

BLACK HILLS STATE UNIVERSITY
Policy & Procedure Manual

SUBJECT: State of South Dakota Motor Pool & Fleet Policy

NUMBER: 6:4

Office: Office of Facilities Services

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

1. Purpose

This policy establishes the requirements and procedures for the use of State of South Dakota Motor Pool vehicles assigned to Black Hills State University, including the use of the Fleet Management Kiosk for vehicle access.

2. Policy

- a. BHSU Facilities Services is responsible for managing the State of South Dakota Motor Pool through its Fleet Office. This includes scheduling, maintaining, issuing, and monitoring all state 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. Vehicle Access and Kiosk Procedures

- i. To schedule a state vehicle, complete the online reservation through the [SD Fleet and Travel Website](#)
- ii. Approved drivers will receive instructions for kiosk access after a reservation is confirmed.
- iii. Drivers must check vehicle keys out and return keys using the Fleet Management Kiosk. Keys can be checked out one hour before and up to one hour after your scheduled departure time. Access outside this window requires Fleet Office approval.
- iv. Vehicle keys are available 24/7 at the kiosk system in the main entrance of the Life Sciences Building.
- v. When returning vehicles and keys, drivers are responsible for completing all required prompts at the kiosk including mileage and vehicle condition.
- vi. Any damage, mechanical issues, or safety concerns must be reported immediately through the kiosk system and directly to the Fleet Office.
- vii. If a no travel weather advisory is issued in the travel area, state vehicles should not depart BHSU. Facilities Services reserves the right to restrict use of certain vehicles due to weather or road conditions.

b. Driver Responsibilities

- i. Drivers are responsible for returning vehicles with a full tank of gas.
- ii. Refer to pages 6 and 7 of the Fleet and Travel Procedures Manual on the [SD Fleet and Travel Website](#) for detailed driver responsibilities.
- iii. Student drivers must complete the Volunteer Agreement Form (through Human Resources) for insurance purposes.

- c. 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.

- 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 by President 9/7/2021; Reviewed 2023/1/9; Revised 2026/03/03.