



Driving State Vehicles

Driver's responsibility

- Must have a valid drivers license and approved to drive state vehicle through HR
- Driver is personally responsible for their actions. Ticket belongs to you not the state
- Use for state business only. Not for personal use

Perform Vehicle Inspection

Check before you leave

check fluid levels (i.e. fuel, windshield washer, etc.)

confirm horn and wipers work

adjust mirrors to your comfort and preference

know where the emergency flashers are and how to turn them on

check tire pressure in all tires

confirm all lights work (headlights, turn signals, brakes, etc.)

Secure load

free of loose debris

proper towing connections



State Law

Driver and passengers should...



ALWAYS wear seatbelts

NEVER smoke inside state vehicle



GOOD AT MULTI-TASKING?



Not when you're
behind the wheel!

For your safety, that of your
passengers, other drivers and
nearby pedestrians.....

as the driver of any vehicle,
your only focus

should be driving.

National Safety Council

Did you know....

- Of the 236 million cell phone subscribers, 73% admit to talking on cell phones while driving (*19% text while driving*)
- Nearly 80% of crashes & 65% of near-misses occur within 3 seconds of some form of driver distraction
- Cell phone users are 4x more likely to be involved in an injury crash
- Motor vehicle crashes are the #1 cause for work-related fatalities

Vehicle Information Packet

All vehicles have a blue zipper bag in glove compartment that contains...



- Yellow “Quick Reference Guide”
- State Fuel Card & list of service stations that accept fuel card
- Vehicle Operator’s Manual
 - State of CO Insurance on back cover
- Vehicle Accident Report

Fueling Vehicle

ON – CAMPUS

Unleaded and diesel available at CC & RRC ; often at a cheaper price than what's on the streets

OFF-CAMPUS

- Use vehicle's assigned fuel card at participating stations
- Enter vehicle license plate number
- Odometer reading
- PIN
- Put Receipt in Blue Zipper Bag



Handling & Reporting An Accident

Notify local law enforcement

Do not leave scene of accident

Do not admit or deny liability

Complete Accident Report Form

Refer to yellow “Quick Reference Guide”

Damage to you or the vehicle?

You are covered under worker’s comp

**Vehicle is covered under
State’s insurance.**



When done, clean out the vehicle before turning it in.



When done using a state vehicle

PLEASE.....

clean it out

fuel it up

roll up windows

report problems or damage

IN A NUTSHELL



Know your vehicle and how it operates

Take your time and avoid sudden movement

Plan ahead and know your route

Anticipate what other drivers and pedestrians
“might” do and prepare to react

Never operate a vehicle when tired or under
strong medication.

