
 <p><b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b></p>	<p><b>TITLE:</b> Business Committee Vehicle Usage</p>	<p><b>ORIGINATION DATE:</b> 10-13-2021 <b>REVISION DATE:</b> n/a <b>EFFECTIVE DATE:</b> <i>After last signature</i></p>
<p><b>DEPARTMENT:</b> Oneida Business Committee</p>	<p><b>APPROVED BY:</b> <i>Oneida Business Committee</i> <i>See attached OBC meeting minutes</i></p>	<p><b>DATE:</b> 10-13-2021</p>
<p><b>AUTHOR:</b> Lisa Liggins, Secretary</p>	<p><b>AUTHORED BY:</b> </p>	<p><b>DATE:</b> 10-13-2021</p>

## 1.0 PURPOSE

- 1.1 To establish a standard procedure for use of the BC Vehicle.

## 2.0 DEFINITIONS

- 2.1 BC Vehicle Log: Log used to keep track of the BC Vehicle, which identifies when the vehicle is available, in use, who is using it, and when it will be returned.
- 2.2 BC Vehicle Use Request: The form that is used to document use of the Business Committee's Tribal Vehicle.
- 2.3 Fleet Gas Credit Card: Card used to purchase fuel for the BC Vehicle.
- 2.4 Schedule Maintenance: oil changes, periodic cleaning, safety checks, tire rotations, etc.
- 2.5 Vehicle Mileage Log: A Fleet Management Department form used to track destination, mileage, and employee usage of tribal vehicles.

## 3.0 WORK STANDARDS

- 3.1 The Business Committee is assigned a specific vehicle by the Fleet Management Department.
- 3.2 Any use of the vehicle must comply with the Vehicle Driver Certification and Fleet Management law.
- 3.3 The BC Support Office is responsible to:
  - 3.3.1 Monitor and maintain a BC Vehicle Log for scheduling purposes.
  - 3.3.2 Ensure the BC Vehicle is moved as directed by the Building Manager for snow removal.
  - 3.3.3 Make arrangements with the Fleet Management Department to complete scheduled maintenance.
  - 3.3.4 Make arrangements for the updates to Fleet Gas Credit Cards, as needed.
  - 3.3.5 Submit Vehicle Mileage Log to the Fleet Management Department monthly.
- 3.4 The keys for the BC Vehicle will be secured in the BC Support Office whenever the BC Vehicle is not in use.
- 3.5 The Emergency Management Department is leased a vehicle by the U.S. General Services Administration (GSA) which is managed and tracked under the applicable GSA rules and regulations.
  - 3.5.1 <https://www.gsa.gov/buying-selling/products-services/transportation-logistics-services/fleet-management/vehicle-leasing>

## 4.0 PROCEDURES

### Employee/Driver Duties

- 4.1 Employee/Driver completes a BC Vehicle Use Request and submits the request to the BC Support Office. The request includes:
  - 4.1.1 Date the vehicle is needed
  - 4.1.2 Employee/Driver Information
  - 4.1.3 Destination
  - 4.1.4 Reason for use of the vehicle
  - 4.1.5 Expected returned date
- 4.2 If request is approved, in alignment with the dates provided in the request, the BC Support will provide the keys, Fleet Gas Credit Card, Card PIN, and Vehicle Mileage Log to Employee/Driver.
  - 4.2.1 If the request is denied, the Employee/Driver who submitted the request will be notified of the reason by the BC Support Office.
- 4.3 Employee/Driver completes the Vehicle Mileage Log daily.
- 4.4 Employee/Driver uses the Fleet Gas Credit Card to refuel the vehicle and retains copy of the receipts when the card is used.
- 4.5 On or before the Expected return date, Employee/Driver ensures vehicle is fueled, and ensures the interior of the vehicle is in good condition, clean, and free of debris.
- 4.6 On or before the Expected return date, Employee/Driver returns the keys, Fleet Gas Credit Card, receipts and Vehicle Mileage Log to the BC Support Office.
  - 4.6.1 Employee/Drivers who refuse to refuel the vehicle and/or refuse to ensure the interior of the vehicle is in good condition, clean, and free of debris and/or refuse to return keys/Fleet Gas Credit Card and/or refuse to submit fuel receipts will not be allowed to use the vehicle.

