety Regulations (FMCSR)**—The National Highway Transportation Safety Administration, U.S. Department of Transportation requires specific licenses and drug and alcohol testing in certain circumstances. Drivers and operators of equipment must comply with specific inspection requirements.

**Gross Axle Weight Rating (GAWR)**—Value specified by the vehicle manufacturer as the load-carrying capacity of a single axle system measured at the tire-ground interface.

**Gross Combination Vehicle Weight Rating (GCVWR)**—Value specified by the manufacturer as the maximum loaded weight of the vehicle and the loaded trailer.

**Gross Vehicle Weight Rating (GVWR)**—Value specified by the manufacturer as the maximum loaded weight of a single vehicle.

**Heavy Truck**—Road-licensed vehicle with a GVWR greater than 26,000 pounds; includes service bodies, dump trucks, etc.
Life Cycle—Expected economic life of fleet equipment, usually in terms of age and use or that optimizes utility, safety and reliability while minimizing capital and maintenance costs.

Light Truck—Road-licensed vehicle with a GVWR less than 14,000 pounds; designed primarily for hauling cargo; includes pickup trucks, SUVs, light service trucks, and cargo vans.

Light Vehicle—Road-licensed vehicle with a GVWR less than 14,000 pounds. Includes cars, vans, SUVs, pickups and some buses.

Light Utility Vehicle (LUV)—defined by SAE (Society of Automotive Engineers) J2258_201611 as a wheeled or tracked off-highway vehicle 72 inches wide or less, GVW 5,500 lbs. or less, and capable of no more than 25 mph.

Low-Speed Vehicle (LSV)—defined by SAE J2358_201611 as any powered vehicle with a minimum of 4-wheels; a maximum gross vehicle weight of 3000 lbs.; capable of at least 20 mph but no more than 25 mph; and intended for operating on designated roadways where permitted by law.

Medium Truck—Road-licensed vehicle with a GVWR from 14,000 pounds to 25,999 pounds.

Multipurpose Off-Highway Utility Vehicle (MOHUV)—defined by ANSI (American National Standards Institute) ANSI/OPEI B71.9-2016 as an off-highway wheeled or tracked utility vehicle 80 inches or less wide, side-by-side seating, steering wheel, 4,000 lbs. or less GVWR, capable of at least 25 mph but no more than 31 mph, and a cargo capacity of at least 350 lbs.

Normal Replacement—Acquisition of a vehicle to replace one that has reached the end of the assigned life cycle; fleet size is not increased.

Off-Road Equipment—Motorized and self-propelled equipment designed to meet the utility needs of the department. Includes tractors, crawlers, mowers, all-terrain vehicles (ATVs), snowmobiles, etc.

Passenger Vehicle—Road-licensed vehicle with a GVWR less than 14,000 pounds; designed primarily to carry passengers; includes cars and vans.

Payload Rating—Maximum allowable load (including the weight of the driver and all occupants) that the vehicle can carry based on all factory-installed equipment on the vehicle.

Pool Vehicle—Equipment managed by fleet, assigned to an area, and available by reservation by any DNR employee needing to travel during the course of a work day.

Recreational Off-Highway Vehicle (ROV)—defined by ANSI/ROHVA 1-2016 and CPSC (Consumer Products Safety Commission) as a motorized off-highway utility vehicle less than 80 inches wide, capable of more than 30 mph; with side-by-side seating and a steering wheel.

Road Fleet—Road-licensed self-powered vehicles; includes passenger vehicles and trucks.

Rolling Stock—Land-operated equipment that is motorized/self-propelled and/or licensed or registered; road, off-road, plus trailers and associated attachments.

Seasonal Loaner—Department of Natural Resources (DNR) equipment used to meet the short-term peak seasonal needs of the department. A seasonal loaner is typically a vehicle that has been replaced in the fleet, but not yet sold and is redeployed for one (possibly two) seasons before being sold.

Trailer Towing Capacity—Value specified by the manufacturer as the maximum trailer weight that can be towed by the vehicle.

Trailers and Attachment Fleet—Equipment used in conjunction with other fleet items, and often used with multiple power heads (tractors, trucks); includes trailers, some mower attachments, etc.

UTV/SxS—Side-by-side (operator and passenger seating) utility vehicle, wheeled or tracked, designed for off-road use.
Fleet Policy Change Suggestion Form

Reason for change:
___ To correct what appears to be an error
___ Suggestion for content change

Date of Fleet Policy (1st page): ______________

Page number: _________

Section or Appendix: ___________________________

This section should be changed to read:
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Submitted by: Name______________________________________
Division____________________________________
Work Location_______________________________

Submit corrections or suggestions to: Dave Schiller
DNR Fleet Manager
500 Lafayette Road
St. Paul, MN 55155-4016
E-mail: dave.schiller@state.mn.us

Submit suggested content changes through the appropriate Fleet Committee member for your Division.
Summary of Changes:

1. Page 1—Updated revision dates
2. Page 2—Adjusted Appendixes to fit all 18 on page 2
3. Page 3–4, II.A.1.—Clarified f on cell phone use to comply with state Admin policy; added h on idling; and updated Driver Agreement references
4. Page 4—Updated 3 references to Defensive Driver training requirements to 30 days
5. Page 5, II.B.—Added guidance in Suitability for Work Use
6. Page 6, II.C.2.—Delete Driver Agreement form and add link to the non-employee form
7. Page 8, II.F.1.—Revised reference to driver agreements, and drug and alcohol testing for commercial drivers
8. Pages 12, II.J.—Revised Cost Responsibility
9. Page 16, VI. Definitions—added ATV, Class 1 ATV, Class 2 ATV, LSV, LUV, MOHVU, ROV, UTV/SxS)
10. Page 19—Revised this page
11. Appendix 6—Revised Cost responsibilities to be consistent with revised II.J. Cost Responsibility
12. Appendix 15, page 54—Clarified reference to CDL licensing under Specialty Trailering
14. Page 58—Added Appendix 18, Guidelines for Hauling Fuel in UTV/SxS, including interim drip torch hauling on gas-powered UTVs.
# Fleet Management Policy

**Policy Statement**

The Department of Natural Resources (DNR) manages fleet to provide safe, reliable, and economical equipment that enables the effective accomplishment of natural resources program objectives.

**Purpose and Scope**

This policy applies to the management, use, and operation of all rolling stock equipment operated, owned, leased, rented or borrowed by the DNR (see ‘Definitions’ section for a definition of rolling stock).

This policy does not supersede laws, rules, or regulations imposed by federal, state, or local government.

Enforcement of this policy is the responsibility of the managers and supervisors of each division within the DNR. Each division must make employees aware of this policy; give employees guidance concerning this policy and related procedures; and take corrective action in instances of noncompliance.

**Procedures**

1. **FLEET COMMITTEE**

   The Commissioner’s Office establishes a Fleet Committee to provide recommendations and guidance to the department for managing and using fleet equipment. The Fleet Committee is responsible for developing plans, procedures, and guidance to ensure the department’s fleet program provides for the transportation and equipment needs of the department efficiently, effectively, and safely. Each division has one primary representative and one alternate representative (optional) on the committee as appointed by the respective division director. The Fleet Committee operates under a charter approved by the commissioner's office.
The DNR Operations Services Division (OSD) Management Resources Section manages the department’s fleet program consistent with Fleet Committee recommendations and management objectives, and monitors and evaluates program results.

2. **FLEET POLICY MANUAL**

   The DNR Fleet Policy Manual is the procedural implementation tool for fleet management and operations. It consists of guidance and direction approved by the Fleet Committee and the Management Resources Section Manager. The Fleet Committee annually reviews and recommends changes and improvements to the OSD Management Resources section chief for evaluation and approval.

   The Fleet Committee’s fleet strategic plan focuses on three core values: safety, environmental responsibility, and cost efficiency. The DNR Fleet Policy Manual provides guidance and procedures pertinent to equipment acquisitions, operations, and disposals, and includes references to statutes and other rules pertinent to DNR equipment and use. The DNR Fleet Policy Manual is located on the DNR Intranet at: [http://intranet.dnr.state.mn.us/mr/fleet/policies/index.html](http://intranet.dnr.state.mn.us/mr/fleet/policies/index.html).

3. **FLEET FINANCES**

   The DNR fleet is operated as a full-cost non-profit business unit under the “going concern model” so as to ensure long-term financial sustainability. Any “profits” are either returned to users via future rate reductions or invested in the fleet to reduce future costs.

   The department’s fleet rate and billing system distributes costs among the users of the equipment fairly and equitably. The department ensures rates reflect incurred fixed and variable costs and are adjusted annually to match expected market conditions. The Fleet Committee recommends an annual rate to the Shared Services Governance Board for their approval and recommendation to the Commissioner. Final Approval is granted by the Commissioner through a Service Level Agreement or memorandum (specifically for mid-biennium rate changes). Rates are set for equipment to sustainably fund all anticipated costs associated with providing equipment to the operating units of DNR. Rates include a replacement cost component derived from its expected life cycle along with fuel, maintenance, insurance, and other cost assumptions. The Fleet Program pays for all fuel used by the department’s fleet and non-fleet equipment (except aircraft). Revenue from equipment surplus sales is used to help offset the cost of fuel consumed by the department.

4. **COMMUNICATION PROCESSES AND PROCEDURES**

   The Fleet Committee meets at least six times per year, with additional meetings scheduled as needed during peak activity periods such as fleet rate reviews and replacement operations.

   Fleet policy guidance, information, and committee meeting minutes are distributed to committee members with subsequent distribution throughout their divisions.

**Roles and Responsibilities**

1. **COMMISSIONER**

   Delegates the authority to the OSD Management Resources Section as necessary to implement this policy, including designating fleet committee members to reflect a department-wide range of perspectives from the department’s divisions.

2. **DIVISION DIRECTORS AND REGIONAL DIRECTORS**

   Provide divisional and regional oversight for equipment plans. Division Directors appoint a Primary (and Alternate if desired) member to the Fleet Committee.
3. **MANAGERS AND SUPERVISORS**

   Review, support, and carry out the requirements of this policy within their operating unit; ensure compliance with this policy and related laws and procedures; promptly address incidents of noncompliance; and support required training.

4. **ALL DNR EMPLOYEES WHO USE OR MANAGE FLEET EQUIPMENT**

   Comply with all applicable laws, this policy, and related procedures, including the DNR Fleet Policy Manual. All drivers of DNR equipment must complete, sign and submit a Driver’s Agreement prior to use.

5. **MANAGER AND EMPLOYEES OF THE FLEET PROGRAM**

   Deliver effective management and required results to ensure the fleet program operates consistent with laws and policies, incorporates sound business practices, and is financially solvent.

6. **FLEET COMMITTEE MEMBERS:**

   - recommend updates and changes to policy and procedures
   - assist and guide DNR employees in utilizing and following fleet policies and procedures
   - gather, analyze, and present divisional issues, concerns, and recommendations to the committee for review and discussion
   - provide divisional perspective and input to fleet initiatives, such as formulation of equipment selector lists
   - assist with communications, policy implementation, and adherence throughout the department

**Contacts**

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Paul Johnson, Fleet Supervisor, Operations Services Division  
Phone: 651-259-5496  
Email: paul.johnson@state.mn.us

**Definitions**

See Fleet Policy Manual for definitions of fleet-related terminology.

**“Rolling stock”** means land-operated equipment that is motorized/self-propelled and/or licensed or registered, including road vehicles, trailers, and some attachments.

