

**STATE OF ALASKA**

**Operator's Manual  
for  
State Vehicles and Equipment**

**Department of Transportation & Public Facilities**

**State Equipment Fleet (SEF)**

**[fleet.alaska.gov](http://fleet.alaska.gov)**

**January 2008**

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**I. INTRODUCTION TO OPERATOR RESPONSIBILITIES**

- A. The vehicle you are operating is owned or leased by the State of Alaska. This manual provides you with information on how and where to obtain vehicle services, your basic responsibilities as a vehicle operator, and the correct procedures to follow in case of an accident.
- B. Vehicle and equipment operators are required to have the appropriate and valid State of Alaska driver's license and know and adhere to the current vehicle laws of the State and local governments.
- C. Operators are also required to know the relevant policies and procedures governing the operation of State vehicles that are issued by the Department of Transportation and Public Facilities and the Division of Risk Management.
- D. This vehicle was purchased or leased with public funds. Therefore, it should be treated with care and attention.
- E. As the operator, you are responsible for the mandatory use of seat belts by yourself and all passengers, the safe operation of the vehicle, basic vehicle inspection and service, reporting of all accidents and incidents involving the vehicle, insuring that the vehicle receives its preventive maintenance checks, and is reported and repaired as needed.
- F. A State owned or leased vehicle that is unsafe shall not be operated until the necessary repairs have been made.
- G. Basic daily light duty vehicle inspection and service includes:
  - 1. Refueling.
  - 2. Tire pressures.
  - 3. Coolant, engine oil, and washer fluid levels.
  - 4. Head, tail, brake, license, backup, turn signal, and emergency lights.
  - 5. Windshield wipers, brakes, and steering.
  - 6. Spare tire, jack, and lug nut wrench.
  - 7. First aid kit and fire extinguisher.
  - 8. Cleaning of the vehicle.
  - 9. Report any discrepancies to your supervisor or SEF.
- H. The medium and heavy-duty truck operator's checklist is found in Section II.
- I. You should contact your supervisor for the daily checklist for other types of vehicles.
- J. Legal and safe operation of the vehicle requires that the periodic I/M (if applicable) and preventive maintenance inspections have been performed. As the operator, it is your responsibility to insure that the vehicle is compliant with those requirements.
- K. If your vehicle is a wet rental, your department pays, with some exceptions, a monthly operating rate to SEF for preventive maintenance, I/M inspections, and normal repairs. Any mechanical problems should be promptly reported to the nearest SEF maintenance facility.
- L. If your vehicle is a dry or non-rental all repairs, maintenance, and inspections are billed for the service when it occurs. However, all vehicles

are to be maintained to State standards and are subject to the same maintenance schedule as wet rental vehicles. SEF is responsible for the maintenance of all fleet assets. Unless approved by the Fleet Manager, all maintenance will take place at an SEF facility.

- M. If you have any questions concerning your state vehicle, please contact the nearest SEF District Office.
- N. SEF Headquarters is located in Anchorage. It is the agency that has been delegated the purchasing, maintenance, and policy development responsibility for the state fleet. If you have any questions on any vehicle policy subject not covered by this manual please contact:

Fleet Manager  
DOT&PF-SEF  
2200 East 42nd Avenue  
Anchorage, AK 99508  
Phone: 907.269.0787  
Fax: 907.269.0801

- O. Additional information and policies on the state fleet is located on the Internet at [fleet.alaska.gov](http://fleet.alaska.gov).

