

**Fleet Management Policy**  
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## **Oneida Fleet Management Policy**

### **Article I. Purpose and Policy**

- 1-1. These minimum standards will enhance efficiency and effectiveness through consolidation and coordination of the vehicles owned by the Oneida Tribe of Indians of Wisconsin.
- 1-2. The purpose of this Policy is to represent the basic guidelines that control the use of all Tribal owned vehicles.
- 1-3. The purpose of this policy is to minimize the Oneida Tribe's liability exposure.

### **Article II. Adoption, Amendment, Repeal**

- 2-1. This policy is adopted by the Oneida Business Committee by resolution # BC-9-24-97-E.
- 2-2. This policy may be amended pursuant to the procedures set out in the Oneida Administrative Procedures Act by the Oneida Business Committee or the Oneida General Tribal Council.
- 2-3. Should a provision of this policy or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other portions of this policy which are considered to have legal force and effect without the invalid portions.
- 2-4. All other Oneida policies, regulations, rules, resolutions, motions and all other similar actions which are inconsistent with this policy are hereby repealed unless specifically re-enacted after adoption of this policy.

### **Article III. Definitions**

- 3-1. This Article shall govern the definitions of words or phrases as used herein. All words not defined herein shall be used in their ordinary and everyday sense.
- 3-2. "Business Unit" an enterprise or program of the Oneida Tribe, or boards, committees or commissions of the Oneida Tribe.
- 3-3. "Business Unit Manager" the manager of a Business Unit. Business Unit Managers may delegate their responsibilities to an appropriate Business Unit designee.
- 3-4. "Business Unit Pool Vehicle" a vehicle assigned to a Business Unit and used as a vehicle within that Business Unit.
- 3-5. "Auto Incident Kit" accident forms and instructions contained in the glove compartment of vehicles.
- 3-6. "Business Miles" miles driven in vehicles by an employee in the performance of their job requirements.
- 3-7. "Central Fleet Vehicle" is a Tribal vehicle assigned through the Fleet Management Office. A vehicle that is available for short-term use from the pool of vehicles usually on a trip-by-trip basis.
- 3-8. "Commuting" travel from home to permanent work site or permanent work site to home.
- 3-9. "Fleet Management Office" is that Business Unit of the Oneida Tribe delegated the responsibilities for managing the Central Fleet vehicles, maintenance and repair programs on all Tribal vehicles, and monitoring use of Tribal vehicles for best use.
- 3-10. "Leave" includes time off from work including vacation, personal time, or other leave.
- 3-11. "Dispatcher" the Central Fleet or Business Unit pool employee who reserves and issues pool vehicles, and usually reports mileage, fuel usage, and maintenance figures to the Business Unit that owns the vehicle.
- 3-12. "General Manager" means either the General Manager or Gaming General Manager as

appropriate.

3-13. “Work site” that location where an employee has his/her assigned permanent work site.

3-14. “Home” the employee's place of residence which shall indicate the starting point any day the employee is not involved in overnight field assignment.

3-15. “Nonbusiness/Personal Miles” miles driven in a Tribal-owned vehicle that are not business-related. Commuting is one example of "nonbusiness/personal miles."

3-16. “On Call” employee status that has been approved in writing by Human Resources Department in order to perform emergency services outside of normal business hours.

3-17. “Tribal Vehicle” any vehicle owned, rented, or leased by the Oneida Tribe.

3-18. “DPW” means the Department of Public Works.

#### **Article V. General**

4-1. Tribal vehicles are not permitted to be used for personal use including any commuting miles.

4-2. Authority to implement and maintain these policies is delegated to the Fleet Management Office. These policies that govern the use of Oneida owned vehicles are minimum standards which may not be lessened or waived. Provided that, Business Units of the Oneida Tribe may issue stricter procedures that do not conflict with these minimum standards. Furthermore, these minimum standards will enhance efficiency and effectiveness through consolidation and coordination of the vehicles owned by the Oneida Tribe of Indians of Wisconsin.

4-3. These Fleet Policies represent the basic policies that control the use of all Tribal-owned vehicles. Individual Business Units may issue stricter additional procedures that do not conflict with these guidelines; however, such procedures must be submitted to the Fleet Management Office for review for potential conflicts with this policy.

#### **Article V. Authorized Drivers**

5-1. Employees must be on the Oneida Tribe’s authorized drivers list in order to drive a Tribal vehicle. Employees are authorized by following the “Vehicle Driver Policy” process and meeting the specified requirements. The Vehicle Driver Policy is administered through the Oneida Tribe’s Human Resource Department.

5-2. Stricter requirements may be established by the Business Units and/or the Fleet Manager related to the type of vehicles being driven, the number of passengers in the vehicle, special training requirements, or other such situations.