Examples of rolling stock include:

- road and off-road motorized vehicles—such as trucks, cars, motorcycles, tractors, dozers, snowmobiles, riding mowers, all-terrain vehicles (ATV/UTV)
- other licensed and registered items—such as trailers
- attachments for tractors, trucks, compact loaders, or large mowers—such as snowplows, mowers, brush cutters, snow blowers, power sweepers

Note: Attachments configured for a particular make/model of power unit must be acquired via the DNR fleet program (examples include snowplows and belly mowers).

Rolling stock does not include such items as:

- aircraft
- boats and boat motors
- hand-held power tools (chainsaws, weed whips, ice augers)
Legal Authorities and Guidance

Minnesota Statutes, sections 84.0856, 16B.55, 16C.135 to 138, 169
Governor’s Executive Orders relating to fleet
Departments of Administration and Minnesota Management and Budget
Minnesota Fleet Council
Federal Motor Vehicle Safety Standards Act (FMVSS)
Federal Motor Carrier Safety Regulations (FMCSR)

Forms and Instructions

See the DNR Intranet site at http://intranet.dnr.state.mn.us/mr/fleet/index.html for documents, forms, and instructions.

See the Fleet Policy Manual for:
- relevant fleet-related information and procedural guidance
- accident reporting procedures
- DNR Fleet Card use
- fleet payment method requirements
- trailering guidance
- driver’s agreement

History

Supersedes: Operational Order 111 dated 31 October 2002
Fleet Committee Charter

DATE APPROVED: 2/27/2015

APPROVED BY: /S/ Kent Lokkesmoe
Kent Lokkesmoe, Management Resources Section Administrator

Purpose and Scope of Activity

The Fleet Committee exists to help provide guidance to the department for acquiring, financing, managing and using fleet equipment. To be effective, division Fleet Committee members must be knowledgeable of departmental equipment planning processes and divisional operations and finances. The Fleet Committee is responsible for developing plans, procedures, and guidance ensuring the department’s fleet program provides environmentally responsible, economical, and safe equipment for the department.

1. FUNCTIONS AND SCOPE

- Recommends updates and changes to policy and procedures manual;
- Provides division perspective and input to fleet initiatives such as: formulation of equipment selector lists, fuel management, equipment training, fleet finances and rates;
- Assists and guides DNR employees in using and following fleet policies and procedures;
- Gathers, analyzes, and presents divisional issues, concerns, and recommendations to the committee for review and discussion;
- Assists with communications, policy implementation, and adherence throughout the department;
- Prioritizes and plans equipment replacement.

2. DESIRED OUTCOMES:

- Safe and functional equipment for departmental use
- Economical and cost efficient equipment and operations
- Environmentally sound equipment and an environmentally responsible DNR culture

Authorization

This Committee is authorized by Operational Order 111 Fleet Management Policy.

This Committee is ongoing and consists of one Primary Representative and one Alternate Representative (optional) per division appointed by the respective division director.

Membership

Primary (and alternate if desired) appointed by each division director.

Roles and Responsibilities

1. PARTICIPATION

All committee members are expected to attend meetings, either in-person or via Lync/teleconference and be an active participant regarding all fleet communications and guidance formulation.

In addition to the functions and scope items denoted above, committee members are expected to advise division management on division equipment plans and guide replacements, contractions, and/or expansions to the fleet with a focus on safety, cost efficiency, environmental responsibility.
2. **MEETING SCHEDULE**

Minimum of six times per year with monthly meetings scheduled during peak activity such as review of rates and replacement planning. A current schedule will be posted on the DNR Intranet at [http://intranet.dnr.state.mn.us/mr/fleet/committee.html](http://intranet.dnr.state.mn.us/mr/fleet/committee.html).

3. **COMMUNICATIONS PLAN**

General information and guidance is socialized and communicated to the department via each division's committee member. Committee approved meeting minutes will be redistributed to committee members, with subsequent distribution within their unit. Minutes will be accessible at [http://intranet.dnr.state.mn.us/mr/fleet/committee.html](http://intranet.dnr.state.mn.us/mr/fleet/committee.html). Significant policy changes will be communicated via email to “DNR All.”

4. **EQUIPMENT PLANS**

Annually in August, update divisional equipment plan

5. **MEETINGS SCHEDULING, AGENDAS, FACILITATION, AND MINUTES FORMULATION**

Fleet program personnel are responsible for meeting management and coordination.

6. **PRESENTATIONS**

Depending on the topic area, but usually presented by fleet program personnel with input/recommendations from members.

**Decision Process**

This committee makes recommendations to the OSD Management Resources section chief for decision. Recommendations are determined based on informed consent with consensus as the goal for any recommendations and guidance. If a vote is necessary to forward a recommendation or decision, each division will have one vote. Responses from 60% of divisions are required to constitute an official vote on an item/topic.

**Charter Maintenance**

Charter maintenance is conducted by the Fleet Committee and corresponds with the annual review of the Fleet Policy Manual.
APPENDIX 3

Minnesota Statutes 16B.55

16B.55 Use of state vehicles; compensation for use of personal vehicles.

Subd. 1. Definition. For purposes of this section, "state vehicle" means a vehicle owned or leased by the state or loaned to the state.

Subd. 2. Prohibited uses. A state vehicle may be used only for authorized state business. A state vehicle may not be used for transportation to or from the residence of a state employee, except as provided in subdivision 3.

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
4. if the employee is authorized to participate in a ridesharing program established by the commissioner pursuant to Minnesota Statutes §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.

Subd. 4. Personal vehicles. No state employee shall be compensated by the state for use of a personal vehicle for travel between the employee's residence and the state work station to which the employee is permanently assigned, except pursuant to a collective bargaining agreement negotiated under Minnesota Statutes §179A or a compensation plan adopted by the commissioner of employee relations under Minnesota Statutes §43A.05. A collective bargaining agreement or compensation plan may only provide for this compensation in cases in which an employee is called back to work during hours when the employee is not normally working.

Subd. 5. Exclusions. Subdivisions 2 through 4 do not apply to the vanpooling program established in Minnesota Statutes §16B.56, to a ridesharing program established by the department of transportation, to a trooper employed by the state patrol, or to use of a state vehicle by the governor or lieutenant governor.

Subd. 6. Vehicle operating procedures. The commissioner shall set operating procedures for use of state vehicles. These operating procedures are not subject to the Administrative Procedure Act.

HIST: 1984 c 544 s 60; 1986 c 444; 1988 c 613 s 14,15; 2001 c 7 s 9

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Policy & Procedure Admin 99-1

DATE: February 22, 1999
TO: Agency Heads
FROM: Department of Administration
SUBJECT: Procedures Governing Use of State Vehicles

Minnesota Statutes §16B.55, prohibits the personal use of a state vehicle for other than authorized state business or specified, authorized commuting. This means that any other use of a state vehicle for personal benefit is strictly prohibited.

By statute, use of a state vehicle for commuting to and from an employee's residence is also prohibited except under very limited circumstances. A state vehicle may be used by a state employee to travel to and from the employee's residence under the following circumstances:

- On a day when it may become necessary for the employee to respond to a work-related emergency during hours when the employee is not normally working
- 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
- 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.

Personal use of a state-provided vehicle includes commuting and local and out-of-town personal travel. The value of the personal use of a state-provided vehicle under one of the specifically permitted situations must therefore be reported on the Employee's Biweekly Time Report and included as wages as reported on the employee's W-2, Wage and Tax Statement form.

Unauthorized personal use of a state vehicle may be grounds for disciplinary action.

Agencies providing an employee with a state vehicle should also provide the employee with a copy of the SEMA4 Operating Policy and Procedure Manual Number PAY0019 form, “Reporting Personal Use of Employer-Provided Vehicles for Tax Purposes.”

Vehicle assignments will not be made on the basis of status, tradition, or as a condition of employment. Instead, vehicles are to be assigned on the basis of need, as measured by the number of business miles driven or other qualifying use.
Fleet Maintenance and Repair

The Department of Natural Resources, collectively, is entrusted with a wide variety of equipment, and is responsible for ensuring it is properly maintained and repaired.

**Driver Responsibilities**

Vehicle operators and their supervisors have specific responsibilities to ensure that equipment assigned to them is maintained in clean, safe and proper working condition. Operators accomplish this via daily walk around inspections and scheduling preventative maintenance services and annual formal inspections. These actions help identify problems quickly and expedite remedial solutions. See Safety (II.A.1) for additional driver responsibilities.

**Fleet Responsibilities**

DNR Management Resources Fleet Program is responsible and accountable to ensure that maintenance and repairs are funded and accomplished in an economical and efficient manner.

**Authorized Maintenance and Repairs**

Economically managing maintenance and repairs often entails separating the expected from the unexpected. This list of routine preventive maintenance and expected repairs are authorized, regardless of cost:

- Oil, Filter and Lube
- Cleaning
- Air and Fuel Filters
- Coolant and Other Fluid Levels
- Wiper Replacement
- Tire Rotation, and Tire Repairs
- Bulbs and Fuses
- Safety Restraint System (air bags/seatbelts)
- Batteries (starting batteries)
- Annual Inspections
- Miscellaneous necessary repairs and/or parts costing less than $200

DNR personnel should use DNR shops or contract vendors, whichever is more practical. When using an outside vendor, an Equipment Service Request/Report (ERR) form must be completed and will need to accompany any vendor invoice for payment. ERR and invoices must be delivered to OSD–MR for payment within 10 days of receipt. DNR shops are responsible for completing ERR’s for repairs that they accomplish.

DNR Fleet strategy is to generally follow the preventive and scheduled maintenance recommendations of the manufacturer. Although many of our sedans are mainly used on hard surface roads, the majority of our trucks tow and haul loads with significant use on secondary roads as well as off road. This is considered severe use by the manufacturers and consequently requires higher level preventive maintenance to ensure reliability. Specific standards for road equipment include service, maintenance, and inspection checklists and schedules. See all service checklists at [http://intranet.dnr.state.mn.us/mr/fleet/forms](http://intranet.dnr.state.mn.us/mr/fleet/forms).

**Approval Necessary**

In order to keep repair costs at a minimum and analyze potential fleet-wide safety issues relating to equipment defects, non-emergency maintenance and repairs for $200 or more (including tire replacements) must be approved by the OSD–MR Regional Equipment Coordinator. The OSD–MR
Regional Equipment Coordinator will recommend repair locations to ensure costs and downtime are minimized; while quality, safety, reliability and environmental objectives are maximized. Transportation costs and downtime will be factored into locations selected for repair, as well as warranty situation and trade-offs regarding contract vs. noncontract solutions. Repairs and maintenance in this category can often be managed to achieve significant cost advantages. Note: most other agencies have a “zero dollar” threshold that requires approval for all maintenance repairs and services regardless of price.

Most requests will be acted on immediately, with either approval given or an alternative plan developed. If repair approval or direction is delayed for more than 24 hours and the site supervisor has an urgent need for the unit, the site supervisor may approve the repair. The approving site supervisor assumes responsibility for ensuring appropriate bidding and fund encumbrances and will notify OSD–MR Regional Equipment Coordinator of action taken, within 5 workdays of approval.

**Emergency Repairs**

Vehicle failures and breakdowns occurring in remote locations and/or at inopportune times (late night or weekends) may be repaired using available resources (DNR shops and/or vendors) in the vicinity. The incident will need to be reported (brief email or phone call describing circumstances and action taken) to the OSD–MR Regional Fleet Coordinator within 5 work days of the occurrence.

During normal business hours please call your local regional shop for repair/emergency maintenance assistance and coordination.