## II. GENERAL POLICIES AND PROCEDURES FOR STATE OWNED VEHICLES AND EQUIPMENT

### A.Accidents

1. Exact instructions for reporting and documenting vehicle accidents are contained in the Division of Risk Management's Claim Reporting Procedures Manual. A copy of the manual can be downloaded from their web site. The following summary of their reporting procedures is provided for reference. DOT&PF staff should note that all reporting goes through the district or statewide Safety Officers.
2. A Liability Accident Notice, Form 02-919 (12/96) must be completed if any damage or injuries are incurred involving a State owned, leased, or rented vehicle. If the incident involves death or serious injury, the Division of Risk Management is to be immediately notified by telephone at: 907.465.2180.
3. Take good notes immediately after the accident or incident. Record as much relevant information as possible and retain all notes.
4. Never admit liability. Exchange basic information (name, address, and driver's license number) with the other involved parties.
5. Notify your supervisor.
6. Fill in all blocks of the form. Include extra pages if necessary to give all the facts and witness names and addresses.
7. For all agencies other than DOT&PF - after your supervisor has signed the completed Liability Accident Notice, send it to Division of Risk Management, PO Box 110218, Juneau AK 99811-0218, Phone 907.465.2180 or fax 907.465.3690.
8. If an automobile accident involves injury to anyone or if the property damage exceeds \$2,000, then AS 28.35.080 (a) requires that the accident be reported to the local police department if the accident occurs in a municipality or to the Alaska State Troopers.
9. If the police do not complete State of Alaska Motor Vehicle Accident Report, Form 12-209, then AS 28.35.080 (b) requires that the driver of the vehicle complete the report and forward it to the Division of Motor Vehicles within 10 days. A copy of the form should also be sent to the SEF District Office. Within DOT&PF, copies of all forms are sent to the Safety Officer for the region.
10. Form 12-209 can be obtained from the local police department or from the Department of Public Safety. The State of Alaska is self-insured and is to be designated as the "insurer" on the accident report.
11. The driver must also complete the State of Alaska Certification of Insurance, Form 12-466. The State of Alaska is to be named as the owner of the state vehicle. This form is also available from the local police department or from the Department of Public Safety. The completed form is to be sent to the Division of Motor Vehicles.

12. DOT&PF personnel are required to complete the Incident/Accident Folder if there is damage over \$2,500.00 or a repeat incident with a 12 month period.
13. User agencies are responsible for the cost of accident repairs no matter who is at fault. The SEF District offices will coordinate, with the agency assisting, the repairs for all state owned vehicles, both at SEF facilities and repairs performed at private shops. **DO NOT CONTRACT FOR REPAIRS WITHOUT THE CONSENT OF SEF.**

**B. Use of State Owned Vehicles and Equipment**

1. State-owned vehicles may be used only in the conduct of state business. No State officer or employee may use or permit the use of a State owned vehicle except in the conduct of State business.
2. The use of state vehicles for purposes such as attending to personal affairs, social engagements, or for transportation between permanent domiciles and permanent duty stations will not be considered as official business. Official and nonofficial business must not be mingled. Stops at stores, restaurants, hotels, or other businesses for personal purposes are not permitted unless the employee is in the process of conducting official state business and the stops are to meet the physiological needs of the employee. The appearance of misuse of State vehicles should be avoided whenever possible.
3. Individuals other than those on official State business shall not be permitted to travel in State vehicles except when authorized by the Commissioner of the using department. Any such authorization shall be for trips involving special circumstances that justify an exception to the general policy.

**C. Storage of State Owned or Operated Vehicles (11.04.010)**

1. State owned or operated vehicles shall be stored at places under the jurisdiction of the Department of Transportation and Public Facilities or storage places approved by the using department.
2. Vehicles drawn from the equipment pool shall be returned to the custody of the equipment pool at the time and place indicated on the dispatch slip.

3. Employees authorized to commute for state business purposes in a state or contractor supplied vehicle will store the vehicle at home in a safe and secure manner. In line with municipal air quality control recommendations, in Anchorage and Fairbanks when the temperature is below 20°F and the state or contractor supplied vehicle has been parked outside for more than four hours, the employee will plug in the engine block heater for two hours prior to starting the vehicle. In all other locations, the minimum temperature is 0°F.
4. Under no circumstances shall a State owned or operated vehicle be stored in such a manner that the vehicle will be exposed to traffic hazards, become an inconvenience to the public, or parked in a space not legal for public parking.

#### **D. Speed Limits (DPDR 11.04.010)**

1. State owned vehicles must not be driven at speeds in excess of those established by law. At no time shall vehicles be operated at speeds greater than the road and weather conditions safely permit.
2. The maximum permissible operating speeds for state vehicles and equipment are:
  - a. Automobiles, pickups, SUVs, and trucks: as established by law.
  - b. Motor graders, wheel loaders, truck mounted cranes and shovels, carrier mounted snowplows, and vehicles towing heavy trailers: not to exceed the manufacturer's recommendation.
  - c. Heavy duty trucks as established by law, 40 MPH while plowing snow or ice.

