

Montana State Library Commission Procedures

Fuel Conservation

In an effort to reduce fuel consumption as set forth in Senate Bill 449 Section 3, the Montana State Library in cooperation with the Department of Transportation has adopted the following vehicle use strategies to help reduce costs, improve fuel efficiencies and conserve energy.

Procedures for ordering a Motor Pool Vehicle:

OPTION 1

- Employee will fill out a Motor Pool Vehicle Requisition and Trip Ticket form.
- Have the appropriate program manager sign the form.
- Bring the signed form to Central Services/Administrative Assistant who will request the vehicle from the Motor Pool or assign an MSL leased vehicle if available.
- The approved form will be returned to the employee.

OPTION 2

- Employee will E-mail his/her travel information to the Central Services/Administrative Assistant with a cc to his/her program manager. Once E-mail approval is received from the manager, the Administrative Assistant will fill out the Vehicle Requisition and Trip Ticket form, request a Motor Pool vehicle or assign an MSL leased vehicle if available, and have the appropriate manager sign the form. The approved form will be given to the requesting employee.

Agency responsibility for Motor Pool Vehicle Usage and Personal Vehicle Usage

All trip tickets for Motor Pool vehicles and requests to use personal vehicles must be reviewed and approved by the following authorized personnel only: State Librarian, Central Services Manager, Director of Statewide Library Resources and Montana State Digital Library Administrator. The approving personnel are responsible for ensuring:

- Use of the state vehicle is warranted.
- Use of a personal vehicle request is justified.
- The appropriate vehicle(s) has been requested to accomplish the travel (i.e. passenger, pickup, van)
- No other means can be used to accomplish the work in lieu of travel, such as teleconferencing, Metnet, or other electronic information technologies.
- Carpooling has been considered before individual assignment has been approved.

Vehicle user/operator guidelines

MSL Employees traveling for business will be responsible for:

- Driving at or below the speed limit to conserve fuel.
- Decreasing unnecessary miles while in travel status (i.e. recreational purposes, traveling for meals).
- Carpooling with fellow MSL staff when feasible.
- Using the appropriate vehicles for the trip (i.e. passenger car, pickup or van).
- Using internet-based applications, teleconferencing, Metnet etc. if possible.

Guidelines for Use of Lease Vehicles by MSL Staff

- Program managers will review annually all assignments of vehicles to individual MSL staff or programs and make the appropriate adjustments as needed

- Program managers will review annually the types of leased vehicles currently used by MSL staff and determine if appropriate.
- Program managers will review annually the current authorizations granted to individuals to take home state vehicles leased by MSL to determine level of necessity and possible alternatives.

Use of State Motor Pool Assistance to MSL

- Program managers will review the weekly reports of completed reservations for MSL vehicle use provided by the State Motor Pool to enable them to monitor travel behaviors of their employees each week.
- Program managers will review any trip tickets provided by the State Motor Pool that have been altered or changed from the original request.
- Program managers will review the quarterly report of total vehicle usage by MSL staff as provided by the State Motor Pool.

New Employee Orientation

Program managers will ensure that all new MSL employees are provided training on the state's vehicle fleet energy conservation plan including:

- When the use of a state vehicle is warranted.
- Driving at or below the speed limit to conserve fuel.
- Decreasing unnecessary miles while in travel status (i.e. recreational purposes, traveling for meals).
- Carpooling with fellow employees when feasible.
- Using the appropriate vehicles for the trip (i.e. passenger car, pickup or van).
- Using internet-based applications, teleconferencing, Metnet etc. whenever possible.

Use of Ethanol Fuel

MSL will cooperate with the Department of Transportation's effort to reduce our reliance on fossil fuel, by educating staff which use State Motor Pool vehicles regarding the use and benefits of ethanol fuel. The State Motor Pool makes available ethanol fuel pamphlets and information guides for this purpose and also provides a listing of current fuel stations that sell ethanol.

Overflow Contract

The State Motor Pool provides an over-flow contract that can be used to rent vehicles if additional vehicles are needed to conduct business for employees that carpool or if the Pilot Motor Pool cars are unavailable at those test sites. It will be the responsibility of the user to make arrangements for that vehicle with one of the vendors from the contract. The overflow contract and information regarding use of the contract can be found at the following web address - http://www.discoveringmontana.com/doa/gsd/procurement/TermContracts/SPB03-683D_1.pdf