



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2019 WASHING ST EAST
BUILDING 15, 2nd FLOOR
CHARLESTON, WEST VIRGINIA 25305



DRIVER RESOURCES

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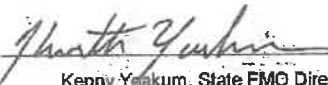
WEST VIRGINIA CERTIFICATE OF INSURANCE

This certificate of insurance is evidence of liability insurance for a state-owned or leased vehicle. The certificate is valid only as long as liability insurance remains in force. This certificate serves as evidence of insurance when registering the state-owned or leased vehicle, when having the vehicle inspected, when an accident occurs, or upon request of a law enforcement officer.

KEEP A COPY OF THIS CERTIFICATE IN YOUR VEHICLE AT ALL TIMES.

For your convenience, additional copies are available upon request at Fleet@wv.gov.

DOA-FM-017

WEST VIRGINIA CERTIFICATE OF INSURANCE	
The Fleet Management Office certifies that there is in effect a motor vehicle liability policy upon this state-owned or leased vehicle in accordance with the provisions of the West Virginia Motor Vehicle Code. KEEP A COPY IN THE VEHICLE AT ALL TIMES.	
Authorized Representative:  Kenny Yoakum, State FMO Director	
West Virginia Board of Risk and Insurance Management Underwriter: National Union Fire Co. of Pittsburgh Comprehensive Auto Liability Insurance Auto Physical Damage Insurance (including Comprehensive, Collision, and Garage Keeper's Insurance). NAIC # 19445 Policy Number: 3135743 Policy Term: 07/01/2026 – 06/30/2027	West Virginia Dept. of Administration Fleet Management Office 2310 Kanawha Blvd E P.O. Box 50121 Charleston, WV 25311 Fleet Mgt Toll-free: (855) 817-1910 Claims: Toll-free (800) 345-4669
Additional copies available upon request at Fleet@wv.gov DOA-FM-017 Revised 11 JUNE 2024	

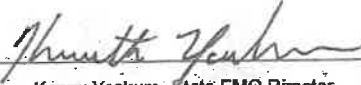
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Eric L. Householder
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2310 KANAWHA BLVD EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311

Kenny H. Yoakum
DIRECTOR

STATE OF WEST VIRGINIA VEHICLE USE POLICY

Effective: **January 30, 2025**
Issued By: **Fleet Management Division**
Subject: **Employee Use of Employer Provided Motor Vehicles**

Purpose

WV Code §5A-12-3. (6) requires the Fleet Management Division to develop safe operation and the policies governing state vehicles. The purpose of this policy is to establish a statewide, uniform policy on the use, assignment, operation and reporting of state owned, leased, or rented motor vehicles.

1.0 Policy Application

1.1 This policy applies to all state employees who drive or operate state vehicles (referred to as “employee” or “employees” throughout this policy).

1.2 A copy of this statewide administrative policy shall be placed and kept in all state motor vehicles.

1.3 This policy does not apply to law enforcement vehicles.

1.4 This policy supersedes any previously issued policy.

1.5 This policy may be amended, without reissuing the entire policy, as needed, by the addition of new sections.

2.0 Authorized Use

State employees may only use a state owned, leased or rented motor vehicle for:

2.1.1 Official state business.

2.1.2 Travel between the place where the state motor vehicle is dispatched and the place where official state business is performed. Agencies must determine the lowest cost option before traveling by using Travel Management’s “Vehicle vs. Reimbursement Calculator”.

2.1.3 Travel when on paid travel status, between the place of state business and the place of temporary lodging or for obtaining food.

2.1.4 Travel when on paid travel status and not within reasonable walking distance, between the place of state business or the place of temporary lodging, and places to obtain meals, places to obtain medical assistance, and similar places required to sustain the health, welfare or continued efficient performance of the employee.

2.1.5 The transport of other officers, employees or guests of the state when they are on official state business.

2.1.6 The transport of consultants, contractors or commercial firm representatives when such transport directly relates to official state business.