- **Region 1 (Bemidji):** Shop: 218-308-2631  MR Office: 218-308-2662
- **Region 3 (St Paul):** Shop: 651-259-5812  MR Office: 651-259-5778

**Emergency Service:** The Fleet Card (Voyager) is authorized for use in after-hours or weekend emergency situations. Such use must be reported to OSD–MR the first workday following the use of the card. The Fleet Card Assistance Line toll-free number is noted on the back, upper right side of the card.

Some examples of emergency after-hours use are:

- Towing of a stranded or disabled vehicle
- Flat tire repair
- Broken engine belt replacement

**Fleet Maintenance/Repair Completed in Division Shops**

Factors considered when making location/repair/replace decisions.

1. **Decision on location of repair (DNR or Outsource)**
   - Warranty.
   - Priority of return-to-service and elapsed time of repair (estimated).
   - Estimated cost.
   - Shop expertise.
   - Location of equipment (within 35-mile radius of DNR shop?).
   - Transportation costs.
   - Remote division shop (contingent on division workload and availability. Division supervisor will make division involvement decision).

2. **Repair/Replace**
   - Age of equipment.
   - Equipment repair history and overall unit condition.
   - Cost of repair.
   - Downtime to repair.
Downtime to replace.

General Guidelines: If the anticipated repair cost is greater than 40 percent of initial acquisition cost (or $1,000), OSD–MR Regional Fleet Coordinator will consult with the Fleet Maintenance Manager regarding the repair/replace analysis. In general, the analysis will be approached along the lines of:

\[
\text{Cost of repairs} + \text{Salvage value (as is)} = \text{Sum}
\]

If the above sum is less than what the sale price would be after fixing, **fix it.**

If the sum is more than the after fixed sale price, **Replace it.**

While this will be the general guide, other factors often must be considered.

3. Alternatives to repair or if turnaround is lengthy
   - Loaner unit.
   - New unit replacement.
   - Evaluate and identify sharing opportunities.
   - Lease or rent.

4. Consultation/Communication contacts when decision is to not repair
   - Regional OSD–MR Supervisor.
   - Fleet Maintenance Manager (and/or Fleet Manager, OSD–MR Ops Manager).
   - Division Regional Manager.
   - Division Fleet Committee Representative.

**Cost Control Audit and Tracking**

1. Each OSD–MR Regional Fleet Coordinator will track projects, approvals, and disapprovals; process problems; and submit a monthly report to the Fleet Maintenance Manager.

2. Efficiency, productivity and process improvements will be identified and appropriate corrections made by OSD–MR management.

3. Maintenance and repairs completed prior to acquiring approval will be included on the monthly report. A brief statement of incident details and costs will be developed and forwarded to OSD–MR Fleet Management for action.

4. A periodic customer service study will be conducted to determine performance, success and failure of maintenance program.

The above reports, study and incident details will be designed to identify areas where improvements and corrective actions appropriately applied in a timely manner will enhance departmental efficiency and effectiveness. The report will include internal DNR shop activity as well as outsourced work and external approvals.
Fleet Maintenance and Repair Process Flow Chart

DNR Equipment needs repair or maintenance

Is it an emergency such that a failure (has or will) negatively effect safety?

Yes

User schedules work

No

Equipment user reviews pre-approved maintenance and repair list

Is repair or maintenance pre-approved or < $200?

Yes

Site or station manager schedules work

No

Are additional repairs recommended?

Yes

No

User contacts regional MR representative

Should equipment be repaired?

Yes

MR works with users and/or Div Mgmt to identify replacement equipment

No

Surplus and/or old equipment

Should MR shop perform work?

Yes

Regional MR to manage and coordinate repairs.

No

MR schedules work at MR Shop

Repair completed

User reports work to MR representative

Repair decision complete

Completed
**APPENDIX 6**

**Accident Reporting and Inspections**

DNR policy is to prevent accidents. It is the intent of the department to minimize physical damage and to repair damage when it occurs. Visible physical damage projects a negative image.

- Damage to equipment must be reported on the Employee/Equipment Injury/Accident Investigation form within 48 hours, found at: [http://intranet.dnr.state.mn.us/mr/fleet/forms](http://intranet.dnr.state.mn.us/mr/fleet/forms)
- Some accidents require additional reports depending on severity and circumstances. Accident reporting procedure is found at: [http://intranet.dnr.state.mn.us/mr/fleet/accidents.html](http://intranet.dnr.state.mn.us/mr/fleet/accidents.html)
- Also depending on severity, additional investigation of some accidents will be merited and/or required. Instructions for accident investigations can be found at: [http://files-intranet.dnr.state.mn.us/user_files/1899/accident_investigation.pdf](http://files-intranet.dnr.state.mn.us/user_files/1899/accident_investigation.pdf)

Cost responsibility for repairs will be:

- Fleet is financially responsible for all costs (or value loss) when:
  - Driver is current on training requirements, and
  - DNR policy and laws have been followed, and
  - Accident/damage is promptly reported (within 48 hours or two business days).
- The Division of the driver will be financially responsible for all costs (or value loss) when:
  - Laws and/or DNR policy has been violated, or
  - Driver is not current on training requirements, or
  - Seatbelts were not worn, or
  - Damage resulted while backing, or
  - Accident/damage has not been promptly reported (within 48 hours or two business days), or
  - Repetitive or gross negligence is involved—such as two or more similar incidents within 12 months with same driver or location.

Appeals by a Division to have Fleet pay all costs will be considered by an incident review panel composed of at least 3 assistant division directors.

Inspections to assess condition will be completed and reported annually and/or any time a change in assignment occurs. Damage that has been unreported will be paid by the division to which the equipment is assigned. Other than the inside of pickup boxes, body damage beyond normal wear-and-tear is defined as dents and/or scratches that expose bare metal or result in broken surfaces.

DNR, in conjunction with Department of Administration, Division of Risk Management, will undertake subrogation of all accidents where it is reasonably likely that the other party will bear responsibility. The Division of Risk Management will represent the department in all legal proceedings resulting from use of DNR Fleet equipment.
**DNR Rolling-Stock Equipment Leasing**

Approved by: Fleet Committee

**Purpose**
To establish DNR policy and procedures for leasing rolling-stock equipment.

**Applies to**
All rolling-stock in DNR, as indicated in Operational Order #111. Rolling-stock equipment is defined as: land-operated equipment that is motorized/self-propelled and/or licensed/registered; includes: passenger vehicles, trucks, tractors, riding mowers, ATVs, snowmobiles, trailers, etc.

Short-term rentals (5-days or less) of passenger vehicles in conjunction with business travel are *not* subject to the pre-authorization requirements of this policy.

**Objective**
1. To orient customers with equipment needs toward using the most cost effective and appropriate approach to meeting those needs. In most circumstances, that will be using existing departmental equipment.
2. To develop the process for managers and supervisors to identify and fulfill needs.
3. To manage and account for leased rolling-stock equipment so that leases are cost effective for the customer and the Fleet Program recovers operating costs associated with the lease.

**Background**
DNR has needs for a great variety of rolling-stock equipment and has made significant investments in such equipment. Full utilization of existing DNR equipment will enable the department to meet needs as well as capitalize on investments made.

The Fleet Program is responsible for managing departmental rolling-stock and providing access to equipment to meet departmental needs. Fleet provides fuel to virtually all departmental motorized equipment and liability insurance coverage for all rolling-stock.

Among the potential avenues available to meet user needs are the following:

1. Short-term assignment from Regional Pool (daily, weekly, monthly assignment).
2. Loan of equipment from existing permanently assigned fleet (typically negotiated between owner and borrower.)
3. Seasonal assignment from Seasonal Loaner Pool (typically previously replaced equipment).
4. Permanent assignment of DNR Fleet equipment.
5. Loan (lease) from other public agencies (local, state, federal).
6. Lease equipment.

DNR users will usually experience lowest costs by following the above sequence to meet their needs.

1. Using Regional Pool equipment or borrowing from others will be the most economical approach for users that have low or sporadic use.
2. Users with seasonal short-term needs can generally most cost-effectively meet these needs by utilizing the Seasonal Loaner Pool.
3. Users with high use or specific availability requirements would most effectively meet their needs with permanently assigned equipment. An approved Equipment Plan is required for permanently assigned equipment.
Items 5 and 6 (loan from other agencies or formal lease) can be cost effective when:

1. existing DNR equipment is not available (or within reasonable transport distance)
2. the need is sporadic
3. an emergency situation exists.

Items 5 and 6 often result in expenditure obligations (typically fuel, liability insurance, maintenance and damage coverage) beyond the direct costs of the loan or lease. It is economically prudent that the department manage these occurrences. Approval is necessary (see DNR Request to Lease Rolling-Stock Equipment form), as well as reporting of use (Monthly Use Reports) and fuel inputs.

**Process**

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify equipment need, and desired approach to meeting need. If users’ needs are met from Regional Pool, loan from existing Permanently assigned fleet, or Seasonal Loaner Pool, no additional formal process or approval is necessary. If need is unmet, proceed to step 2.</td>
<td>Requesting Division</td>
</tr>
<tr>
<td>2. If need has been, or is expected to be, for two years or more, prepare cost analysis of permanent equipment assignment versus leasing, including all costs such as transportation, insurance, fuel. If need is short-term, proceed to step 5.</td>
<td>Requesting Discipline</td>
</tr>
<tr>
<td>3. Review and revise cost analysis as appropriate; advise Division on most cost-effective approach, considering a) expected duration of assignment, and b) potential to redeploy.</td>
<td>Regional OSD–MR Supervisor</td>
</tr>
<tr>
<td>4. Examine cost analysis and alternatives:</td>
<td>Requesting Division</td>
</tr>
<tr>
<td>If Permanently assigned equipment is sought, seek modification of division Equipment Plan and pursue acquisition of equipment (see Equipment Planning policy, Appendix 8). Proceed accordingly.</td>
<td></td>
</tr>
<tr>
<td>If leased equipment is sought, complete DNR Request to Lease Rolling-Stock Equipment form, and forward to Regional OSD–MR Supervisor through Regional Division Manager.</td>
<td></td>
</tr>
<tr>
<td>5. Review lease request and attempt to meet need from Regional Pool or Seasonal Loaner Pool. If successful, process is complete. If unsuccessful, coordinate with requester any modifications to specifications, prepare list of appropriate DNR rolling-stock equipment and return to requesting unit.</td>
<td>Reg. OSD–MR Supervisor</td>
</tr>
<tr>
<td>6. Contact owners of appropriate DNR rolling-stock equipment to determine availability and negotiate arrangements to borrow the equipment. If successful in making arrangements for loan of DNR equipment, process complete. If unsuccessful, proceed to step 7.</td>
<td>Requesting Division</td>
</tr>
<tr>
<td>7. Return Request to Lease Rolling-Stock Equipment form to Regional OSD–MR Supervisor, updated with results of search.</td>
<td>Requesting Division</td>
</tr>
<tr>
<td>8. Review search results. If warranted, negotiate with applicable Regional Managers equipment needs and/or loans as appropriate. If negotiations are successful, process is complete. If unsuccessful, proceed to step 9.</td>
<td>Regional OSD–MR Supervisor</td>
</tr>
<tr>
<td>Action Steps</td>
<td>Responsibility</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------</td>
</tr>
</tbody>
</table>
| 9. Review request, coordinate with requesting Regional Division Supervisor to resolve issues.  
• approve request if DNR equipment is not available  
• seek assistance as necessary.                                                                                                                                  | Reg. OSD–MR Supervisor         |
| 10. Assist the Division in preparation of bid package and/or lease including transportation to and from the site and physical damage coverage options. Process requisition as per procurement policy and award contract. | Reg. OSD–MR Supervisor         |
| 12. Use of leased rolling-stock equipment is recorded on MUR including fuel use. Vendor is paid according to contract. At termination of lease the MUR and summary of lease payments, including any physical damage assessment, is forwarded to Regional OSD–MR Supervisor. | Leasing Division               |
| 13. A summary of lease costs including the lease, damage assessment, fuel, insurance and transportation is prepared and an invoice for appropriate Fleet Program charges is sent to the leasing unit.                                                                 | Reg. OSD–MR Supervisor         |
| 14. Division pays invoiced Fleet Program charges into the Fleet account                                                                                                                                             | Leasing Division               |
| 15. Division completes and sends to regional OSD–MR the annual report [Use of Non-DNR Rolling-Stock Equipment Report](#)                                                                                         | Leasing Division               |
Equipment Planning

Approved by: Fleet Committee

Policy Statement

Each DNR Division is required to have an Equipment Plan that describes the mix and deployment of rolling-stock equipment.