#### **Article VI. Vehicles with Additional Driver’s Requirements**

6-1. *Motor Coach Policy.* For vehicles, such as shuttle buses, drivers must be 25 years of age with two years experience on like vehicles to be in compliance with the Oneida Tribe’s insurance policies.

6-2. *Van Use Policy.* Additional provisions apply depending on use.

6-3. *Vehicles Requiring Commercial Drivers License.* A Commercial Drivers License (CDL) issued by the State of Wisconsin is required to operate certain vehicles. It is the driver’s responsibility to obtain the CDL license and provide the Human Resources Department with the proper documentation of the license. Drivers that do not have CDL licenses and operate vehicles requiring such a license will be responsible for any penalties and/or fines incurred while driving these vehicles. The following vehicles require a CDL license:

- a. A vehicle with a gross vehicle weight rating, gross combination weight rating, actual or

registered weight, over 26,000 pounds using the highest of the listed weights.

- b. A vehicle transporting hazardous materials in amounts requiring placarding.
- c. A vehicle that is designed or used to transport 16 or more passengers, including the driver.
- d. Other vehicles that the Fleet Management Office from time to time shall publish and make known to Business Units and the Human Resources Department.

## **Article VII. Pool Vehicles**

7-1. Tribal vehicles fall into two categories: those designated as Business Unit pool vehicles and those designated as Central Fleet vehicles.

7-2. Central Fleet vehicles are reserved and issued to drivers by the Fleet Management Department. A record must be made of each Central Fleet vehicle trip with beginning and ending mileage noted.

7-3. Business Unit pool vehicles must acquire a minimum annual mileage in order to remain in that status. Minimum mileage is 14,000 miles per year. Exceptions to the mileage criteria may be granted upon recommendation of the agency and with written approval of the Fleet Management Office.

## **Article VIII. Permitted and Prohibited Uses of Tribal Vehicles**

### *Subsection A. Employee's Responsibility.*

8-1. A Tribal vehicle shall be for official business or incidental use when away from the work site. Incidental use includes travel to and from lodging and meals, but only when away from an employee's work site.

8-2. The use of a Tribal vehicle by an employee who is under the influence of alcohol or drugs is strictly prohibited. Any such vehicle use will be considered a violation of the Personnel Policy and Procedures, and may be grounds for disciplinary action up to and including discharge.

8-3. There is no smoking allowed in tribal vehicles.

8-4. All drivers and passengers in Tribal vehicles are required to comply with the Wisconsin seat belt law.

8-5. Drivers are not allowed to use tribally owned vehicles for personal use. This includes personal commuting miles to and from home. Drivers may qualify for temporary exemption if an emergency occurs and is reported to the individual's supervisor within 24 hours of the emergency. An emergency is defined as an unexpected medical emergency which involves the driver of the immediate family member of the driver.

8-6. All personal mileage shall be considered as income to the employee and will be reported as such by the Oneida Tribe in accordance with Internal Revenue Service regulations.

8-7. Central Fleet pool and Business Unit pool vehicles may not be used by employees for nonbusiness mileage. Commuting is an example of such use. However, if an employee needs a vehicle for assignments that occur on weekends or when the Central Fleet or Business Unit fleet is not open for business, the employee's home shall be considered as headquarters and no personal mileage shall accrue. For each such occurrence, the agency administrator must authorize this exception in writing on Pool Car Requisition, form \_\_\_\_.

8-8. A Central Fleet pool or Business Unit pool vehicle that will be used to transport a non-employee is considered non-business mileage. Thus, if an employee wishes to travel with his/her family, then that employee should use his/her own vehicle. Provided that, where family members or non-employees are involved in official Tribal business, this provision would not preclude them

from traveling in a Tribal vehicle.

8-9. Employees are responsible for compliance with Internal Revenue Service requirements that relate to mileage reimbursement.

8-10. Tribal-owned vehicles may not be used for vacations.

8-11. Trailer hitches and towing for personal reasons are not permitted.

8-12. Hauling loads with Tribal vehicles that could structurally damage the vehicle is prohibited. Some examples of potentially damaging loads include firewood, sod, and/or gravel.

8-13. Modifications to Tribal vehicles for personal reasons are not permitted. This includes affixing signs, stickers, antennas, bike racks, ski racks, etc.

8-14. Modifications to Tribal vehicles for operating purposes may be undertaken only with the express written consent of the Fleet Management Office.

8-15. Installation and/or use of any radar-detection device in Tribal vehicles is prohibited.

8-16. The use of Tribal vehicles for personal gain, such as delivering goods or services, or operating private pools where the riders pay the driver, is prohibited.