2.1.7 Travel between the place of dispatch or place of performance of official state business to your personal residence only when specifically authorized by the proper authority in your agency.

2.1.8 With the approval of the FMD or the agency to which the vehicle is assigned, vehicles may also be driven by federal and other personnel acting on behalf of the state, including West Virginia National Guard personnel in the performance of their official duties.

2.1.9 De minimis personal use, such as a stop for lunch while traveling on official state business

2.2 Taking Vehicles to Personal Residence

A state employee may take a state vehicle to the employee's residence if:

2.2.1 The vehicle is assigned as a take home vehicle.

2.2.2 The vehicle is a pool vehicle, and the employee's home is located a distance from the vehicle pool location that taking the vehicle home would result in a savings in time and distance traveled.

2.2.3 Travel to the place of performance of state business must begin too early in the morning to allow the employee to secure a state vehicle before departing that day.

2.2.4 The employee returns from the place of performance of state business too late in the day to return the state vehicle that day.

2.3 Unauthorized Use

State vehicles may not be used for any purpose other than official state business. Unauthorized use includes, but is not limited to:

2.3.1 Any personal purpose.

2.3.2 Travel or tasks which are beyond the vehicle's rated capability.

2.3.3 Transport of family, friends, associates or other people who are not employees of the state or serving the interest of the state (i.e. hitchhikers).

2.3.4 Transport of cargo which has no relation to the performance of official state business.

2.3.5 Transport of pets, livestock, domestic or wild animals except in the conduct of official state business.

2.3.6 Transport of acids, alcohol, explosives, weapons, ammunition or highly flammable material, except by the course of official duties, specific authorization, or in an emergency. Transport of these restricted items must be in compliance with all applicable local, state, and federal laws.

2.3.7 Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.

2.3.8 Operating a state motor vehicle while under the influence of legal or illegal drugs that could impair driving.

2.3.9 Operating a state motor vehicle after the consumption of alcohol.

2.3.10 Transport of employees from the normal place of business to restaurants or other places while not on official state business.

2.3.11 Engaging in any activity that would impede the safe operation of the vehicle.

2.3.12 Attending sporting events, including hunting and fishing, which are not in the service of state business.

2.3.13 Unauthorized use of state motor vehicles may result in disciplinary action from the employee's agency, up to and including termination.

2.4 Other Prohibited Actions

State Employees operating a state vehicle on official business are prohibited from:

2.4.1 Unreasonably extending the length of time the vehicle is in the employee's possession beyond that which is required to complete the official purpose of the trip.

2.4.2 Operating state vehicles at any time with any measurable amount of alcohol from alcoholic beverages or controlled substances in their bodies.

2.4.3 Operating a state vehicle without a valid driver's license or while said license is under suspension or revocation.

2.4.4 Smoking, including vaping, while in a state vehicle.

2.4.5 Adding to a state vehicle any non-state issued devices, appliances, radios, antennas, seats, or other after-market equipment to a state vehicle, including but not limited to radar detectors, CB radios, satellite radios, non-state owned fixed-mount GPS devices, GPS blocking devices, speakers or car heaters to a state vehicle. Any aftermarket products including stickers and decals. Exemptions must be approved in writing by the FMD.

2.4.6 Removing or disabling any item from a state vehicle that was either installed on the vehicle by the manufacturer or by the state, including but not limited to cruise control, radio, spare tire, jack, state agency decals, door or seat belt warning buzzers, air bags, seats, seat belts, speakers, or On-Star equipment, or state-Owned GPS devices.

2.5 Agency Responsibilities

2.5.1 Agencies have the responsibility and authority to restrict or prohibit state employees from operating state vehicles when the agency is aware that the employee has a history of unsafe or irresponsible driving.

2.5.2 Heads of all departments, offices, agencies, commissions, boards, bureaus and institutions are responsible for implementation of this policy and all legislative requirements.