#### **E. Heavy Duty Truck Operators Checklist (DPDR 11.04.010)**

1. Check all dipsticks: add lubricants/fluids if necessary.
2. Check all coolants: add coolant if necessary.
3. Check all lights: take appropriate action.
4. Check all tires for air and loose lug nuts: take appropriate action.
5. Check all air filters/restriction gauges: take appropriate action.
6. Start engine, build up air pressure and monitor performance.
7. Check brakes for air and/or hydraulic leaks: take appropriate action.
8. Grease or lube all points per manufacturer's recommendations: see the operator's manual.

Walk around inspection, check for:

1. Leaks in gearboxes and attachment hydraulics: take appropriate action.
2. Loose or excessively worn pins: take appropriate action
3. Broken or loose tire chains: take appropriate action.
4. Cracks in frame structure: take appropriate action.

### III. FUEL CREDIT CARDS

#### A. Credit Cards & Fuel Purchases

The State Fleet provides a fleet fueling program utilizing a fleet card for use at most refueling sites statewide. If one is not provided with your vehicle, you may call the fuel coordinator at 907-269-0791 for information on how to obtain a fleet card.

#### B. Credit Card Use:

1. The fuel cards are for use in purchasing motor fuel, fluids such as oils and lubricants and vehicle washes (as allowed by your department).
2. Emergency services such as towing and tire repair may also be charged to the card in accordance with each department's policy.
3. All users are responsible for knowing their department's policy regarding the use of the fleet fuel cards and abide by those policies. All purchases made with the card are the responsibility of the using department, including misuse and abuse.
4. Lost, stolen, or broken cards may be reported to the fuel coordinator at 907-269-0791.



#### IV. SEF REGIONAL OFFICES AND SHOPS

Anchorage: Central District Equipment Manager  
Areas: Mat-Su Borough, Municipality of Anchorage, Lake & Peninsula Borough,  
and Bethel  
DOT&PF-SEF  
4801 Boniface Parkway  
Anchorage, AK 99507  
Phone: 907.269.5935  
Fax: 907.269.5964

Anchorage: Southwest and Kenai District Equipment Manager  
Areas: Kenai Peninsula Borough, Kodiak Island Borough, Bristol Bay Borough  
(except for Bethel), Aleutians East Borough  
DOT&PF-SEF  
4801 Boniface Parkway  
Anchorage, AK 99507  
Phone: 907.269.5971  
Fax: 907.269.5964

Fairbanks: Northeast District Equipment Manager  
Areas: Fairbanks Northstar Borough, Richardson Highway, Steese Highway,  
Alaska Highway, Taylor Highway, Edgerton Highway, Tok Highway Cutoff,  
Cordova  
DOT&PF-SEF  
2301 Peger Road  
Fairbanks, AK 99709  
Phone: 907.451.2264  
Fax: 907.451.2867

Fairbanks: Northwest District Equipment Manager  
Areas: Denali Borough, Dalton Highway, Western District (Nome, Northwest  
Arctic Borough, North Slope Borough, Unalakleet, St Mary's)  
DOT&PF-SEF  
2301 Peger Road  
Fairbanks, AK 99709  
Phone: 907.451.5419  
Fax: 907.451.2867

Juneau: Southeast District Equipment Manager  
DOT&PF-SEF  
6860 Glacier Highway  
Juneau, AK 99801  
Phone: 907.465.1792  
Fax: 907.465.2025

