



The Driver Responsibility Certification expires after two years and must be updated accordingly. A driver authorized to operate an OMES CAM Fleet Management vehicle on behalf of an agency must read and comply with the responsibilities outlined herein.

1. General responsibilities – drivers shall not:

- a. Drive or operate state vehicles WITHOUT a valid driver's license; drivers with an invalid driver's license (e.g., a revoked or expired driver's license) may be deemed uninsurable by OMES RAC Risk Management, and any losses incurred under such conditions shall be borne by the employing agency.
- b. Use the vehicle for business other than official state business only ([47 O.S. § 156.1](#)) or outside the vehicle's designated capabilities.
- c. Violate any traffic laws; all traffic violation fines shall be the sole responsibility of the driver involved.
- d. Allow an unauthorized person to drive or ride in the vehicle.
- e. Transport alcohol, illegal drugs, weapons or animals in a state-owned, leased or rented vehicle unless it is related to the mission of the agency.
- f. Operate a vehicle under the influence of alcohol, another intoxicating substance or any combination thereof (including any drug or narcotic prescribed by a doctor or otherwise) that might affect the driver's ability to operate the vehicle ([47 O.S. § 11-902](#)).
- g. Text while driving ([47 O.S. § 11-901d](#)) or engage in other distracted driving behavior, which includes but is not limited to talking on the phone, self-grooming, eating, etc. ([47 O.S. § 11-901b](#)).
- h. Smoke in state vehicles ([63 O.S. § 1-1523\(E\)](#)).
- i. Leave the fleet card in a vehicle (always keep the card in the key pouch provided by OMES Fleet Management).

2. Fuel purchases:

- a. Drivers are only permitted to fuel vehicles with REGULAR unleaded fuel or the appropriate alternative fuel (e.g., E85, CNG, LPG, etc.)
- b. Drivers must not wait until fuel is at a critically low level before fueling, especially in the winter and summer seasons.
- c. Drivers must fuel at Level 3 fuel sites. Level 3 fuel sites can be identified:
 - i. Through the [OMES CAM Fleet Management Driver Resources webpage](#).
 - ii. By swiping the card prior to fueling up. If the driver is NOT prompted for a PIN and odometer entry, the site is not a Level 3 station.
- d. Transactions at Level 3 gas stations exclude Federal Motor Fuel Taxes (FMFT: gasoline at \$0.184 and diesel at \$0.244 per gallon) from invoices and provide essential transaction details. If a driver repeatedly fuels an OMES vehicle at a non-Level 3 gas station, the fleet card will be blocked, and reimbursement for any out-of-pocket funds will be the responsibility of the leasing agency.
- e. Drivers are required to enter accurate odometer readings when charging fuel, products or services to the fleet card.
- f. Drivers shall use only the personal identification number (PIN) assigned to them. Sharing a PIN with anyone is strictly prohibited.
- g. Drivers shall not use the fleet card assigned to a specific vehicle to fuel or service any other vehicles, or for any other purchases.
- h. Drivers must strive to minimize the vehicle's idling time ([OMES CAM FM Policy F003](#)).

3. Vehicle maintenance:

- a. Drivers must service their vehicles in accordance with the [updated OMES service procedures](#).
- b. Service and repairs beyond the five standard maintenance items (i.e., all tire issues other than rotation; A/C or heater problems; check engine lights; mechanical problems) must be approved by Fleet Management by calling 405-521-2204 to discuss the issue.

- c. A copy of the itemized work order/invoice and receipt must be provided to OMES by the end of the next business day, and it must include the driver's name, agency name and number, vehicle number, and odometer reading at the time of service, all written legibly.
- d. If road assistance is needed, call 855-407-5379 (press 1). Emergency repairs (after-hours/weekend) and wrecker service are permitted for OMES CAM Fleet Management vehicles.

4. Fleet purchases:

- a. Drivers are required to inform the service provider at the time of purchase that charges are exempt from state sales tax. The sales tax exemption number is printed on the face of the fleet card; a sales tax exemption letter is in the glove box. Do NOT pay an invoice that includes sales tax.
- b. Drivers must review receipts at the time of purchase for accuracy of the odometer entry, fuel type, gallons pumped and description of any other items purchased. If there are any errors, notify the clerk and make corrections BEFORE leaving the service station.
- c. The maximum amount that can be charged to the fleet card for one car wash is \$25; there is a limit of one car wash per vehicle in one month (no detailing).

5. Damages and costs (per [OAC 260:75-1-5\(f\)](#)):

- a. Agencies will be billed for all:
 - i. Costs relating to repairs to, or loss of value of, OMES CAM Fleet Management vehicles occurring because of driver negligence, abuse, fault or failure to adhere to the scheduled maintenance requirements.
 - ii. Expenses due to excessive or unapproved fuel, maintenance or all other purchases.
- b. Agencies may choose to recover excessive or unapproved expenses, or costs incurred due to negligence, abuse or fault from the employee.
- c. Upon receipt of the leased vehicle, it shall be the responsibility of the lessee if any damage is located on or in the vehicle upon inspection. Lessee assumes the responsibility of any damage on or in the vehicle that is not reported by the lessee upon its inspection.
- d. Agencies and drivers shall report any damage to the vehicle, no matter how minor, immediately upon discovery to the lessee agency, and to OMES CAM Fleet Management and OMES Risk, Assessment and Compliance.

The agency must complete and sign this form, attach it to the employee profile in Fleetio, and email it to fmd_trip@omes.ok.gov.

AGENCY INFORMATION

Agency	Division
Agency number	Department (if applicable)

DRIVER SIGNATURE AND VEHICLE INFORMATION

The undersigned driver acknowledges that they have read and understand the information contained herein and agree to comply with said requirements and all other rules and laws applicable to a driver operating a vehicle in Oklahoma.

Driver name		Employee ID
Phone		Email (work or agency)
Parking ZIP code	Parking state vehicle at home? ☐ No ☐ Yes (Submit OMES CAM Form FM022)	Assigned vehicle/unit #
Driver signature		Date