

Leech Lake Band of Ojibwe

Vehicle Usage Policy

May 2023 Revision

Introduction and Overview

The purpose of this manual is to establish uniform policies for usage of Leech Lake Band of Ojibwe owned and/or leased vehicles. All approved Leech Lake Band of Ojibwe (LLBO) vehicle operators are subject to these Policies.

These policies and procedures are critical to management, to ensure that systems of internal controls are followed and the potential for fraud and misuse are minimized.

Division Directors, Program Managers and Supervisors will be directly responsible for the implementation, compliance and enforcement of these policies.

The Leech Lake Band of Ojibwe Tribal Council reserves the right to modify policies and procedures for all areas of responsibility.

This document will be updated as needed or when authorized changes occur. The most current edition will be posted on the Leech Lake Band of Ojibwe website.

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Certification

1. RESPONSIBILITIES

- a. Division Director(s) are responsible for the application of these policies. If these policies are not followed, the Division Director or Program Manager/Supervisor will be held responsible and disciplinary actions will be applied according to applicable personnel policies.
- b. Approved LLBO Vehicle Operator(s) are responsible to abide by and follow these policies.

2. DISCIPLINARY ACTIONS

Disciplinary actions, as referenced in 300.3 - 300.5 of the General Administration Personnel Policies, or other applicable personnel policies, will be administered as applicable to the policies contained herein. In addition, driving privileges may be removed for a time period depending on the level of infraction and/or by the discretion of the Division Director/Supervisor and Fleet Management.

3. Usage of LLBO Vehicles, Personal Vehicles and MVR's

A. LLBO owned and/or leased vehicles shall be used for official business purposes ONLY. Every LLBO owned vehicle must utilize the LLBO fuel card system.

1. As an approved operator of a LLBO Vehicle you are responsible for its official use, maintenance and overall condition. Protecting the vehicle, its fuel card and keys against damage, theft and misuse. Failure to do so, can and will result in progressive discipline up to and including termination of employment.
2. Employees are prohibited from operating vehicles while using medication that impairs an individual's ability to operate vehicles.
3. All LLBO approved drivers are considered safety sensitive and will be considered to be in a zero-tolerance position.
4. All LLBO approved drivers will be tested annually and submit to random drug testing.
5. Use of cell phones (talk/text) is prohibited while driving on behalf of LLBO. Use of cell phones, including but not limited to: talking, texting, e-mail, web browsing, etc. will result in progressive discipline up to and/or including termination of employment. Use of devices with hands-free operation as allowed under Minnesota law is acceptable. Leech Lake Tribal Police Officers are exempt from this provision for responsible cell phone use as necessary to accomplish official duties.
6. Charging of fuel is prohibited.

B. When traveling to job sites, meetings, conventions or other official LLBO business:

1. LLBO Owned, GSA leased vehicles are to be utilized first. Personal vehicle use is prohibited unless a justification memo from the Division Director explaining use of personal vehicle, along with approval from Executive and/or Deputy Director and Fleet Management.
 - a. Vehicle requests must be made as soon as possible and at least 1 week in advance, by filling out a vehicle request form and submitting to LLBO Fleet Management. (Available on LLBO website under Administration/Fleet Management).
 - b. Vehicles are available on a first come, first serve basis and may not be available upon request.
2. If a LLBO owned or GSA leased vehicle (for Government Employees Only) is unavailable or the approved LLBO driver denies a vehicle, then arrangements will be made and agreed upon for a personal vehicle to be used.
 - a. All approved drivers; driving personal vehicles during working hours must have approved/updated MVR through Fleet Management and must provide proof of updated personal vehicle insurance.
Employee's personal vehicle insurance is primary in all accidents.
3. If multiple employees are traveling to the same meeting, convention or location they must travel together in the same vehicle.
4. If an employee is traveling by airplane, they may not use a LLBO vehicle to park and fly. They must use their own vehicle and will be reimbursed for mileage at the full GSA rate.
5. All LLBO approved drivers must know and follow the LLBO GAPP, LLBO Vehicle Usage Policy and LLBO Travel Policies and Procedures.
6. All LLBO approved drivers must know and follow the LLBO Accident Flow Chart Procedure. (Also available on LLBO webpage under Administration/Fleet Management)
7. LLBO owned and GSA vehicle use privileges will be suspended if employees do not follow approved LLBO GAPP, LLBO Vehicle Usage Policy and LLBO Travel Policies and Procedures. When vehicle use privileges are suspended the lower mileage reimbursement rate will be paid and Progressive Disciplinary action can be applied.