8-17. Hitchhikers are not permitted in Tribal vehicles, except in emergency situations when drivers are rendering assistance to disabled motorists.

8-18. Jump starts are not allowed except in emergency situations and then only to start Tribal vehicles.

8-19. Drivers are responsible for completing mileage logs each time a vehicle is used. These logs shall be submitted to their supervisor each month.

8-20. Drivers are personally responsible for the cost of all traffic citations and parking tickets.

8-21. Drivers are responsible for immediately reporting to the Business Unit Manager all accidents or damage to Tribal vehicles. Auto accident kits in each vehicle will contain a vehicle incident form #\_\_\_ for this purpose. Reports may also need to be completed for local law enforcement personnel.

8-22. The driver must notify the Fleet Manager or DPW Automotive Department immediately of any problem(s) with the vehicle that may be a safety hazard.

#### *Subpart B. Supervisor's Responsibility.*

8-23. Each driver's supervisor is responsible for reviewing mileage records. Supervisors have the ultimate duty and are directly responsible for ensuring that all mileage is recorded. The Fleet Management Office is to assist supervisors to ensure that drivers are recording mileage use. Supervisors are responsible for ensuring monthly mileage logs are submitted to the Fleet Management Office by the third working day of the following month.

8-24. Supervisors are responsible for immediately forwarding to the Fleet Management Office and to the Risk Management Office all accidents or damages reported on form #\_\_\_ within 24 hours after the incident. Reports may also need to be made to local law enforcement personnel.

8-25. It is the supervisor's responsibility to assure drivers have the appropriate license for driving the designated vehicle.

#### *Subpart C. General Responsibility.*

8-26. a. Tribal vehicles must be serviced and maintained according to factory recommendations, or the maintenance schedule established by the DPW Automotive Department. Business Units are responsible for scheduling service and maintenance on Business Unit vehicles. All service and maintenance work shall be completed through the DPW Automotive Department.

Any vehicle deemed unsafe by the DPW Automotive Department will be removed from usual service.

- b. DPW gasoline pumps should be used whenever possible. The Fleet Management Office must issue written directions to these locations and instructions for the use of these pumps to drivers. Oneida One Stop's pumps shall be used if DPW pumps are not available.
- c. If an accident occurs resulting in the inability of the Tribal vehicle to complete a trip drivers should contact the DPW Automotive Department for assistance and instruction for repair.
- d. All vehicles must receive a complete safety check each year. Business Units are responsible for coordinating the safety checks and authorizing necessary repairs.
- f. The Risk Management Office is responsible for submitting insurance claims to the insurance company on vehicle incidents that are reported to their office.
- g. The Fleet Management Office is responsible for obtaining estimates and scheduling of vehicle repair when an incident has been reported to their office.
- h. Tribal logos will be placed on all Tribal vehicles. In cases where the Tribal logo will be a detriment to the services of the Business Unit, a written exemption request with justification must be provided by the Business Unit and approved by the Fleet Manager.

#### **Article IX. Use of Oneida Tribal Administration Central Fleet Vehicles**

##### *9-1. Procedure.*

- a. Reservation requests must be made to the Fleet Management Office. To facilitate equitable utilization, drivers must anticipate needed travel and reserve a vehicle one week before pickup.
- b. A driver must first have authorization from his/her Business Unit Director to use a pool vehicle. This authorization is obtained by completing Vehicle Requisition Form #\_\_\_\_.
- c. Fleet use authorization must be completed each time a vehicle is requested for use.
- d. At the time of pickup, driver is required to sign a Vehicle Use Agreement Form #\_\_\_\_.
- e. Upon return, driver must enter ending mileage on the requisition, sign the form, return keys and pool car requisition to the dispatcher. If vehicle problems were encountered, the driver should fill out a form describing them and present it to the dispatcher.
- f. In an effort to promote economical transportation, the Fleet Management Office may reassign and combine vehicle use for travel to the same destination.
- g. If a vehicle is not picked up the first day it is reserved, the Fleet Management Office will make this vehicle available for reassignment.

#### **Article X. Accidents**

10-1. Vehicles shall have an Auto Incident Kit in the glove compartment which contains forms and instructions for reporting any incident. See Fleet Manager for replacement kits. Drivers must report immediately by telephone if you are involved in an incident with any bodily injury, any rear-end collisions of another occupied vehicle, any damage, or any theft from a vehicle.

#### **Article XI. Coverage - General Information**

11-1. Risk Management will secure and maintain insurance coverage to all vehicles owned by the Oneida Tribe of Indians of Wisconsin.

11-2. All employees using their personal vehicles in the course of their employment will adhere to Human Resources Department policies for authorized drivers.

*End.*

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Adopted - BC-9-24-97-E