2.5.3 Agency heads, Cabinet Secretaries and Agency Fleet Coordinators must weigh all options when considering how to meet the transportation needs of their agency at the lowest cost to the state.

2.5.4 Department heads must annually complete state reporting requirements for all employees who take home a vehicle assigned in their department. Completed forms must be submitted to FMD no later than July 1st of each year or whenever a take home vehicle is newly assigned or reassigned. This form serves as the agency's justification of take-home vehicle assignment and proof of meeting the criteria outlined above.

2.6 Employee Responsibilities

2.6.1 Employees are expected to use state vehicles in a responsible manner and within the bounds of all traffic and parking laws.

2.6.2 Employees are responsible for their actions while using a state vehicle. Employees should have no expectation of privacy regarding the use of state vehicles. When using a state vehicle, employees consent to monitoring by the FMD, their agency, law enforcement agencies, and by any other individual or organization, including the Citizens of the State of West Virginia. State vehicle use may be tracked by all available means, including, but not limited to, mileage reporting, visual surveillance, and electronic monitoring to include Global Positioning System ("GPS") tracking. Misuse of a vehicle as reported by any form of monitoring and tracking may result in disciplinary action, criminal prosecution, and other penalties.

2.6.3 The employee must pay any towing, storage, parking or traffic fines and tolls resulting from the employee's violation of existing laws or ordinances while operating a state vehicle. The state will not reimburse the employee for any such fines.

2.6.4 Employees shall comply with all applicable state and local traffic and parking laws including paying tolls. In the event of a violation of such state and local traffic and parking laws, the employee shall be personally liable for any criminal or civil penalty incurred. All employees shall be required to notify his or her supervisor of any tickets as soon after receipt as possible (as well as any change in the status of an employee's driver's license) and prior to the payment due date or scheduled court date. Such an employee shall also provide his or her supervisor proof that (a) such ticket has been paid within 10 working days after the payment of such ticket or (b) in the case of appeal, the court's final decision.

2.6.5 Employees shall possess a valid driver's license from the state in which he/she lives or in the case of a suspended or revoked license, special work privileges must be awarded by a court. In the case of a suspended or revoked license, the employee shall not operate a state motor vehicle until such privileges have been acknowledged by the employee's agency.

2.6.6 Employees will complete a walk-around inspection and shall be responsible for checking the state motor vehicle before operating to ensure that the vehicle lights, turn signals, brake lights and other safety equipment are functional on the state motor vehicle. If the employee finds any of this equipment is not functioning properly, the employee shall report malfunctions to his or her supervisor as soon as possible to arrange for repairs.

2.6.7 Employees must ensure that fuel vendors accept the state fuel card/approved FMD fueling mechanism prior to fueling or purchasing other vehicle related services.

2.6.8 Employees are to lock the doors of state vehicles when the vehicle is not in use.

2.6.9 Employees are not to drive any state vehicle with damage or defects which make the vehicle unsafe for operation. Employees must ensure that state vehicles are maintained in a manner that follows all manufacturers' recommendations including but not limited to the manufacturer's preventative maintenance schedule.

2.6.10 The use of cellular phones while driving is unlawful unless used with a hands-free device. If a cell phone must be used while driving, employees should pull over to the side of the road at the safest opportunity or pull into a rest stop or parking lot and stop the vehicle. Texting while driving a state-owned vehicle is strictly prohibited and unlawful.

2.6.11 When fueling a state-owned vehicle, the employee must:

- Make every effort to purchase fuel at the least expensive outlet.
- Purchase the lowest grade fuel available for the vehicle while following the manufacturer's recommendation.
- Purchase E-85 ethanol fuel if the state-vehicle is Flex Fuel capable

2.7 Authorized Passengers

2.7.1 The following individuals may ride as passengers in a state vehicle:

- A state employee conducting business on behalf of the state.
- Wards of the state.
- Passengers transported as part of an employee's specific duties.
- Other non-state employees who are independent contractors or agents conducting business on behalf of the state.