SEF OPERATOR'S MANUAL

<u>Shop Name</u>	<u>Street or Road Address</u>	<u>Zip Code</u>	<u>Phone</u>	<u>Fax</u>
ANCHORAGE HEAVY DUTY	4801 Boniface Parkway	99507	269-5973	269-5964
ANCHORAGE LIGHT DUTY	4801 Boniface Parkway	99507	269-5969	269-5964
ANIAK	Aniak Airport Road	99557	675-4277	675-4265
BARROW	Barrow Airport	99723	852-6199	852-3073
BETHEL	3500 Eddie Hoffman Highway	99559	543-3760	543-1855
CANTWELL	MP 135 Denali Highway	99729	768-2355	768-2356
CENTRAL	MP 127 Steese Highway	99730	520-5112	520-5112
CHANDALAR	MP 241 Dalton Highway	None	451-3047	451-3048
CHULITNA	MP 121 Parks Highway	99683	733-2246	733-1017
COLD BAY	97 Flying Tiger Way	99571	532-2415	532-2416
COLDFOOT	MP 174.8 Dalton Highway	99701	678-5205	678-5206
CORDOVA	MP 13 Copper River Highway	99574	424-3702	424-3702
DEADHORSE	MP 419.1 Dalton Highway	99756	659-2560	659-2143
DELTA	MP 265.5 Richardson Highway	99737	895-5035	895-1028
DILLINGHAM	532 Kenny Wren Road	99576	842-2411	842-2311
DUTCH HARBOR	100 Valley Who Road	99692	581-1786	581-1850
FAIRBANKS HEAVY DUTY	2301 Peger Road	99709	451-5254	451-2326
FAIRBANKS LIGHT DUTY	2301 Peger Road	99709	451-5257	451-2326
GALENA	Galena Airport	99741	656-1236	656-1898
GUSTAVUS	Gustavus Airport	99826	697-2251	697-2465
HAINES	720 Main Street	99827	766-2340	766-3187
HEALY	MP 18 Healy Road	99743	683-2257	683-2256
HOMER	3450 Sterling Highway	99603	235-7853	235-9724
HOONAH	520 Lumbago Drive	99829	945-3426	945-3426
JIM RIVER	MP 137.8 Dalton Highway	None	541-5111	541-5112
JUNEAU	6860 Glacier Highway	99801	465-1792	465-2025
KETCHIKAN	5148 N Tongass Highway	99901	225-2513	225-3665
KING SALMON	MP 0.1 Alaska Peninsula Hwy	99613	246-3325	246-3023
KLAWOCK	Mile 0.25 Airport Road	99921	755-2229	755-2376
KODIAK	1500 Anton Larson Road	99615	487-2119	487-2699
KOTZEBUE	Kotzebue Airport	99752	442-3801	442-4564
LIVENGOOD	MP 81 Elliott Highway	None	451-5235	451-5239
MCGRATH	DNR Road	99627	524-3241	524-5686
MONTANA CREEK	MP 80 Steese Highway	99730	888-319-7955	
NOME	MP 3.5 Nome-Teller Road	99762	443-3426	443-3652
NORTHWAY	MP 1256 Alaska Highway	None	778-2206	778-2226
O'BRIEN CREEK	MP 113 Taylor Highway	99638	011-8816-314-62600	883-3376 (Tok)
PALMER	289 Inner Springer Loop	99645	745-2150	746-2306
PAXSON	MP 185.5 Richardson Hwy	99737	822-3357	822-3357
PETERSBURG	288 Mitkoff Highway	99833	772-4667	772-4801
SAG RIVER	MP 306.1 Dalton Highway	None	824-9001	824-9001
SEVEN MILE	MP 61.5 Dalton Highway	None	451-5271	451-5269
SEWARD	5th & B Street	99664	224-3086	224-5686
SILVERTIP	35200 Hope Highway	99605	269-5672	269-5078
SITKA	605 Airport Road	99835	966-2960	966-2961
SKAGWAY	Mile 2.5 Klondike Highway	99840	983-2323	983-2114

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<u>Shop Name</u>	<u>Street or Road Address</u>	<u>Zip Code</u>	<u>Phone</u>	<u>Fax</u>
SLANA	MP 60 Tok Cutoff	99780	822-3301	822-3913
SOLDOTNA	46445 Sterling Highway	99669	269-5030	262-3966
ST MARY'S	St. Mary's Airport	99658	438-2416	438-2894
TAZLINA	MP 110 Richardson Highway	99588	822-3222	822-5309
THOMPSON PASS	MP 27 Richardson Highway	99686	835-2393	835-2393
TOK	MP 123.6 Tok Cutoff	99780	883-3375	883-3376
UNALAKLEET	Unalakleet Airport	99684	624-3159	624-3159
VALDEZ	MP 0.5 Richardson Highway	99686	834-1043	834-1009
WRANGELL	Airport Road	99929	874-3107	874-3994
YAKUTAT	Yakutat Airport	99689	784-3293	784-3536