C. ALL Motor Vehicle Reports (MVRs) will be processed through LLBO Fleet Management.

1. All LLBO Gaming, Government and Housing owned and/or leased vehicles will only be operated by employees that possess a valid Minnesota Driver's license. Employees must have a MVR processed through Fleet Management and be deemed acceptable to drive or claim mileage reimbursement under the most current LLBO and Insurance Criteria. All LLBO employees that drive LLBO/leased vehicles must attend Defensive Driving Training, when provided.
2. It is the LLBO driver's responsibility to report their loss of license and any moving violations, to include: DWI/DUI, Suspension, Revocation, etc., and immediately cease driving LLBO owned/leased vehicles. Failure to do so shall result in progressive discipline up to and including termination of employment.
3. If a new driving employee is moving from another state; they will need to provide proof from Minnesota stating they are in the process and able to obtain a valid Minnesota Driver's License.

D. Vehicles being utilized for transporting Leech Lake Band Members to sporting events and extracurricular activities must adhere to the following procedures:

To make sure a vehicle is available, all requests must be made at least 2 WEEKS IN ADVANCE, by filling out a vehicle request form (NO EXCEPTIONS). LLBO Insurance will only be used for protecting LLBO. The qualified driver's personal insurance will be primary and must provide a certificate adding LLBO Vehicle to their personal insurance and listing LLBO as an additional insured. Individual(s), Teams/Groups and Clubs can only request a vehicle 2 times a year and every request will be reviewed on a case-by-case basis, so ALL LEECH LAKE BAND MEMBERS will have an opportunity to utilize our vehicles and to ensure requests are justified.

1. Must be an LLBO Employee, have updated MVR through Fleet Management and provide proof of insurance coverage during time of vehicle use.
2. Qualified drivers must know and follow LLBO Vehicle Usage Policies.
3. Only LLBO Owned Vehicles will be used (no GSA leased vehicles).
4. A vehicle inspection will be conducted by Fleet Management before and upon return of the LLBO vehicle. The LLBO owned vehicle will be clean and refueled and must be returned in the same condition it was picked up.
5. Assigned drivers will be responsible for all fuel purchases while vehicle is in use.
6. Assigned drivers will be responsible for any mechanical and/or body repairs that occur during use.
7. Any misuse of LLBO vehicles will result in loss of LLBO vehicle use privileges.

4. PARKING

All LLBO owned/leased vehicles will be parked at the Fleet Management Compound or at a Fleet Management approved location. Personal vehicles may be parked within these compounds while LLBO vehicles are in use. Divisions with secure compounds already in existence will continue to be used with the concurrence of Fleet Management approval.

5. VEHICLE DRIVER LOGS

All LLBO owned/leased vehicles will have an Operator's Log in the vehicle and will be filled out completely with the following required entries:

- A. Destination and/or Purpose of use
- B. Driver Name
- C. Driver Signature
- D. Departure/Return-date and time
- E. Fuel Purchases
- F. Daily/Weekly vehicle checklist and Maintenance Services
- G. Daily Mileage

Driver Vehicle Logs, along with fuel receipts need to be verified for accuracy by the Division Director and a copy submitted to Fleet Management on a monthly basis. Failure to do so will result in vehicle usage suspension.

6. LLBO VEHICLES RETURNING HOME WITH EMPLOYEES

LLBO Vehicles will not be allowed to return home with employees unless they obtain pre-approved written authorization from the Division Director, Executive Director and Fleet Management. A written description of when and why will be provided to Fleet Management from the respective Division Director before authorization is considered.

7. General Services Administration (GSA) Fuel Card/Vehicle Repairs:

GSA issued fuel cards are only for fuel purchases with the assigned GSA vehicle. Use of the GSA fuel card with any other vehicle is prohibited.

The GSA fuel cards are authorized for ONLY the following uses:

- a. Purchase of regular unleaded fuel, diesel fuels at participating locations. When purchasing fuel, drivers are required to purchase regular unleaded fuel (not premium) only at self-service pumps.
- b. Only fuel may be purchased with the GSA fuel card and any other purchases will be flagged. GSA has a department fully committed to researching GSA fuel card usage, including specific purchases and purchase amount. The fuel card will be revoked and Fleet Management being notified immediately.

How to use your GSA fuel card:

Please contact Fleet Management for fuel card procedures. This information is in the vehicle's policy handbook located in every GSA vehicle.

Lost or Stolen Cards:

If the GSA fuel card is lost or stolen the cardholder must immediately notify Fleet Management with the following information:

- a. The Vehicle Plate Number
- b. The date of the loss/theft
- c. Any purchases(s) made on the date the card was lost/stolen.

Fleet Mgmt. will contact GSA and cancel the card, a new card will be issued to the Division/Program following a report of loss or theft.