Scope and Purpose

To enable DNR managers to determine standards and deployment of equipment types to optimize equipment efficiencies related to their resource management mission, while minimizing costs. An equipment plan will enable units to be responsible and accountable for their equipment decisions.

Background

The Department of Natural Resources requires a mix of equipment to accomplish its mission of managing natural resources. Investments in equipment are substantial and generally long-lived. Equipment investments must be periodically renewed; and it is economically prudent to plan such expensive and long-term investments. An Equipment Plan assembled by Division will enable the Department to more efficiently and effectively deploy equipment.

Initial Planning Process

- Division drafts plan; Plan is division-wide, but work-site specific.
- OSD–MR staff will provide technical assistance.
- RMTs review as appropriate
- Division reviews comments and adjusts plan as appropriate. Presents to Fleet Committee for approval.
- Fleet Committee recommends approval or modification.
- Division and OSD–MR resolve any remaining issues.
- Unresolved issues are referred to Assistant Commissioner for resolution.

Changing Equipment Plans

Division initiates plan change in consultation with Fleet Manager. Significance of change is evaluated, with most changes simply requiring Division Director and Fleet Manager approvals.

Elements and Standards of Equipment Plans:

- The Equipment described will include all “Rolling Stock” type equipment needed. Rolling Stock is defined as all land-operated equipment that is motorized/self-propelled and/or licensed or registered. It includes all Fleet-type items, including tractors, ATVs, snowmobiles, riding mowers, etc., regardless of Fleet designation or ownership.
- New acquisitions in accordance with the approved plan would not require any review beyond Regional Supervisor (Ops Manager for Central Office).
- Changes to Equipment plans would require approval as indicated above.
- Short-term (less than 3-months) leases would not require plan approval, other than Regional OSD–MR Supervisor signature indicating existing Departmental equipment is not available/suitable to meet the need.
- Fleet management program staff will be responsible to develop a “template” to guide Divisions in Equipment planning.
Equipment Planning Guidelines

Equipment planning will most effectively be accomplished from a Division-perspective, who best know the job applications for which the equipment will be used. With Division planning, however, it will be necessary to balance specific work site and management unit needs with system-wide needs. Balancing competing needs will be essential.

A division equipment plan must identify the work sites and management units of the particular division and the mix of rolling-stock* equipment that the division seeks to have deployed. The division plan must consider and recognize budgetary constraints as the division management is preparing it. The draft plan, once completed and signed by the Division Director and Fleet Committee Representative, must be reviewed by Regional Management Teams (Operations Managers for Central Office), with the objective of identifying possible sharing/pooling opportunities not previously grasped. Such opportunities will be identified, recorded, and considered by division management prior to forwarding the plan to the Fleet Committee for approval. The Fleet Committee will consider any unresolved opportunities identified by RMTs (or Ops Mgrs.), as well as apply an analysis of the plan from a broad interdisciplinary perspective and an assessment of compatibility with overall established Fleet goals. The Fleet Committee will either accept the plan as proposed, or request modification before approval.

Should issues remain unresolved at the Fleet Committee level, the OSD–MR Administrator and Division Director will attempt resolution. Unresolved issues at this level will be referred to the Commissioner’s Office.

Once approved, the equipment plan will contain the goals that the department will strive for as equipment is replaced each year. Division supervisors ordering new equipment must do so as per the plan.

It is anticipated that equipment needs will evolve, as will equipment availability and economics. A department supervisor proposing a change in a division equipment plan should begin the process within the division’s management structure, with a timeframe such that the new proposed plan has completed RMT (or Ops Mgr.) review prior to consideration at the August Fleet Committee meeting. Such a new plan needs to clearly identify the changes proposed.

Initial Equipment plans need to have completed review and be available for Fleet Committee consideration at the August meeting. Fleet Program staff will provide a plan format for Fleet Committee consideration at the October meeting.

*Rolling Stock: Land-operated motorized/self-propelled and/or licensed equipment, whether in the Fleet, Travel Mgmt., private lease or non-fleet departmentally owned; includes all cars, vans, SUV’s, trucks, tractors, riding mowers, dozers, snow groomers, trailers. Note: One-time short-term leases of less than 3 months are not necessary to be identified in the equipment plan, but must be reported annually.
Equipment Assignments

A. Permanent Assignments

Permanent assignments of equipment are made to locations consistent with approved division equipment plans. Division equipment plans are approved on the basis of reasonable expectations of meeting usage requirements and/or that the application is sufficiently demanding, such as emergency firefighting equipment, that the equipment needs to be available regardless of actual annual usage. Frugal selection of equipment meeting department standards is the norm.

B. Equipment Pools (for short-term assignments)

Equipment pools of commonly used equipment items are established at each Regional Headquarters and Central Office and are operated by the Management Resources Regional Supervisor. The OSD–MR supervisor manages the pool to ensure that the mix of equipment and scheduling best meet customer needs, including costs.

The Regional OSD–MR Supervisor will also establish pool equipment at those co-located sites where customer needs and interest are such that the pool will pay for itself. Staff interest at the site will need to be sufficient that leadership is available to ensure that:

- Pool vehicles are kept reasonably clean.
- Pool vehicles are serviced on schedule.
- Potential sharing conflicts are reasonably resolved.
- Regional OSD–MR staff are notified of maintenance or repair issues that need to be addressed.

C. Seasonal Pools

Each Regional OSD–MR Supervisors operates their own seasonal pool vehicles. Seasonal pools typically consist of previously replaced equipment that is retained for one, possibly two seasons to meet the peak seasonal needs of the department. The seasonal pool typically consists of light vehicles.

A smaller fleet will require additional effort to prioritize equipment assignments, particularly seasonal loaners. Division Regional Managers will identify and prioritize by March 1st of each year the seasonal loaner needs of their division within their region and the timeframes needed. Regional OSD–MR Supervisors will assemble the prioritized requests by March 15th of each year and match requests with equipment available. Regional OSD–MR Supervisors will mesh timeframes so that a seasonal loaner vehicle will meet multiple needs whenever feasible. Assistance of the Regional Director will be requested to help sort out priorities when insufficient equipment exists to meet seasonal needs. At times, it may be possible and necessary to balance priorities and available equipment among regions. Management Resources will be responsible for ensuring that balance among the regions is accomplished as much as possible.

D. Reassignment (to meet urgent needs)

Reassignment of equipment to meet urgent needs will be necessary at times; such as a prolonged severe fire season. A Division Regional Manager will look first to underutilized equipment within his/her region/division. The OSD–MR Regional Supervisor will then be engaged as necessary, and will access equipment as indicated below:

- Seasonal loaner equipment available.
- Permanent equipment that is underutilized and available.

If the above strategies do not result in equipment needs being met, the Regional Director will be engaged to assist in identifying and reassigning permanent equipment that is being utilized but has a lower priority assignment.
If equipment needs are unmet at this point, Central Office Divisional Management will then consider pulling in equipment from division assignments in other regions.

Equipment needs that are unmet after the above approaches have been exhausted will be referred to the Fleet Manager, who may:

- Seek equipment from other agencies, such as DOT, Admin. Fleet Services, Military Affairs, etc.
- Lease equipment.
DNR Acquisition Approval Process

Every operating unit must have an approved equipment plan to acquire equipment. While the operating unit may review and modify plans at any time, approval of equipment plan modifications is required before the changes or expansion of the unit's equipment compliment may go forward. The Directors or the Administrators designee may submit equipment plans to OSD–MR. (see Equipment Planning, Appendix 8).

Equipment acquisitions that are consistent with the approved equipment plan are presumed approved and may be acquired by OSD–MR without further approval, consistent with Commissioner directives. Equipment acquired via gift, confiscation, or other means must meet DNR lifecycle requirements as appropriate and will be enrolled as full fleet. A value of the equipment will be determined and used as a credit against monthly invoices. Concerns that must be addressed include:

- Safety equipment
- Mechanical condition
- Environmental performance.

Exceptions must be approved by the Fleet Manager. Some such additions may result in insurance surcharges because of increased risk exposures.

If a unit proposes an acquisition that is off the plan or inconsistent with the agreement represented by the plan, the acquisition must be approved by the director or administrator, have an accompanying OSD–MR recommendation, and a signed approval by the Assistant Commissioner. Off-plan acquisitions must be incorporated into the unit's equipment plan as soon as possible.
Upfront Funding

Organizational units may provide initial funding for an equipment purchase, up to the acquisition value, by completing the current year’s Up-Front Funding form. DNR OSD–MR Fleet may apply a direct credit for a unit wishing to fund the acquisition cost of a new piece of equipment. Units that fund replacement equipment purchases will enjoy the direct financial benefit from doing so.

There are stipulations required to assure compliance with state and federal statutes, accurate application of the credit and transaction tracking.

1. Funding for a DNR unit is limited to the new investment values of equipment. The maximum amount of funds that can be credited is the cost of the acquisition; the minimum credit is 50 percent of acquisition cost. The dollars will be transferred into the Fleet account prior to June 20 in the Fiscal Year of purchase.
2. Funding must be applied toward the initial purchase of a piece of equipment at the time it is being brought into the fleet management system. Funding cannot be applied to a previously acquired piece of equipment.
3. A credit will be applied to the piece of equipment on the operating unit’s fleet management invoice. This credit will be used to offset the unit’s fleet charges.
4. Equipment rates will be established and annual adjustments made in the normal fashion. Borrowing between units is unimpaired and the usual charges are applicable. Borrower charges are applied to the owner as a credit; it is possible that the owner’s credit may actually increase in size during heavy borrowing periods. When the credit is exhausted, a balance due will appear on the operating unit’s invoice.
5. In the event that the equipment is turned in as surplus by the DNR unit prior to the credit amount being exhausted, the remaining credit will not be refunded, transferred or reapplied, but will be absorbed by OSD–MR Fleet and used for the benefit of the entire fleet.
6. Transfer of funds must be complete before any credit may be applied. OSD–MR Fleet will complete the transfer of funds based on the accounts referenced on the Division’s completed up-front funding form.
7. Federal grants will not be used as upfront funding or result in upfront credits. Federal grants to acquire rolling-stock equipment are limited to special/single purpose equipment (such as snow groomers) where there is little potential for use beyond the special purpose specific to the grant. Such acquisitions will be funded entirely by the federal grant with any required matching funds coming from Division state funds. The acquisitions will be enrolled in the fleet program for Maintenance and Operations with the lifecycle planned and established beforehand consistent with Fleet objectives to manage lifecycles to assure cost-efficiency, safety, and reliability. At the end of the planned lifecycle, the equipment is removed from service and is not replaced, is replaced via another federal grant, or is replaced with fleet funding and enrolled in fleet as Full Fleet with monthly charges for acquisition.