2.8 Personal Use

2.8.1 Taxable personal use of an employer-provided vehicle includes:

- Commuting between residence and work location.

2.8.2 The following are examples of de minimis nontaxable personal use:

- A small personal detour (defined as less than 5 miles each direction) while on business, such as driving to lunch while out of the office on business.
- No more than one day per month commuting in employer vehicle. This does not mean that an employee can receive excludable reimbursements for commuting 12 days a year. The rule is available to cover infrequent, occasional situations.

- An employee using a motor pool vehicle for a business meeting where the employer requires that motor pool vehicles be returned at the end of the business day, but the employee is delayed, and the motor pool is closed when the employee arrives back at the office. The employee may take the vehicle home and return it the next morning. Assuming that this is an infrequent occurrence for that employee, that is, generally happens no more than once a month, the commuting value of the trip would be considered a nontaxable de minimis fringe benefit. If not an infrequent occurrence, the commute would be taxable to the employee.

2.8.3 IRS Requirements for Employer Provided Vehicles

- The Internal Revenue Service requires payroll tax withholding and compensation reporting for employees using state-owned vehicles for non-business or commuting purposes. These employees must complete and certify Statements of Employer Provided Vehicle Use each payroll period.
- Separate records of business and personal mileage are required.

2.9 Take Home Vehicle Assignment Criteria

2.9.1 Each agency head has discretion to decide whether a take home vehicle should be assigned to an employee. Agencies must demonstrate that the duties of the employee meet one of the following criteria:

- In the case of an elected or appointed state officer, the duties of the office require driving about the State of West Virginia in the performance of official duty.
- In the case of department or commission heads, the statutory duties imposed in the discharge of the office require traveling a distance greater than 1,100 miles each month or that they are subject to official duty call, at all times.
- In the case of employees, it must be shown that the major portion of the duties assigned to the employee must require travel on state business in excess of 1,100 miles each month, or that the vehicle is identified by the agency as an integral part of the job assignment. In addition, at least one of the following criteria must be met.
 - a. The job requires an employee to be on call on a recurring basis beyond normal duty hours and, when called out, requires immediate travel from a residence to a location where specific skills, services, tools, equipment or supplies are necessary to perform the job. This is typically based on the reporting on the number of call outs during the last 12 months.
 - b. The job involves leaving directly from home to a continually variable work location, in which travelling to a central location to obtain a state-owned vehicle would result in significant amounts of unnecessary travel time and loss of productive hours.
 - c. The employee works from a home office with continual variable work location (inspectors, case workers, investigators, etc.).
 - d. The employee is a public safety emergency responder.

- In computing the number of miles required to be driven by a department head or an employee, the distance between the individual's home and office or designated official station may not be considered as a part of the total.
- Employees who are assigned a state-vehicle on a temporary basis may take that vehicle to their place of residence for de minimis commuting usage, such as staging the vehicle at home in preparation to travel the next day or returning from travel to your home too late in the day to return the vehicle to your duty location.

2.10 Vehicle Accident

2.10.1 In case of a vehicle accident while operating a state vehicle employee must:

- Notify the West Virginia State Police, local law enforcement authority or other appropriate law enforcement agency.
- Notify the Board of Risk and Insurance Management as soon as reasonably practical by completing the Loss Reporting Form on the Board of Risk and Insurance Management's website and submitting the process prescribed by the agency.
- Notify manager and/or supervisor.
- Make no statement as to fault or liability. If a claim results, respond to law enforcement authorities or someone hired by the state to investigate the accident.
- Obtain the name, address, phone number, driver's license number, vehicle license plate, insurance company and policy number of all involved drivers. Diagram the accident. Obtain the name, address, and phone number of witnesses and passengers.
- Provide the attending police authority's report to his/her agency's vehicle coordinator and repair facility so that it can be attached to the repair estimate.
- Contact the FMD to cancel any services related to the vehicle.
- Make every effort to have the vehicle towed to the nearest secure state facility, in lieu of a private storage facility, should the vehicle need to be towed.