### BC Support Office Duties

#### *Processing BC Vehicle Use Request*

- 4.7 Verify the Employee/Driver listed on the BC Vehicle Use Request is certified per the Vehicle Driver Certification and Fleet Management law.
  - 4.7.1 If the Employee/Driver is certified, refer to 4.8.
  - 4.7.2 If the Employee/Driver is not certified, deny the request and inform the Employee/Driver of the reason. (end)
- 4.8 Review the BC Vehicle Log to determine if vehicle is available for the dates provided on the request and that the Employee/Driver is eligible<sup>1</sup> to check out the vehicle.
  - 4.8.1 If the vehicle is available and Employee/Driver is eligible, refer to 4.9.
  - 4.8.2 If the vehicle is not available and/or Employee/Driver is not eligible, deny the request and inform the Employee/Driver of the reason. (end)
- 4.9 Complete the BC Vehicle Log with the dates provided in the request and proceed to "Checking Out BC Vehicle" section of this SOP.

#### *Checking out BC Vehicle*

- 4.10 In alignment with the dates in the BC Vehicle Log, provide keys, Fleet Gas Credit Card, Card PIN, and Vehicle Mileage Log to Employee/Driver.
- 4.11 Remind Employee/Driver to use Oneida Retail locations for fueling the BC vehicle, unless the vehicle needs fuel before it can be taken to an Oneida Retail location.
- 4.12 Remind Employee/Driver how to use Fleet Gas Credit Card and to retain a copy of the receipts.

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<sup>1</sup> Employee/Drivers who do not abide by their duties, identified in the SOP, will not be allowed to use the vehicle; this information will be noted in the BC Vehicle Log.

- 4.13 Remind Employee/Driver that any crashes or damage must be reported in accordance with the Vehicle Driver Certification and Fleet Management law.
- 4.14 Remind Employee/Driver to refuel the BC Vehicle and ensure it is clean and free of debris before returning it.

*Checking in BC Vehicle*

- 4.15 Upon return of the BC Vehicle, keys, Fleet Gas Credit Card, receipts, and Vehicle Mileage Log, verify the vehicle is refueled.
  - 4.15.1 If the vehicle is refueled, refer to 4.16
  - 4.15.2 If the vehicle is not refueled, contact Employee/Driver and Supervisor, if any, and inform them the vehicle must be refueled before Check In can be finalized.
    - 4.15.2.1 If Employee/Driver does not refuel the vehicle:
      - 4.15.2.1.1 Indicate refusal in the BC Vehicle Log.
      - 4.15.2.1.2 Inform the Employee/Driver and Supervisor future requests for use of the vehicle will be denied.
      - 4.15.2.1.3 Refuel the vehicle
- 4.16 Check that the interior of the vehicle is in good condition, clean, and free of debris.
  - 4.16.1 If interior of the vehicle is in good condition, clean, and free of debris, refer to 4.17.
  - 4.16.2 If interior of the vehicle is in good condition, clean, and free of debris, contact Employee/Driver and Supervisor, if any, and inform them the interior of the vehicle must be in good condition, clean, and free of debris before Check In can be finalized.
    - 4.16.2.1 If Employee/Driver does not ensure the interior of the vehicle is in good condition, clean, and free of debris:
      - 4.16.2.1.1 Indicate refusal in the BC Vehicle Log.
      - 4.16.2.1.2 Inform the Employee/Driver and Supervisor future requests for use of the vehicle will be denied.
      - 4.16.2.1.3 Clean the vehicle.
- 4.17 Check the Vehicle Mileage Log for completeness.
  - 4.17.1 If the log is complete, refer to 4.18.
  - 4.17.2 If the log is incomplete, contact Employee/Driver and Supervisor, if any, and inform them the Vehicle Mileage Log must be completed before Check In can be finalized.
    - 4.17.2.1 If Employee/Driver does not complete the Vehicle Mileage Log:
      - 4.17.2.1.1 Inform the Employee/Driver and Supervisor future requests for use of the vehicle will be denied.
      - 4.17.2.1.2 Complete the Vehicle Mileage Log.
- 4.18 Ensure Fleet Gas Credit Card and receipts are received.
  - 4.18.1 If Fleet Gas Credit Card and receipts are received, refer to 4.19.
  - 4.18.2 If Fleet Gas Credit Card receipts are not received, contact Employee/Driver and Supervisor, if any, and inform them Fleet Gas Credit Card receipts must be received before Check In can be finalized.
    - 4.18.2.1 If Employee/Driver does not provide Fleet Gas Credit Card and receipts:
      - 4.18.2.1.1 Inform the Employee/Driver and Supervisor future requests for use of the vehicle will be denied.
      - 4.18.2.1.2 Submit notice to Accounting and contact Business Unit administrator to remove the Employee/Driver access to the Fleet Gas Credit Card.