It is possible that unanticipated high participation in upfront funding could result in a structural shortage of funds to pay operating costs when revenue declines during the credit period. OSD–MR will monitor participation activity and might need to limit this option to assure adequate operating capital.
Parking and Backing

Objective

To minimize backing so as to prevent accidents and resulting injuries or equipment damage while parking.

Background

DNR Fleet Policy requires selecting a pull-through parking spot to avoid backing DNR vehicles when feasible. Backing accidents result in significant damage to DNR equipment, liability claims from damage to citizen property, and injuries as well. Selecting a “pull-through” parking spot is ideal. If a pull-through spot is unavailable, backing in upon arrival is often a best practice. Always check the area to be backed into to ensure it is free of hazards.

Procedures

When driving, plan your route so that backing of a DNR vehicle is minimized. Ideally, plan so you can drive forward when leaving a parking space (select a pull-through spot whenever feasible).

If a pull-through spot is not available, select a site carefully, and—ideally—back into the parking spot upon arrival. This will enable you to observe the backing area as you pull up, before you back into it. It will also better prepare you to leave quickly, should that be necessary. If fixed object proximity warrants it, get out of the vehicle to periodically check location or—better yet—use a spotter.

No backing of DNR vehicles until the area to the rear of the vehicle has been checked for people or obstructions. Also, check side clearances of the vehicle as you swing out from the parking space.

Backing Vehicles

Tips to avoid backing vehicle incidents:

- Avoid backing up all together—avoid heading into dead-end spaces.
- Choose your parking spot carefully, don’t squeeze into a tight spot, you may not remember how tight it is when you pull out later.
- Check area before backing into it—get out of your vehicle, walk around to look at it if you cannot see it clearly or don’t have a spotter—especially when backing on a trail, narrow road or off road.
- Spotter should be visible to the driver at all times and in a position to easily give directions to the driver yet be safe during the entire.
- Spotter should use predetermined hand signals with driver for backing, turning and stopping.
- Back into all parking spots upon arrival, so when you leave you can just pull straight out. The exception to this is those spots that are diagonal to traffic flow that are only designed to be pulled forward into or if you need a spotter and do not have one at the time, but anticipate having one upon departure.
- Avoid backing and turning into the right or blind side of vehicle.
- Slow down and take your time backing.
- Make sure your mirrors are adjusted properly and know how to use them, look over your shoulder (or get out and look) if you are not sure. The same guidance applies to backup cameras if installed.
- Watch for back-up lights, alarms and other indicators of other vehicles backing up into your lane of traffic, be ready to warn them of your presence and avoid them.
- Practice backing single units or with trailers in an open area, if it is new to you.
- Back-up alarms and/or cameras are not a substitute for looking into backing space—don’t be over-confident or over-reliant on them to see and warn you of a tree stump or rock you are about to hit.
- Know the road/trail conditions, check it out first or don’t go, if you don’t know what the conditions are.
- Know and accept the limitations of your vehicle and your abilities.
DNR Fleet Card Use Policy

Purpose

The purpose of this policy is to ensure that state employees and other users authorized by the agency to conduct state business (hereinafter together referred to as authorized users) use the Fleet Card appropriately to ensure that the state’s fleet assets are operated and managed efficiently and cost-effectively.

Background

DNR-Fleet pays for all fuel, minus aircraft, used within the department. To effectively manage fuel operations, fleet utilizes the Fleet Card (Voyager) program, which offers state agencies a widely accepted credit card for the purchase of fuel and related items and services that are necessary for the safe, efficient operation of state vehicles. A private vendor provides the Fleet Card program through a state contract managed by the Department of Administration’s Materials Management Division.

The Fleet Card program also includes a reporting function that helps the state track equipment usage and costs. The state Fleet Management Information System collects and utilizes this information in order to ensure the effective, efficient utilization of state vehicles.

Fleet Card Policy

1. SCOPE OF USE

   a. Fleet Cards Assigned to Vehicles
      - A Fleet Card will be issued to each on-highway vehicle in the agency fleet.
      - A Fleet Card will be issued for any equipment that requires a MUR (i.e., UTVs, tractors, riding mowers, large construction equipment).
      - The Fleet Cards are to be used for retail purchases of fuel and minor maintenance for state equipment.
      - Each authorized user will be assigned a PIN number, which must be used to authorize purchases with the Fleet Card. The PIN is activated by Fleet upon submittal of Driver Agreement.

   b. Fleet Cards Assigned to Individual Bulk Fuel Tanks
      - A Fleet Card will be issued for each bulk fuel tank.
      - When processing the payment for tank logs, use 1000 as the odometer reading. If the bulk tank card is used to purchase fuel for equipment not assigned a card, use odometer reading 9999.

2. ACCEPTABLE CARD USES

   Acceptable purchases using a fleet card are fuel and other minor items required for the safe, efficient operation of state vehicles. It may not be used for personal fuel or personal items.

   Fuel purchased for other than the vehicle to which the card is assigned (e.g., push mowers, chainsaws, small engines, snowmobiles, all-terrain vehicles, boats) must be a separate transaction that is clearly marked on the receipt with the fuel’s intended use. Enter odometer reading as 9999.

   Bulk-tank purchases must either be made from a bulk-fuel contract or the assigned bulk tank Fleet Card. When processing the payment for tank logs, use 1000 as the odometer reading. If the bulk tank card is used to purchase fuel for equipment not assigned a card, use odometer reading 9999.

   Fleet Cards have two types of controls: daily transactions limit and monthly dollar limit. See also Card Spending Limits.
a. Fuel Purchases
   • Fuel purchases are restricted to fuel of the type/grade specified by the equipment manufacturer
   • E85 (85% ethanol, 15% gasoline) for flex-fuel equipment when available
   • Blended-for-the-season diesel fuel in diesel powered equipment

b. Non-fuel Purchases
   Non-fuel purchases are restricted to routine items and services required for the state vehicle in order to complete the state employee’s work. When in doubt, the purchaser should contact OSD–MR.

   Examples of typical, routine non-fuel purchases:
   • Vehicle washes
   • Windshield washer fluid
   • Oil, transmission and brake fluid, and anti-freeze/coolant for restoring operating levels
   • Flat tire repair
   • Wiper blades
   • Oil changes
   • Tire rotation/balancing
   • Fleet Cards can be used at state contract vendors for purchasing allowed items on the Fleet Card. When purchasing from a contract vendor, the authorized user should receive the state contract pricing.

c. Emergency Service
   The Fleet Card is also authorized for after-hours emergency service. Such use must be reported to OSD–MR the first workday following the use of the card. Some examples of emergency after-hours use are:
   • Towing of a stranded or disabled vehicle
   • Flat tire repair
   • Broken engine belt replacement

3. UNACCEPTABLE CARD USES.
   The Fleet Card shall not be used for any non-state business purpose.
   a. Prohibited Purchases—Examples of prohibited purchases include:
      • Food or other personal items
      • Pre-paid services such as coupon books for car washes or other vehicle services
   b. Prohibited Practices—Examples of prohibited practices include:
      • Splitting a purchase into more than one transaction to avoid exceeding an established purchasing limit.
      • Using the Fleet Card to circumvent the use of state contracts, purchasing laws, rules, policies or procedures.
   c. Improper Use—If a card is used improperly (inadvertently or otherwise), such use must be reported to OSD–MR within 3 days. In the case of a prohibited purchase or use, the card user shall immediately reimburse the agency for the prohibited purchase.

4. ENCUMBRANCE OF FUNDS
   State law requires that sufficient funds are encumbered prior to obligating the state to pay for purchases. SWIFT Policy states: “To facilitate the encumbering process, it is recommended that agencies encumber an amount equal to an estimated two months’ purchases, and to replenish the encumbrance accordingly once payment is made.”
For Fleet Cards the SWIFT Point of Entry (POE) document notes that this can be accomplished by an encumbering document in SWIFT Procurement. There must be sufficient funds remaining in the encumbrance for the expected expenses in the next two billing cycles/periods at the start of the billing cycle.

5. **CARD CONTROLS**

   Fleet Card controls are placed on cards. There are two basic types of controls: soft controls, in which the agency Fleet Card program administrator is notified about a purchase that appears to be outside the scope of normal card purchasing; and hard controls, which disallow products or dollar amounts that are outside the scope of normal card purchasing.

   **Card Spending Limits**—Cards are limited to a reasonable number of transactions daily with a preset dollar limit per month. These limits are set based on typical needs for normal vehicle operation. Limits will be reviewed on a regular basis and adjusted accordingly if needs and economic conditions dictate. The standard state limits for the Fleet Card are:
   - $400 per transaction. (Exception: $2,500 for bulk tank-assigned cards)
   - Four (4) transactions per day (Exception: 8 per day for some Forestry and Enforcement).

6. **EXCEPTION AUTHORIZATION PROCESS**

   Purchases other than those permissible under this policy must receive advance approval from the agency Fleet Card program administrator.

7. **RETENTION OF RECEIPTS**

   Fleet Card receipts must be retained at the site where the equipment is assigned along with the Monthly Use Report (MUR) in a vehicle folder for three Fiscal Years.

**Agency Fleet Card Program Administrator**

The agency Fleet Card Program Administrator (Fleet Manager) is responsible for overall administration of the program consistent with the statewide plan and the agency’s approved plan. An agency may delegate the Fleet Card program administrator duties to multiple persons based on the agency’s structure and business practices, but the delegation must be outlined and authorized in the agency’s policy. *(DNR delegates this to the Fleet Supervisor and Senior Fleet Management Analyst).*

**FLEET CARD PROGRAM ADMINISTRATOR DUTIES**

a. Creating account(s) and account access so that card requests and changes may be managed and monitored
b. Administering card policy and train card users so that cards are properly used
c. Monitoring card usage, including reviewing and reconciling invoices per agency reconciliation practices so that Fleet Card bills are paid in a timely manner and the agency receives available rebate incentives
d. Encumbering adequate funds for anticipated Fleet Card purchases to ensure that the agency’s use of the Fleet Card complies with the SWIFT Point of Entry (POE) document and the Department of Finance and Department of Administration Operating Policy and Procedure 3016.00, Credit Agreements—Purchasing Card and Fleet Card

    e. Ensuring the proper retention and storage of receipts and the ability to retrieve receipts for business needs, including audits

    f. Verify and update the active PIN of employees at least twice per Fiscal Year to remove employees no longer employed by DNR.

**Fleet Card Reconciliation Process**

The agency will reconcile Fleet Card invoices with purchase receipts. This reconciliation may be conducted via spot audits, with an appropriate sample percentage of transactions reconciled each month,
based on the volume of transactions. If a sampling is used, the appropriate sample percentage will be determined by the agency in accordance with agency audit requirements. Appendix A is a description of an agency reconciliation sample process.

**RECONCILIATION AND AUDIT OF THE FUEL CARD RECEIPTS**

a. Every month one percent (1%) of the Fleet card transactions will be cross-checked to the invoices by the 25th of the following month. Any discrepancies will be reported to the Fleet Card Administrator for further review that will be completed within the next calendar month for a final resolution. Any violations of the fleet fuel card policy, DNR policy, or DNR purchasing procedures will be reviewed with the Fleet Manager and the Division for any action.

b. Among items to be reviewed are:
   - Gallons purchased
   - Fuel grade purchased
   - Type of equipment fueled
   - Equipment tank capacity
   - Site of purchases
   - Miles driven between fueling
   - Miles driven for month
   - Other items that appear questionable
   - Verification of PIN to employee name

c. A percentage of the bulk tank-assigned cards will be audited to confirm current inventory.

d. Every month bulk tank sites will be required to submit tank logs that show which equipment (by asset number) was fueled, number of gallons, and the division/person dispensing, as well as bulk tank refill information—gallons and cost per gallon—and the end-of-month fuel inventory, verified using a dip stick, and discrepancies noted and reconciled.

e. In addition to sample audits, exception audits will take place for purchases that fall outside of normal purchasing. Some examples of exception reporting include:
   - Incorrect fuel type
   - Purchases exceeding the tank capacity
   - Incorrect odometer tracking
   - Purchases over daily transaction count
   - Purchases over daily dollar value
   - Purchases outside of the normal range of travel
   - Purchases of food and related items
   - Purchases of personal items
   - Incomplete and/or inaccurate PIN usage

Department of Natural Resources
Agency Name

SIGNATURES:

/s/ Kent Lokkesmoe
Agency Head/Delegate
Administrator
Title
10/19/12

/s/ Nicky Grancola
Commissioner or Commissioner’s Delegate
Assistant Commissioner
Title (if other than commissioner)
Department of Administration
Date
10/31/12
**APPENDIX 14**

**Bulk Fuel Tanks**

Minnesota DNR derives principal benefits from bulk tanks which are defined with the following four categories:

1. **Cost reduction**—volume purchase via tanker load quantities
2. **Secure source**—availability during supply disruption
3. **Renewable/cleaner fuels availability**
4. **Convenience/Efficiency for the user**

**Issues**

Legal fuel, taxes, cost

**Fuel**

DNR Fleet buys all fuel, and can assist DNR staff to

- comply with all legal requirements
- achieve lowest cost
- access high-quality fuels
- maintain appropriate inventory tracking.

Costs for fuels can vary, depending on quality and intended use (i.e. dyed off-road diesel). Aside from costs, using dyed fuel intended for off-road use in road vehicles is illegal and carries significant legal/financial penalties. DNR on-site bulk diesel tanks are generally to be used for dyed off-road diesel fuel (for tractors, dozers, mowers, ATV/UTV, graders, snow groomers, etc.), which will reduce costs and potential legal difficulties.

**Tanks**

DNR currently has stationary bulk liquid fuel tanks serving mobile equipment at about 75 DNR locations. Most tanks are small, in the 500 to 1,000 gallon range. None of DNR’s current tanks approach tanker load quantities (8,000 gallons) and only a few tanks are at or near 2,000 gallons. All tanks are above ground, either double-walled or with secondary containment.

Several DNR bulk tanks are mobile-type, and either are positioned in truck beds or trailers, or are temporarily placed on the ground. While such tanks do not require a berm or secondary containment and permits, these tanks do need to be managed as bulk tanks—maintaining tank logs, tracking fuel disbursement, and review—to ensure compliance with DOT transport, fire safety, and OSHA requirements for fuel transport. Gasoline is significantly more restricted than diesel.

Most DNR stationary tanks were funded via Fleet with the primary focus of removing DNR’s underground tanks and cleaning up the sites. While circumstances have arisen in the past (and may again) where Fleet can develop and apply external funds to replace or repair bulk tanks of various dimensions and various categories, most DNR tanks are Category 4 tanks. Category 4 tanks and the repairs or replacements of the pumps, nozzles, and systems necessary to function are the responsibility of the user division. Exceptions where Fleet will fund tank (and associated parts) repairs and replacements are clearly Category 1, and in some qualified circumstances, Category 2 & 3 tanks. Such a circumstance might be serving multiple DNR divisions and/or areas isolated from reasonable access to retail service stations.

Tank size use is important to ensure fresh fuel supplies consistent with the season as well as to avoid water vapor buildup in liquid fuels. Water contamination is also more likely in a less-than-full tank. The faster the inventory is used, the less likelihood of stale fuel and/or water contamination. Filtering is a strategy to reduce transferring in-tank contaminants into equipment.

DNR Fleet clearly has a financial interest in Category 1 tanks, and potentially is interested in strategic tank placements providing Category 2 & 3 benefits. Category 4 tanks (including mobile-type tanks) are clearly “convenience/efficiency for the user,” typically with no common fleet interest.
**Trailering**

DNR frequently tows a variety of trailers to accomplish its work. Trailer towing presents many concerns relating to legality, liability, equipment reliability, and safety. This policy is intended to guide DNR in trailer towing operations to help assure and ensure employee safety as well as public safety. This policy covers light-duty trailers typically used with pickup trucks, as opposed to trailers pulled by larger trucks that often require commercial vehicle operator licenses and additional training. All deviations from this policy require the Fleet Managers approval.

**Pickup Trucks**

The chart below shows the minimum requirements for light trucks and trailers with a conventional tongue and weight-carry trailer hitch.

NOTE: The trailer GVWR may never be exceeded.

<table>
<thead>
<tr>
<th>If Trailer GVWR Is</th>
<th>Minimum DNR tow vehicle (see Owner’s Manual)</th>
<th>Minimum hitch type</th>
<th>Trailer brakes w/breakaway system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3,000 lbs.</td>
<td>Mid-size pickup (4x4) *</td>
<td>2” receiver w/2” ball</td>
<td>Not required</td>
</tr>
<tr>
<td>3,000 to 5,000 lbs.</td>
<td>½ ton pickup *</td>
<td>2” receiver w/2” ball</td>
<td>Required</td>
</tr>
<tr>
<td>5,001 to 7,500 lbs.</td>
<td>¼ ton pickup</td>
<td>2” or 2.5” receiver w/pintle</td>
<td>Required</td>
</tr>
<tr>
<td>7,501 to 10,000 lbs.</td>
<td>1-ton pickup</td>
<td>2.5” receiver w/pintle</td>
<td>Required</td>
</tr>
<tr>
<td>Greater than 10,000 lbs.</td>
<td>1-ton pickup. **</td>
<td>Must be gooseneck trailer, and then limited by pickup truck rating.</td>
<td>Required</td>
</tr>
</tbody>
</table>

* Pintle ring hitches are not permitted on ½ ton (and smaller) vehicles. Pintled trailers must be towed by larger trucks.

** May require a Commercial Driver’s License and/or DOT inspection stickers. Refer to CDL & inspection sections for additional guidance.
**Basis:** State and federal laws coupled with equipment capabilities. There are many components to a trailering system; ranging from the vehicle and its load ratings to the trailer load rating, and everything in-between (trailer hitch, receiver insert, insert pin, trailer ball/ring, trailer coupler). It is rare that all components are perfectly matched, and it is too common to find component manufacturers that have not tested for SAE J684 compliance and V5 rating. All DNR trailer-hitch installations must be managed or installed through a DNR regional shop. Any exceptions must be authorized in writing from the DNR Fleet Manager. All trailers 3,000 lbs. or greater require trailer brakes and breakaway protection (MN Statute 169.67 Subdivision 3.b and FMCSA 393.43).

**Medium and Heavy Vehicles**

The DNR has many vehicles classified as Medium and Heavy which require additional licensing and annual commercial vehicle inspections. Commercial truck classification is determined based on the vehicle's gross vehicle weight rating (GVWR) with classes 4–6 as medium duty and 7–8 as heavy duty. Depending on the combined GVWR of the vehicle and the trailer, a Commercial Driver’s License may be required. Please refer to the Minnesota Commercial Driver’s Manual for specific requirements. Note: Some 3/4 ton and 1 ton trucks may require a Class A license and Annual DOT inspection. The towing capabilities of Medium and Heavy trucks can vary greatly. Always refer manufacture and DNR placards to determine vehicle capability.

**Medium duty**

Class 4 trucks have gross vehicle weight ratings (GVWR) from 14,001–16,000 lbs., such as a Ford F450. Class 5 trucks have GVWRs of 16,001–19,500 lbs., such as a Ram 5500. Class 6 trucks have GVWRs of 19,501–26,000 lbs.

**Heavy duty**

Class 7 trucks have GVWRs of 26,001–33,000 lbs. Class 8 trucks have GVWRs above 33,000 lbs. These include most tractor trailer trucks.
Commercial Driver’s License Requirements

Many DNR-owned and -operated vehicles, and combinations of vehicles (truck plus trailer) require a Commercial Driver’s License (CDL). Use the flow chart to determine if your vehicle(s) requires a Commercial Driver’s License. Also refer to the Minnesota Commercial Driver's Manual and MN Statutes 171.02.

DOT Inspection Stickers (Minnesota Inspection Program)

Any single vehicle with a GVWR greater than 26,000 lbs. must have a current DOT Inspection Sticker. Any combination of vehicles with a GCWR greater than 26,000 lbs. must have a current DOT Inspection Sticker on each unit.

Many vehicles that do not require a CDL to operate are required to have a valid inspection sticker. For example, a Ram 5500 truck with a GVWR of 16,500 lbs. is connected to a Felling FT-10 trailer with a GVWR of 9,980 lbs. Because the sum of the two GVWRs is 26,480 lbs., both of these vehicles would need inspection stickers. Note that a Class A license is not required because the trailer has a GVWR of less than 10,000 lbs.

Selecting Vehicles for Towing

When selecting a vehicle that will be used for towing, you will need to know (or determine) the weight and configuration of the trailer you intend to tow, including the weight of any cargo and fluids that you will be
carrying in the trailer. Use the above table as a guide, and ensure that the tow vehicle has the proper required equipment for towing. Always remember that tow ratings are based upon good driving conditions (i.e. black-top roads) and that the DNR operates in off-road and less-than-ideal conditions in many instances. Most of DNR’s tow vehicles listed in the table above have trailer-towing packages that include the proper hitches, as well as heavy-duty components such as transmission coolers, larger radiators, and trailer brake controllers as appropriate. While most of the tow vehicles are capable of pulling the trailers listed, not all are appropriately configured for such duty. Check the vehicle’s’ trailering data on the visor, bumper, or operator’s manual for specific ratings.

**Cars and Vans**

Trailering with cars or vans is not authorized.

**Additional Considerations**

Gross Combination Weight Ratings (GCWR) take into account the minimum vehicle configuration needed to move, stop, and control the gross combination weight of the tow vehicle and trailer. The GCWR is also dependent on the proper operation of the trailer’s braking system. The brakes on the tow unit are not rated, nor designed, to control the full GCVW.

Under certain conditions, such as when trailering in hilly or mountainous terrain, when there is significant off-road travel, or when a trailer has a large frontal or side area that can be affected by wind—it is wise to choose a larger tow vehicle. Diesel engines are usually recommended for applications where trailer towing is frequent, as diesels possess both performance and fuel-economy characteristics that are advantageous for towing. Each DNR vehicle authorized to tow has an information sticker with important weight and weight rating information for that specific vehicle (see example.)

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**SAMPLE VEHICLE VISOR STICKER**

**DNR Vehicle / Trailering Information**

Asset Number: 1629486

Vehicle Received Date: 5/6/13; Miles: 197

See owner’s manual for warranty information.

Tire Pressure: Front: 65psi; Rear: 80psi

**INFORMATION:**

- Maximum loaded or towing speed is the legal speed limit, but not to exceed 70 MPH
- The combined weight of the truck, trailer and cargo **must not exceed** the Gross Combination Weight Rating listed to the right.
- It is the responsibility of the driver to be certain that trailering guidelines are followed, cargo secured and the trip completed safely.
- Vehicle, trailering and towing questions should be directed to your respective Regional Fleet Equipment Coordinator.