2.11 Vehicle Theft

2.11.1 In the event that a state vehicle is stolen, employees must:

- Notify the appropriate law enforcement agency. Record the attending officer's name and badge number.
- Notify the Board of Risk and Insurance Management.

- Notify your agency director/agency fleet coordinator of the theft.
- Turn in any keys to the vehicle to the agency fleet coordinator to cancel any services, fueling and maintenance.

2.12 Vehicle Fleet Administration

2.12.1 All newly purchased vehicles must be titled, registered and plated through the Division of Motor Vehicles.

2.12.2 Agencies are responsible All state-owned vehicles are required to have a current state plate and must be entered into wvOASIS Fixed Assets.

2.12.3 The FMD oversees vehicles 1-ton and under, excluding ATV's or vehicles requiring a commercial driver's license. Agencies must report vehicle information fitting these criteria to the FMD, including maintenance and fuel purchases.

2.12.4 Agencies may keep supplemental vehicle information and records in other systems, but these supplemental systems do not supersede the requirements of this policy to report vehicle information to the FMD.

2.12.5 Agencies are responsible for maintaining current and accurate vehicle information such as odometer readings for vehicles in the agency's fleet under the oversight of the FMD and report that information to the FMD.

2.13 Vehicle Fuel Cards

2.13.1 The state-wide fleet fuel card program provides state agencies with a widely accepted fleet fuel card. The card allows employees driving state vehicles to purchase fuel for those vehicles. Use of the fleet fuel card is designed to streamline and automate the purchase of fuel for state business.

2.13.2 Fuel transactions must be reported to the FMD at least annually. All fueling transactions must be facilitated by an approved FMD mechanism.

2.14 Vehicle Maintenance

2.14.1 All Maintenance/Repair activity must be reported to the FMD at least annually.

2.14.2 All Maintenance/Repair activity must be facilitated by an approved FMD mechanism.

Inquiries about this policy should be directed to:

Fleet Management Division
2310 Kanawha Blvd, East
Charleston, WV 25311
Ph # 1-855-817-1910



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2101 WASHINGTON STREET, EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25305-0121

ACCIDENT PROCEDURES

Accidents must be investigated by the spending unit within two (2) calendar days of the accident. The Agency Fleet Coordinator must provide to the Board of Risk and Insurance Management (BRIM) an accident report with sufficient detail to determine the circumstances of the accident.

1. Driver must contact law enforcement agency where the collision occurred.
2. Driver must notify their Agency Fleet Coordinator as soon as possible.
3. Agency Fleet Coordinator / driver must provide to BRIM an Insurance Loss Notice form which must be completed within 48 hours of the collision in order to submit a claim for an automobile accident. This form can be submitted one of the following ways:
 - a. Electronically on the BRIM website: <http://www.BRIM.wv.gov>
 - b. Scanned and emailed to: BRIM.claims@wv.gov
 - c. Mailed with the original and one copy to:
Board of Risk & Insurance Management, Claims Management
1124 Smith Street, Suite 4300
Charleston, WV 25301
Telephone: 304-766-2646
Fax: 304-558-6004
Toll-free: 800-345-4669
4. Estimates: If damage is more than \$2,500, an adjuster will evaluate the damage. Otherwise, two estimates must be submitted with the form. There is a \$1,000 deductible amount payable by the agency. The insurer reserves the right to inspect all damages prior to repairs being completed. Prior to securing the estimates, the spending unit should await contact from the insurer as to how it wishes to proceed.
5. The Agency Fleet Coordinator must send a copy of all pertinent information and written notification stating date and repair completion as soon as possible.
6. **If the vehicle is a total loss, the Fleet Management Division must be notified immediately.**

Reminder: All vehicles being retired must show normal wear and tear and be free of any accident damages.

INSURANCE LOSS NOTICE
State of West Virginia-BRIM

Instructions: For **all** losses, complete sections 1, 2 & 3
For **Auto** losses -- **also** section 4
For Insured **Property** losses -- **also** section 5

(1) INSURED INFO: Name _____ BRIM Cert.# (required) _____

Insured Address: _____

Insured Contact: _____ Phone Number (day): _____

Person with Detailed Knowledge on Loss: _____

How Do We Reach That Person? _____

(2) LOSS INFO: Date of Loss: _____ Time of Day: _____

Location: (Street address) _____

Description: _____

Investigated By: (Police, Fire, etc.) _____

Witnesses: NAME ADDRESS PHONE

1 _____

2 _____

(3) CLAIMANT INFO: use additional sheet(s) as necessary

Name _____ Home /Cell Phone #: _____

Address: _____ Work Phone #: _____

Date of Birth: _____ Social Security #: _____ Sex: _____

Description of Injury or Damage: _____

(4) AUTO INFO: use additional sheet(s) as necessary

Insured Vehicle

Claimant Vehicle

Year _____ Make _____ Model _____

VIN _____

Driver _____

Address: _____

Phone: _____ License # _____

Passengers _____

Estimate Amount \$ _____

(5) PROPERTY LOSS INFO: Loss Type: ()Fire ()Windstorm ()Burglary & Theft ()Fidelity
()Boiler & Machinery ()Vehicle ()Aircraft ()Other _____

SUBMITTED BY: _____ DATE: _____

West Virginia Board of Risk & Insurance Management * 1124 Smith St., Suite 4300 Charleston, WV 25301
(304) 766-2646 * (800) 345-4669 * fax (304) 558-6004

Fleet Driver Report of Accident/Incident/Event

Accident/Incident Date:			Accident/Incident Time:		
Report Type: Accident ☐	Incident ☐	Event ☐	Report Type: Initial ☐	Interim ☐	Final ☐

Spending Unit Driver Information (You may complete this section at your office)					
Name:			Date of Birth:		
Job Title:		Assigned Department/Division:		Work Phone Number:	
Driver's License Number:	Expiration Date:	Date Last Completed Defensive Driver Training?		Seat Belt On? ☐ Yes ☐ No	

Spending Unit Vehicle Information (You may complete this section at your office)					
Vehicle Make:		Vehicle Model:		Vehicle Number:	
Vehicle License Plate Number:		Vehicle Color:		Odometer at time of accident / incident:	
Describe Damages to Spending Unit Vehicle:		☐ Minor		☐ Moderate ☐ Major	
Is this a rental vehicle?	☐ Yes ☐ No		Is this a Personally Owned Vehicle?		☐ Yes ☐ No
If YES, provide name of rental company					

Accident Details (to be completed at the scene of accident/incident)					
Location of Accident/Incident	Address:		City:	State:	Zip Code:
Road Conditions:	Dry ☐	Wet ☐	Ice ☐	Snow ☐	Weather Conditions: Overcast ☐ Rain ☐ Snow ☐ Fog ☐
Traffic Conditions:	Light ☐	Heavy ☐	How fast were you driving - MPH?		Estimated speed of other vehicle:

Other Driver / Registered Owner / Vehicle Information (To be completed at the scene of accident/incident)							
Driver's Name:		Date of Birth:		Driver's License No.:	State:	Expiration Date:	
Home Phone Number:		Work Phone Number:		Number of Passengers in Other Vehicle:			
Driver's Address	Street:		City:	State:		Zip Code:	
Registered Owner of Other Vehicle (If different from Driver)		Home Phone Number:		Work Phone Number:			
Owner's Address	Street:		City:	State:		Zip Code:	
Other Party's Insurance Info	Insurance Co:		Address:	Phone Number:		Policy Number:	
Vehicle Make:	Vehicle Model:		Year:	Color:			
Extent of Damages to Other Vehicle:		☐ Minor		☐ Moderate		☐ Major	
License Plate of Other Vehicle	Plate Number:		State:		Describe Damages to Other Vehicle:		

WITNESSES (To be completed at the scene of accident/incident)		
Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

Passengers in Spending Unit Vehicle (You may complete this section at your office)			
Name:	Address:	Phone Number:	Describe Injury (If Applicable)
Name:	Address:	Phone Number:	Describe Injury (If Applicable)

Passengers in Other Vehicle (To be completed at the scene of accident/incident)			
Name:	Address:	Phone Number:	Describe Injury (If Applicable)
Name:	Address:	Phone Number:	Describe Injury (If Applicable)

Describe How This Accident/Incident Occurred

Was There Any Additional, Non-Vehicle Property Damage?

Check & Name Agencies Responding to the Accident/Incident Scene					
☐ Fire	☐ Ambulance	☐ State Police	☐ City Police	☐ County Sheriff	☐ Other
Was a Report Made?		☐ Yes	☐ No	Accident Report Number:	
Investigating Agency:		Name		Address	
Date & Time 911 was Notified of Accident/Incident			Date:	Time:	

For the documentary purpose of this report, by electronically entering your name in the appropriate field above, the driver and supervisor are exercising their intent to sign the report and certify its accuracy.

Signature of Spending Unit Driver

Date

To Be Completed by Spending Unit Driver Supervisor	
Supervisor's Name:	Phone Number:
Supervisor Comments (Optional)	

For the documentary purpose of this report, by electronically entering your name in the appropriate field above, the driver and supervisor are exercising their intent to sign the report and certify its accuracy.

Signature of Supervisor

Date



Holman Fuel Card Reference Sheet

Please keep with Reference Sheet with the Fuel card in vehicle.

Each Holman fuel card is assigned to a specific vehicle and should remain in the glove box of that vehicle. It is to be used for the purchase of **fuel only** and for that assigned vehicle only. **No other purchases are to be made with it. Also, car washes should not be facilitated at the pump. Car washes can only be facilitated through Holman's maintenance services. Also, any maintenance supplies needed should be purchased by an alternative method instead of the Fuel Card.**

To use the Fuel Card, you are required to obtain a **PIN Number**. The PIN number can be assigned to you by either your AFC or Manager. If renting a vehicle from the Fleet Management Division, a PIN Number will be assigned to you by the Fleet Management Division if you do not already have one. **Please remember your PIN Number is not to be shared with anyone. You are responsible for your own PIN number.**

Per Legislative Rule 5148-3-12.2.c: All fuel purchases must be for **regular unleaded or diesel** unless a higher grade or other type of fuel is required by the manufacturer. Any exception must be requested in writing by the spending unit and approved by the Fleet Management Division.

How to use the Fuel Card when Fueling the Vehicle

NOTE: Before you shut off the engine, please take note of your **odometer reading**. You will need to enter this at the pump when prompted.

1. Swipe the Holman fuel card.
2. **When asked for the Odometer, enter the correct odometer reading from the vehicle. (Note: This is not your PIN Number)**
3. Next, enter your **6-digit PIN Number**.
4. Select the fuel grade (87% level) and pump fuel.
5. **Always** remember to get a copy of the receipt at the pump or from the cashier for your agency for billing.

If you have any issues with your card at the pump, have the cashier run it. If you are still having issues, then you will need to contact your **AFC or manager**. If you are unable to reach your **AFC or manager**, please contact Holman at **1-800-CAR-CARE**.



Holman Maintenance Scheduling Instructions

- PRIOR TO TAKING TO A SHOP, THE VEHICLE OPERATOR CALLS HOLMAN AT 1-800-227-2273 AND DISCUSSES THE NEED WITH A HOLMAN CERTIFIED MECHANIC. THE OPERATOR SHOULD PROVIDE THE STATE OF WV CLIENT CODE (5R82) AND THE VEHICLE'S ID NUMBER (HOLMAN'S VID IS THE LAST 8 OF THE VIN) TO HOLMAN.
- HOLMAN REVIEWS THE VEHICLE'S MAINTENANCE AND REPAIR HISTORY AND RECOMMENDS A HOLMAN-APPROVED VENDOR THAT BEST FITS THE REPAIR NEEDED AND THE CURRENT VEHICLE LOCATION
- THE OPERATOR TAKES THE VEHICLE TO THE RECOMMENDED FACILITY
- THE FACILITY CONTACTS HOLMAN TO REVIEW THE WORK REQUESTED AND FOR AUTHORIZATION OF THE REPAIR AND THE COST OF PERFORMING THE WORK. REMEMBER THAT ALL TIRE PURCHASES (WHICH ARE ON A STATEWIDE CONTRACT WITH GOODYEAR) AND REPAIRS OVER YOUR AGENCY'S PREDETERMINED THRESHOLD WILL REQUIRE THE REVIEW AND APPROVAL FROM YOUR AFC. PLEASE KEEP THIS IN MIND WHEN YOU TAKE THE VEHICLE TO A FACILITY AND PLAN TO WAIT FOR REPAIRS TO BE COMPLETED
- REMEMBER TO CONTACT HOLMAN PRIOR TO SCHEDULING ANY REPAIRS FOR A VEHICLE AS THIS HELPS HOLMAN TRACK/MANAGE EXTRANEIOUS ADD-ON CHARGES THAT MAY NOT RELATE TO YOUR ORIGINAL REASON FOR SCHEDULING MAINTENANCE
- FOR OIL CHANGE INTERVALS, FOLLOW YOUR VEHICLE MANUFACTURER'S RECOMMENDATION OR 5,000 MILES, WHICHEVER COMES FIRST.

Background:

The Fleet Management Division contracts with Holman to perform the following for each participating State vehicle:

- *24x7x365 access to a team of ASE-certified car and truck technicians who scrutinize repair requests and negotiate with vendors for best prices*
- *A simple prompt at the beginning of each call makes sure calls are routed to technicians experience with your type of vehicles*
- *Access to an open vendor network comprised of 90,000 shops, including national accounts that offer up to 20% off retail prices*
- *Controlled authorizations eliminate unnecessary repairs*
- *Preventative maintenance schedules that are customized to the types of vehicles in your fleet*

**DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
STATE-OWNED VEHICLE LEASE TERM AND CONDITIONS**

1. Vehicles are leased at the discretion of the Lessor.
2. Rates for each vehicle will be evaluated each fiscal year and adjusted up or down as needed.
3. Lessee is responsible for operating expenses, damage, abuse, accidents, neglect, maintenance, and cleaning as well as payment of parking and driving violations.
4. All travel must be for official State business. No personal business or travel is authorized or permitted.
5. Seat belts must be worn at all times.
6. All state of West Virginia and other applicable motor vehicle laws, including speed limits, must be obeyed.
7. No smoking is allowed in the vehicle.
8. Alcohol or illegal drugs are prohibited at all times.
9. Use of wireless communication devices is prohibited while the vehicle is in motion except when the wireless communication device is being used hands-free or if the operator fears for his, her, or another person's life or safety.
10. Any modifications to the vehicle must have the approval of the Fleet Management Office.
11. Lessee will verify that all operators of state-owned vehicles have a valid driver's license.
12. Lessee agrees to return vehicle for underutilization, misuse, serious DMV violations, at-fault accidents or any other inappropriate activities at the discretion of the Lessor.
13. Vehicle condition at the end of the lease must be relative to the age/mileage of the vehicle. Any necessary repairs/reconditioning above normal guidelines for age and levels of service are the responsibility of Lessee.
14. Vehicle must be locked at all times when not in use.
15. Lessee agrees to driver training as required by Lessor.
16. Vehicle must be cleaned, interior and exterior, at Lessee's expense at least monthly.
17. Service performed under this agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the agency agrees to use its best efforts to have the amounts contemplated under the agreement in its budget. Non-appropriation or non-funding shall not be considered an event of default.