

**BLACK HILLS STATE UNIVERSITY**  
**Policy & Procedure Manual**

SUBJECT: State of South Dakota Motor Pool & Fleet Policy  
NUMBER: 6:4

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Office: Facilities Services

Source: [SD Fleet & Travel Handbook](#); (SDCL 5-25-1.1), SDCL 32-38-1 to 32-38-5.

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1. Purpose

This policy sets forth the process for use of State of South Dakota Motor Pool vehicles at BHSU.

2. Policy

- a. BHSU Facilities Services is responsible to manage the State of South Dakota Motor Pool through its Fleet Office by scheduling and maintaining all South Dakota Motor Pool vehicles assigned to BHSU.
- b. Appropriate Use of State Vehicles
  - i. State-owned vehicles are to be used and occupied exclusively by authorized persons on official state business. State-owned vehicles are to be used for official state travel by state officers, employees, board and commission members, consultants and authorized volunteers. The vehicles shall not be used for commuting to and from an employee's office and residence unless otherwise requested by the respective department administrator and approved by the State Fleet & Travel Director.
  - ii. Persons using state-owned vehicles are not permitted to transport family, friends, non-state business commuters or animals except for service animals.
  - iii. Safety belts shall be worn at all times in accordance with SD State Law.
  - iv. Vehicles should be kept clean on the exterior surface and free of litter and clutter on the inside. If vehicles are returned excessively dirty or with pet hair, the department will be charged a \$25 cleaning fee.

### 3. Procedures

#### a. Scheduling a Vehicle

- i. To schedule a state vehicle, complete the online [Vehicle Request Form](#). Keys are available for pickup at the Facilities Services office from 7:00 a.m. to 5:00 p.m. prior to departure. Please contact this office if special before or after-hours pickup is required.
- ii. If a “no travel weather advisory” has been issued in the requested travel area, state vehicles should not depart BHSU. The Facilities Services Office reserves the right to decline use of a 12-passenger van to transport personnel due to weather & road conditions.

- b. The BHSU Fleet office may prohibit future use of the state fleet if these policies are violated and may charge a department for damage caused to the fleet in accordance with the State of South Dakota Fleet & Travel Management policy manual. Departments may be charged for damage caused from negligent or reckless driving, wrong fuel type use, lost keys, recovery for keys locked in the vehicle, and theft or damage from leaving a vehicle unlocked as examples.

- c. Any maintenance concerns should be reported to the BHSU Fleet office as soon as possible.

- d. For additional information, please contact Facilities Services at 605-642-6244 or refer to the on-line [SD Fleet & Travel Handbook](#).

### 4. Responsible Administrator

The Associate Vice President for Facilities Services, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: ADOPTED/Approved by President Nichols 9/7/2021. Reviewed 2023/1/9.