**Vehicle Weight Information**

- Gross Vehicle Weight Rating: 11,400 lbs.
- Gross Combination Weight Rating: 24,500 lbs.

**TRUCK WEIGHT INFORMATION**

- Actual Vehicle Empty Weight: 7,595 lbs.
- Actual Truck Payload Capacity: 3,805 lbs.

**VEHICLE MAXIMUM TOW WEIGHT/TRAILER RATING INFORMATION**

**Ball Type Hitch (DNR Std. 2” Ball):**

- Maximum Loaded Trailer Weight: 5,000 lbs.
- Trailer Tongue Weight Shall be 10-15% of Total Trailer Weight
- Maximum Tongue Weight: 750 lbs.

**Pintle Type Hitch:**

- Maximum Loaded Trailer Weight: 10,000 lbs.
- Trailer Tongue Weight Shall be 10-15% of total Trailer Weight
- Maximum Tongue Weight: 1,500 lbs.
Terms to Know and Weights to Check

**Gross Vehicle Weight (GVW)** = Base Curb Weight + Cargo Weight + Passenger Weight + fuel weight—is the operating weight. GVW must not exceed GVWR—which should be obtained from the Safety Compliance Certification Label on the left front door lock facing or the door latch post pillar.

**Gross Vehicle Weight Rating (GVWR)**—is the maximum allowable weight of the fully loaded vehicle (including passengers and cargo). This number—along with other constraints such as gross axle weight ratings (GAWR), tire size, and inflation data—is shown on the vehicle’s Safety Compliance Certification Label, located on the left front door lock facing or the door latch post pillar of trucks, or near the tongue on trailers. The GVW must never exceed the GVWR.

**Gross Combination Weight (GCW)**—is the total weight of the loaded tow vehicle (GVW)—including passengers—plus the total weight of the loaded trailer. It is the weight obtained when the loaded vehicle and trailer are weighed together on a scale. GCW must not exceed GCWR (obtain from vehicle’s Owner Guide).

**Gross Combination Weight Rating (GCWR)**—is the maximum allowable weight of the towing vehicle and the loaded trailer—including all cargo and passengers. The GCWR is determined by the vehicle manufacturer, and takes into account the combination of selected drivetrain components as well as braking and steering ability that the tow vehicle can handle without heightened safety risks or costly damage to the vehicle. These ratings are published in owner’s manuals and other vehicle manufacturers’ publications. The measured GCW must never exceed the GCWR. **Note:** This rating assumes that any trailers will have their own operational brakes. Brakes on tow vehicles are certified only to the vehicle GVWR, regardless of what the GCWR may be.

**Tongue Weight**—is another critical measurement that must be made before towing. It refers to the amount of the trailer’s weight that presses down on the trailer hitch. Too much tongue weight presses the vehicle down in back; causing the front wheels to lift and impedes traction, steering response, and braking. This condition can also cause damage to the suspension and drive train. Too little tongue weight can reduce rear-wheel traction and cause instability. Both conditions can result in tail wagging, jackknifing, and loss of control. For proper handling, tongue loads must meet the following requirements:

- For conventional trailers, 10–15% of trailer weight.
- For fifth-wheel trailers, 15–25% of trailer weight.

To measure actual tongue load, disconnect the trailer and place only the tongue—with the coupler at hitch ball height—on a scale. If the tongue load exceeds the upper weight limit, shift the trailer cargo rearward to achieve the recommended tongue load. If the tongue load is less than the lower limit, shift the load forward.

**Gross Axle Weight Rating (GAWR)** is established by the manufacturer and listed on the safety compliance label. It refers to the maximum weight permitted on any given axle. In most cases (but not all), adherence to DNR trailering guidelines relative to: tongue weight, gross vehicle weight ratings, and truck selection—gross axle weight ratings (GAWR) issues will be minimized.

**General Trailering Tips**

Trailer towing places extra demands on your driving skills. We have included a few basic tips that you should know in order to transport your trailer and its contents safely, comfortably, and without abusing the towing vehicle:

**Trailer Brake Requirements:** A separate functional brake system is required (MN state law) on trailers 3,000 lbs. GVWR or greater. The DNR trailering guidelines are designed to ensure all DNR trailers will be in compliance with Minnesota and federal laws. If traveling out of state, be cognizant of variations in state laws that may impact trailer brake requirements.

Breakaway brake systems are required on trailers 3,000 lbs. GVWR or greater and must be functional. A separate trailer battery is necessary on some systems, which requires maintenance/inspection and occasional charging.

**Trailer Safety Chains:** Always use safety chains when towing. Safety chains retain connection between the vehicle and trailer in the event of separation of the trailer coupling or ball. *Cross the chains under* the trailer
tongue and allow enough slack for turning corners. Ensure that all safety chain hooks have the safety latch (spring loaded tab) in place and engaged. See your vehicle and hitch owner’s guides for safety chain attachment information.

**Loading and Binding:** For optimum handling, the trailer should be properly loaded and balanced. Keep the center of gravity low for best handling. Approximately 60% of the cargo weight should be in the front half of the trailer and 40% in the rear (within limits of the tongue weight). Load should also be balanced from side to side for good handling and proper tire wear. All loads should be firmly secured with separate bindings to all four corners to prevent shifting during cornering or braking, which could result in a sudden loss of control. Appropriately rated ratchet type bindings (chains or straps) in good condition must be used. In general, an individual binding must be rated at 50% of the load weight (a 1000 lb load requires four- 500 lb rated chains or straps).

**Driving Considerations:** Trailers accentuate every move and can complicate control. Reduce speed with a trailer, especially on gravel surfaces or poor condition hard surfaces. Caution and alertness is always extremely important.

**Braking**—Allow considerably more distance for stopping with a trailer attached. At 55 MPH stopping distance can double due to hauling a loaded trailer. Always ensure that trailer brakes are functioning properly and the Electric Brake Controller is set at an appropriate gain level. Refer to the operator’s manual for additional information. Applying the trailer brakes momentarily (without using vehicle brakes) can help correct trailer sideway.

**Acceleration and Passing**—The added weight of the trailer will dramatically decrease the acceleration of the towing vehicle; so always exercise caution. If you must pass a slower vehicle, be sure to allow extra distance. Make passes on level terrain with plenty of clearance. Never exceed the speed limit.

**Overdrive (automatic) Transmission**—With certain light truck automatic overdrive transmissions, towing—especially in hilly areas—may result in excessive shifting between overdrive and the next lower gear. If this occurs, it is recommended that the overdrive gear be locked out to eliminate the condition and provide steadier performance (see your vehicle owner’s guide for information). When there is no excessive shifting, use the overdrive gear for optimum fuel economy. Overdrive also may be locked out to obtain engine braking on downgrades. Always use the tow unit’s Tow/Haul mode and Exhaust Brake when available and applicable. Refer to the owner’s manual for additional information.

**Before You Go:** Review the entire system by doing a walk-around inspection. Some important basics to look at include:

- Understand your load—weight and all dimensions
- Proper tow vehicle and trailer for load
- Load within rating limits and properly secured
- Proper hitch and coupler (minimum 2” ball)
- Hitch and coupler pins locked in
- Safety chains connected
- Tire pressure and tread condition
- Lights
- Braking system
- All equipment in good condition

A walk-around inspection should be completed at every stop before getting underway again. It’s possible that hitch pins may come loose, and there have been occasions when malicious removal by vandals appears to have occurred. It only takes seconds to check it.

*Note that commercial vehicles (trucks and trailers) require formal documented daily pre-trip and post-trip inspections that must be properly filed daily (copy in tow vehicle, copy in office). All DNR trailers require a formal documented annual inspection that must be filed with the regional OSD–MR office.*

**Underway:** Within 10 miles of beginning the trip, pull to the side and do another walk-around inspection. Sometimes loads shift and bindings loosen—and it’s most likely to happen within the first few miles. Do it again if your trip is longer than 150 miles. Always keep track of your trailer and load via your mirrors.
Specialty Trailering

**Boat Trailers** are frequently in and out of the water, which presents challenges for lighting systems and wheel bearings.

**Bearings**—Use “bearing buddies” and grease frequently. Check bearing housing temperature by hand periodically, and remedy before a breakdown occurs.

**Lights**—Check frequently for proper functioning.

Before departing, ensure a boat’s bow tie-down strap and safety chain and the transom tie-down straps are latched and secured, and that all items in the boat (lifejackets, etc.) are also secured.

**J5 Trailers** are all in the 9,700 to 10,000 lbs. GVWR range, which is at the edge of pickup truck capability and federal commercial vehicle law. Failures have occurred that inspections might have prevented. J5 trailers are often used in emergency circumstances requiring frequent loading and unloading. To ensure safety and reliability, DNR and Forestry management have agreed that all J5 trailers will be treated as commercial vehicles in terms of annual and daily inspections. This doesn’t necessarily mean that a Commercial Vehicle operator is required (see CDL information page 50). It does mean that a current annual Commercial Vehicle Inspection decal must be affixed to the front of the trailer, and that formal daily trip inspections must be completed and properly filed (copy in truck, copy in office).

- DNR’s pickup trucks that pull J5 trailers may not carry a truck slip-on tank or pump cans filled with water. This is unsafe. Such pickup truck tanks must be empty while pulling a J5.
- A pickup truck must be equipped with a 2.5-inch receiver hitch if is to be used to pull a J5.
- Trailer speeds must be reduced on poor road surfaces.
- While the tie-down system often includes single permanent chains for each front corner—with lengths appropriate for proper weight distribution—ALL chains (including the front permanent chains) must be latched and secured with a ratcheting chain binder.

*Towing and Trailer Safety Training* is web-based training in ELM, which includes information on how to safely load, transport, and operate tow vehicles, trailers and related equipment. It also reviews pre-trip inspections and driving techniques for towing trailers. To take this course, you must enroll through ELM. Click here for instructions. (Search or browse the catalog for Towing and Trailer Safety Training and Click the Enroll link.) As of January 1, 2015, this is required for personnel who tow equipment as part of their position’s tasks and duties.

**Note:** Commercial Vehicles and Commercial Drivers have special trailering rules, guidelines, and licensing. Go to [Minnesota State Patrol Commercial Vehicles](https://www.msp.state.mn.us) web page for additional guidance.
Off-Highway Motorcycle Training

The purpose of this policy is to establish operating protocols for the approval, purchase, and use of off-highway motorcycles. Any division who wishes to purchase OHMs must adopt these protocols and obtain Division Director’s approval before purchase can be made.

1. Require staff to take the DNR OHV/OHM safety training and complete a one-day off-highway motorcycle riding program.
   [http://intranet.dnr.state.mn.us/safety/training/safety_descriptions/offhwy_motorcycle.html](http://intranet.dnr.state.mn.us/safety/training/safety_descriptions/offhwy_motorcycle.html)
2. Require staff to have a DPS motorcycle endorsement on their driver’s license.
3. Require staff to demonstrate clear understanding of traffic laws for motorcycles.
4. Require all work activities be conducted in a paired-staff arrangement and follow established staff safety protocols.
5. Require all staff conducting work activities wear a high-visibility safety vest with DNR across the back, and wear a DOT–certified helmet, eye protection, gloves, long-sleeve shirt, long pants, and steel toe/hard sole shoes with a heel, and other appropriate safety attire.
6. Require that DNR OHMs be trailered to the work site to avoid use on public roads.
7. Require that the OHMs purchased be of the smallest-practical machine size for the work that is being undertaken.

The safety record of the OHMs should be reviewed on an annual basis.
Off-Road Equipment Safety

Objective

To mitigate hazards of operating off-road equipment through knowledge and skills training, safe equipment standards, and personal protective equipment use.

Background

Off-road operating conditions are significantly different from the improved, managed, and maintained conditions that we expect on our roadways. Off-road conditions are mostly natural, with few (if any) improvements to the terrain and little (if any) effort to design-out hazards. Slopes are what they are (often steep); rocks, fallen trees, stumps, holes, wet areas are frequent and often obscured by vegetation. While trails offer the best of off-road operating conditions, none have been designed to accommodate high-speed travel and instead are designed around the natural features that most users value highly.

Things happen in natural settings that, while unexpected, need to be anticipated. The hazards are real, and rescue can be complicated, delayed, and pose additional hazards for others.

Avoiding off-road equipment use is not an option for an agency that manages some 5 million acres of land, thousands of miles of trails, and thousands of water features. Designing out all hazards, most of which are natural, is not realistic nor desirable.

Mitigating hazards via how and what we operate is realistic. Fortunately, most DNR off-road equipment is geared for work, and has top speeds of less than 25 mph. Such items (tractors, mowers, dozers, backhoes, graders, etc.) are equipped with roll-over protection systems (ROPS), seatbelts, and typically a manufacturer’s requirement to wear a hardhat as well; but no requirement to wear a DOT–approved helmet. The work-oriented line of UTVs (Kubota RTV 1100, Bobcat Toolcat, Polaris Diesel HST) all have top speeds of less than 30 mph and don’t carry a manufacturer requirement to wear a DOT–approved helmet.

PPE required to be worn on such work-oriented off-road equipment: Seatbelts, head protection, eye protection, gloves, work boots (see below for details).

Manufacturers of off-road equipment that are designed and marketed for recreational purposes as well as some work capacity—snowmobiles, ATVs (Class 1 ATVs), and some UTV side-by-sides (Class 2 ATVs) with top speeds of more than 30 mph—typically require head protection via a DOT–approved helmet, in addition to ROPS and seatbelts if so equipped. A DOT–approved helmet is always required on this equipment.

Tactics DNR uses to mitigate the numerous hazards include:

Knowledge and Skills Training

All off-road equipment requires specific training prior to operating. Completion of the training needs to be documented in ELM.

- Online or classroom training that focuses on knowledge of the equipment type, with a test to ensure understanding of key elements.
- Documented Skills training, which typically includes a task book that describes the skills demonstration—either individually with a qualified supervisor/leader or via a formal hands-on training course.

Each operator, subsequent to the formal training indicated above, must review the manufacturer’s Operating Manual and all warning labels specific to the equipment to be operated.

Safe Equipment Standards

DNR fleet standards require ROPS and other pertinent safety equipment with all work-oriented acquisitions. Alteration of equipment that has an effect on safety must be approved in writing by the Fleet Manager.
DNR will no longer acquire Class 2 ATVs (ROVs) and existing ROVs will be phased out of service by June 2019. UTV/SxS acquisitions for off-road use will be work-oriented machines consistent with ANSI and SAE Standards for Multipurpose Off-Highway Utility Vehicles (MOHUV) or Light Utility Vehicles (LUV).

All appendages must always be fully inside the cab. Seatbelts must always be worn with items equipped with ROPS.

All existing Class 2 ATVs (Recreational Off-Road Vehicles; ROVs) must be used with side closures (nets, half-doors, or full-doors). Open door operation—without a side net in use—is prohibited.

Equipment must be used consistent with Operators Manual instructions and cautions/warnings, with two interim (through December 31, 2018) exceptions:

- Divisions may continue (through December 31, 2018) on-paved-road use under current conditions without expansion of such use. Steps will be taken to mitigate safety hazards (i.e. reduced speeds, lighting, SMV emblems, etc.) of such use.
- Divisions may exclude (through December 31, 2018) the weight of tracks on existing UTV/SxS when determining payload limitations.

It is expected that as the market conforms to the new MOHUV and LUV ANSI and SAE standards, developments will include products with additional work capabilities.

Class 1 ATVs will not be used for transporting more than 15 gallons of liquid cargo.

**Personal Protective Equipment (PPE)**

Relative to existing Class 2 ATVs, if the machine is capable of speeds greater than 30 mph, a DOT–approved helmet must be worn at all times, regardless of actual speed being operated. If a DNR operation determines that using a DOT–approved helmet is problematic given the work, DNR will either outfit the equipment with a Speed Key (if it’s capable of that) or replace the Class 2 ATVs with a work-oriented machine that has a top speed less than 30 mph.

This DOT–approved helmet requirement continues to exist for snowmobiles and Class 1 (straddle-type) ATVs as per current requirements.

**PPE Requirements**

- Seatbelts: must be worn.
- Head protection: always worn.
  - Hard hat with a chin strap for equipment with a speed capability of less than 30 mph and operating circumstances where a rollover is unlikely.
  - DOT–approved helmet.
    - For all snowmobiles, all Class 1 ATVs, some Class 2 ATVs—those capable of speeds 30 mph or more.
    - While power loading/unloading of all snowmobiles and all ATVs.
    - While operating UTVs on steep slopes and/or conditions with potential rollover hazard.
- Eye protection: windshield, safety glasses with side shields, goggles, face shield with helmet. Hazards include vegetation/branches, dust, and insects.
- Gloves: appropriate for the job and season.
- Work boots: sturdy with ankle support.
- Long-sleeve shirts: recommended, but not required.

Note: particular tasks require additional PPE, fire operations, for example, will require Nomex clothing, etc. Pest control operations will require specific PPE for that effort, etc.
Guidelines for Hauling Fuel and Work Tools in UTVs/SxSs

Objective
To mitigate hazards of hauling flammable and combustible fuels and work tools by establishing standards and procedures.

Background
Off-road Utility Vehicles (UTV) of various types, also known as Side-by-Sides (SxSs), are a valuable tool and used extensively by the Minnesota Department of Natural Resources for activities such as, but not limited to, fire operations, habitat enhancement, noxious weed control, grounds maintenance and hazardous tree removal. Such activities require the use of gas powered chain saws, brush saws, leaf blowers, weed trimmers, pole trimmers, firefighting water pumping units, gas powered herbicide applicators, etc. UTVs/SxSs are used to haul power tools, extra fuel for the power tools and pump motors and ignition/drip torch fuel to remote locations. Carrying in power tools and fuel by hand is not practical in many situations and presents other safety hazards. Gas engines used in slip-on tanks are either bolted to a skid frame or to the tank itself. In both cases, these are firmly bolted directly to the frame of the UTV or to an aftermarket bolted to the frame UTV bed.

A number of UTV/SxS makes and models have, in recent years, been discovered to have significant fire risk, and some manufacturers have issued warnings and labels not to carry fuel. DNR also has had 2 machine fires that stemmed from use on prescribed burns. At least one of DNR’s fire episodes involved debris buildup that caught on fire. Common to most reports known (DNR and elsewhere): machines involved were gasoline powered recreational off-highway vehicle (ROV) types. Some of the other fires involved rollovers and other damage that compromised the plastic high pressure gasoline lines adjacent to a heat/spark source, essentially resulting in a blow torch that became deadly in a number of circumstances.

While gasoline is flammable and significantly more of a fire hazard in DNR applications than diesel (combustible), it is necessary to take reasonable precautions on all of DNR’s UTV/SxS as regards to hauling fuel, regardless if there are manufacturer warning labels or not.

Fuel-Related Hauling Requirements

1. Fuel transport with gasoline or propane powered UTVs/SxSs:
   - Limited to fuel (flammable) in the UTV/SxS original equipment tank, and,
   - Fuel in the tanks of chainsaw(s), pumps, etc. of work tools being transported, and,
   - Mixed torch fuel contained in closed drip torches (6 maximum). As an interim measure (through December 31, 2018) when firing operations are actively in progress, 2 drip torches may be in operational mode with discharge plug open and air breather closed (refer to Prescribed Burn Handbook, Burn Plan, and/or Burn Boss for ignition procedures.).
   - No more than two (2) gallons of additional flammable (i.e. gasoline or mixed fuel) fuel and five (5) gallons of combustible fuel (i.e. diesel).

2. Fuel transport with diesel or electric powered UTVs/SxSs:
   - Limited to fuel (combustible) in the UTV/SxS original equipment tank, and,
   - Fuel in the tanks of chainsaw(s), pumps, etc. of work tools being transported, and,
   - Mixed torch fuel contained in closed (discharge plug closed) drip torches (8 maximum). When firing operations are actively in progress, 2 drip torches may be in operational mode with discharge plug open and air breather closed (refer to Prescribed Burn Handbook, Burn Plan, and/or Burn Boss for ignition procedures.).
• No more than six (6) gallons of flammable (i.e. gasoline and mixed fuel) fuel and fifteen (15) gallons of additional combustible fuel (i.e. diesel).

3. All UTVs/SxSs hauling fuel must be inspected and cleaned daily to remove any combustible debris.

4. Securement requirements regardless of transport type:
   • All fuel and drip torches must be transported in the cargo area or in a safe fashion removed from the passenger compartment (no fuel in the passenger compartment)
   • All work tools must be secured with clamps, tie-down straps, tubular holders, or otherwise secured to sufficiently restrict movement and be isolated from direct contact with any fuel containers (bungee cords are not sufficient by themselves, but may be useful in augmenting other securement devices) or driver and occupants.
   • All fuel containers must be metal type 1 or type 2 safety cans consistent with Guidelines for Portable Fuel Containers Storage, Transportation, and Use.
   • All fuel containers must be secured with clamps, tie-down straps, or otherwise secured to sufficiently restrict movement and be isolated from direct contact with any tools, or other objects that could compromise the integrity of the container. (Bungee cords are not sufficient by themselves, but may be useful in augmenting other securement devices)
   • Securement must be sufficient to provide positive restraint of items in the event of a rollover. Flexible securing devices (i.e. bungee cords and/or hand-tied ropes) are NOT appropriate securement.

Drip Torch Fuel (diesel/gasoline mixture of at least 3 parts diesel to 1 part gasoline):

• Is a mixture of diesel and gasoline, therefore classed a flammable liquid.
• Quantities are limited by the above mentioned limits.
• Must be a safety-compliant drip torch—designed to be leak proof with the spout and plug in the closed position.
• Must be secured in an upright position. Several different types of drip torch holders or brackets are available from various manufacturers. These often mount securely to a water pump skid frame, UTV aftermarket rack, or bed; and often contain a spring-loaded band that holds the drip torch securely within the drip torch holder. A wooden or metal box can also be very useful in securement.

Refer to the policy and guideline documents referenced below for further direction on the storage, transportation and use of fuels.

Note:
1. All UTV/SxS operators must be current with their training requirements including, if used on fire, any training requirements for fire operations as well as all other aspects of off-road equipment safety such as PPE, etc.
2. It is expected that gasoline powered ROVs (Recreational Off-Highway Vehicles, also known as Class 2 ATVs) will be phased out of DNR operations by June 2019.

Additional information sources include:

Fleet Policy Manual, Off-Road Equipment Safety, Appendix 17
Guidelines for Portable Fuel Containers Storage, Transportation, and Use
http://files-intranet.dnr.state.mn.us/user_files/1910/guideline_-_portable_fuel_cont_storage,trans,use_4.10.pdf
National Wildfire Coordinating Group Interagency Transportation Guide for Gasoline, Mixed Gas, Drip-torch Fuel, and Diesel (PMS-442 April 2011)
https://www.nwcg.gov/publications/442