GSA Vehicle Repairs:

Vehicle repair fees are included in the monthly mileage fee that is paid each division/program. All vehicles that need repairs will be reported to Fleet Management as soon as possible to ensure repairs are done as quickly as possible. The division/program will not receive a bill for repair services.

8. LLBO FUEL CARD

It is the policy of the Leech Lake Band to utilize ALL LLBO businesses first and foremost. All vehicles owned by the LLBO will utilize the LLBO fuel card system and will be fueled at Leech Lake Market, Che We and/or Northern Lights Express Gas Stations when base of operations are within the Cass Lake and Walker areas.

If operations are outside the Cass Lake/Walker areas, every attempt will be made to utilize the LLBO owned/operated; Leech Lake Market, Che We and/or Northern Lights Express Gas Stations when possible (when leaving and returning).

LLBO fuel cards are authorized for only purchasing regular unleaded fuel (not premium) and diesel fuels.

How to use LLBO Fuel Card:

Before pumping fuel, ensure that the gas station accepts LLBO fuel cards. You must provide the odometer reading and your Driver ID Number. The Driver ID number is secured from Purchasing after approval has been obtained from your division director and you are added to the Division's authorized driver list. Your Driver ID Number must not be shared with anyone, since it tracks your usage and responsibilities in fueling.

LLBO Fuel card transactions are the responsibility of the LLBO vehicle operator. However, Fleet Management and Purchasing, are ultimately the responsible party for the proper and correct administration of the program. Divisions/Programs are required to reconcile all fuel transactions monthly, and Fleet Management is responsible for final reconciliation.

Card Issuance Procedures:

The requesting Division/Program need to fill out Fleet Card Request form available on LLBO website under Purchasing and submit the completed form with all required signatures, to Purchasing. The form requires the following information:

1. Year, Make and Model
2. Vehicle Identification Number (VIN)
3. License Plate Number
4. List of Authorized Drivers
5. Account Number to be charged

Reconciliation of Transactions

The LLBO fuel cards are issued to departments, not individuals and are for official use only. Personal use is prohibited.

Regular reconciliation of transactions is essential and vital for each division/program that utilizes LLBO fuel cards. Division directors/program managers/supervisors must reconcile LLBO fuel card transactions monthly (or sooner, if possible) and promptly investigate and resolve any unauthorized or unusual transactions. Without accurate verification, duplicate, incorrect or fraudulent charges may go undetected.

The reconciliation of these transactions is critical to the management of the LLBO fuel card program, in order to ensure that a system of internal controls is followed to mitigate the potential for fraud, misuse, and delinquency.

By verifying the accuracy of purchases and disputing unauthorized transactions, division directors, program managers/supervisors will help ensure the LLBO is charged only for the goods and services it receives.

Card Abuse:

Intentional misuse of these fuel cards for anything other than official LLBO business will be considered as an attempt to commit fraud against the LLBO and may result in disciplinary action, up to and including termination of employment and/or criminal charges being brought against the user.

Lost, Stolen and/or Declined Fuel Cards:

If the LLBO fuel card is lost, stolen and/or declined, the authorized driver must immediately notify the Division Director, Purchasing and Fleet Management immediately with the following information:

- a. Program Name
- b. Plate #
- c. Vehicle Info.
- d. Fuel Card #
- e. The date, time and location
- f. List of previous transactions

Purchasing will contact fuel card provider and take the necessary steps to either cancel or order a replacement fuel card for the department immediately following a report of loss or theft, or to investigate the reason why fuel card(s) are not working.

LLBO Fuel Card responsibilities:

The following outlines the roles and responsibilities of those involved in the LLBO Fuel Card procedures

Division, Program Managers/Supervisors:

1. Review fuel purchases to ensure accounts and spending controls are accurate.
2. Ensure LLBO fuel card users are complying with LLBO Fuel Card Policies and Procedures.
3. Prepare fuel card requests, cancellations and lost or stolen fuel card reports.

Fleet Management:

1. Set up a central system for vehicle receipts to ensure supporting receipts are retained.
2. Resolve disputed payments.

Approved Operators of LLBO Vehicles:

1. Immediately report lost or stolen fuel cards to the Division Director, Fleet Management and Purchasing.
2. Forward all receipts to Fleet Mgmt. noting vehicle plate number, account number and driver names on all correspondence.

9. MAINTENANCE AND REPAIRS

Fleet Management will be utilized for all repairs and service of ALL LLBO (Gaming, Government and Housing) owned/leased vehicles. If Fleet Management is unable to perform the repairs either due to time or ability, the vehicle may be referred by Fleet Management out to a certified repair facility.

Fleet Management will inspect the vehicle's general mechanics, fluids, tires, cleanliness and look for body damage that may have occurred since the previous inspection. Failure to perform regular, scheduled maintenance will result in vehicle usage suspension and/or vehicle use forfeiture.

Under NO circumstances should any LLBO owned/leased vehicle be maintained/repared by an individual without prior approval from Fleet Management.

10. VEHICLE ACCIDENT PROCEDURES - ACCIDENT FLOW CHART

- A. Ensure ALL passengers are accounted for and responsive.
- B. Call 911 if immediate medical attention is needed, if the accident results in personal injury, you must follow LLBO Health and Safety Procedures.
- C. Call Local Law Enforcement.

D. Secure a Police Report, if the police are unable to provide you with a report, request the following information from the responding Officer:

- a. Officer's Department.
- b. Officer's Name.
- c. Officer's Badge Number.
- d. Incident Report Number (ICR) if available.

E. Never admit fault to an accident, regardless of the situation.

F. Exchange the following information, with the other driver, at a safe location off the roadway:

- a. Name.
- b. Address.
- c. Phone Number.
- d. Driver's License Number.
- e. Vehicle Information and Vehicle License Plate Number.
- f. Insurance Company Name and Insurance Policy Number.

G. Notify Fleet Management, your Division Director and/or Program Manager/Supervisor as soon as possible following the accident: Fleet Management- (218) 335-4450 during work hours (Mon -Fri 8am-4:30pm) or (218) 368-7837 after work hours and weekends.

H. If vehicle needs to be towed, contact:

- Fleet Mgmt. "Leech Lake Area" - Monday through Friday/8am – 4:30pm; (218) 335 - 4450
- Bob's Towing "Leech Lake Area" - after work hours/weekends; (218) 766 - 1675
- Out of Leech Lake Area – Contact Local Tow Company

I. All LLBO Vehicle Operators involved in a motor vehicle accident must submit to a Post-Accident drug/alcohol test. To schedule the test, call:

- Employees Human Resources: Gaming, Government and Housing

- EMS Manager (218)766-1302 after work hours/weekends (if unable to contact Human Resources employee)

J. Complete an accident report(s) immediately, while the incident is fresh in your mind. Printable forms are available on LLBO website under Administration/Fleet Management: LLBO Owned Vehicles – LLBO Accident Report

GSA Leased Vehicles – LLBO Accident Report/GSA Accident Report

In order to make a complete report to our Insurance Provider and/or GSA: Include details like: speed, location, road conditions, and damage to the vehicle(s). The driver, passenger(s) and/or witnesses will all need to be included as well as the other party's insurance provider (If applicable) and contact number/information.

11. Purchasing, Leasing and Surplus Vehicles

All Divisions/Programs requesting to purchase, lease or receive surplus vehicle(s) need to contact Fleet Management and Purchasing.

Approval will be needed from Program Accountant, Division Director, Fleet Management and the Executive Director.

When vehicle(s) are purchased or leased, contact Fleet Management to add vehicle(s) to LLBO Insurance Schedule.

When adding a vehicle to LLBO's Insurance schedule, the following information is required:

- a. Vehicle(s): Year, Make, Model and Vin # (vehicle identification number)
- b. Plate #(s) that will be associated with the vehicle(s)
- c. Cost of the vehicle(s) and ANY additional equipment that is or will be added to the vehicle(s), to have correct insurable amount with the vehicle(s)

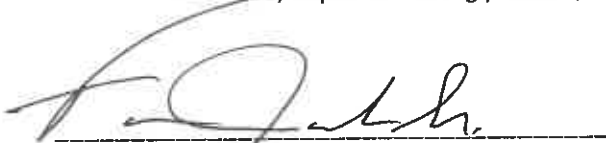
Following the purchase/lease of a vehicle Division/Program are responsible for:

- a. Following all Purchasing/Procurement policies and procedures
- b. Title Vehicle(s) with LLBO Department of Motor Vehicles
- c. Request LLBO fuel card for vehicle(s) with LLBO Purchasing
- d. Request driver fuel pin #(s) with LLBO Purchasing and verifying updated MVR for driver(s) with Fleet Management.

CERTIFICATION

These Policies may not be amended except through the express permission of the Leech Lake Reservation Business Committee. Additional policies and rules for operation may be adopted, so long as they are in no way in conflict or inconsistent herewith. Such rules and policies must be presented to the Leech Lake Reservation Business Committee for review and recording.

WE DO HEREBY CERTIFY that the forgoing policies were duly presented and adopted by a vote of 2 for, 0 against, 0 silent, at a special meeting of the Leech Lake Reservation Business Committee, a quorum being present, held on May 9, 2023 in Cass Lake, Minnesota.



Faron Jackson Sr., Chairman
Leech Lake Band of Ojibwe Tribal Council



Leonard Fineday, Secretary/Treasurer
Leech Lake Band of Ojibwe Tribal Council