- 4.19 Check vehicle for damages.
  - 4.19.1 If vehicle is not damaged, refer to 4.20.
  - 4.19.2 If vehicle is damaged, contact Employee/Driver and Supervisor, if any, and inform them:
    - 4.19.2.1 They will need to follow procedures in the Vehicle Driver Certification and Fleet Management law.
    - 4.19.2.2 Indicate vehicle damage in the BC Vehicle Log.
    - 4.19.2.3 Inform Employee/Driver and Supervisor future requests for use the vehicle will be denied until provisions for crashes or damage to vehicles in the Vehicle Driver Certification and Fleet Management law are concluded.
  
- 4.20 Finalize BC Vehicle Check In.
  - 4.20.1 Complete BC Vehicle Log.
  - 4.20.2 Return keys to secure storage area.
  - 4.20.3 Return Fleet Gas Credit Card to secure storage area.
  - 4.20.4 Submit receipts to the Retail Fuel Specialist.
  - 4.20.5 Return Vehicle Mileage Log to storage area.

## **5.0 REFERENCES**

- 5.1 Vehicle Driver Certification and Fleet Management law

## **6.0 FORMS**

- 6.1 BC Vehicle Use Request
- 6.2 Vehicle Mileage Report

**E. Research Request: Skenandore-Univ. of Wisconsin/Green Bay-The Journey of Learning to Be Oneida - Review recommendation and determine next steps (03:54:36)**

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Liggins to approve the research request from Artley Skenandore Jr. regarding The Journey of Learning to Be Oneida, consistent with resolution # BC-05-08-19-A, Research Requests: Review and Approval to Conduct, and, in accordance with: a. Resolve #2(3), Mr. Skenandore is required to submit the final draft research paper for review; b. Resolve #2(4), Mr. Skenandore is required to submit a copy of the published work and can request to present the research findings to the Oneida Business Committee; and c. Resolve #5, any further use of this research information is subject to authorization by the Oneida Business Committee, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

**F. Approve the Oneida Business Committee Standard Operating Procedure (SOP) entitled Business Committee Vehicle Usage (03:57:34)**

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to approve the Oneida Business Committee Standard Operating Procedure (SOP) entitled Business Committee Vehicle Usage, seconded by David P. Jordan. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

**G. Approve three (3) actions related to the Oneida Golf Enterprise agent (03:59:39); (04:15:43)**

Sponsor: Lisa Liggins, Secretary

Motion by Brandon Stevens to defer this item until after executive session, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

*Item XI.H. was addressed next.*

Motion by Kirby Metoxen to approve the OGE Agent agreement, to appoint Justin Nishimoto as OGE Agent, effective October 27, 2021, and to direct the current OGE Agent, James Petitjean, to submit closeout report to Justin Nishimoto no later than October 27, 2021, seconded by Lisa Liggins. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

Not Present: David P. Jordan

*Item XIII.A.1. was addressed next.*



## BC VEHICLE USE REQUEST

Today's Date:

Driver's Name:

Title/Position:

Phone #:

Date Needed:

Expected Return Date:

Destination:

Reason for use:

