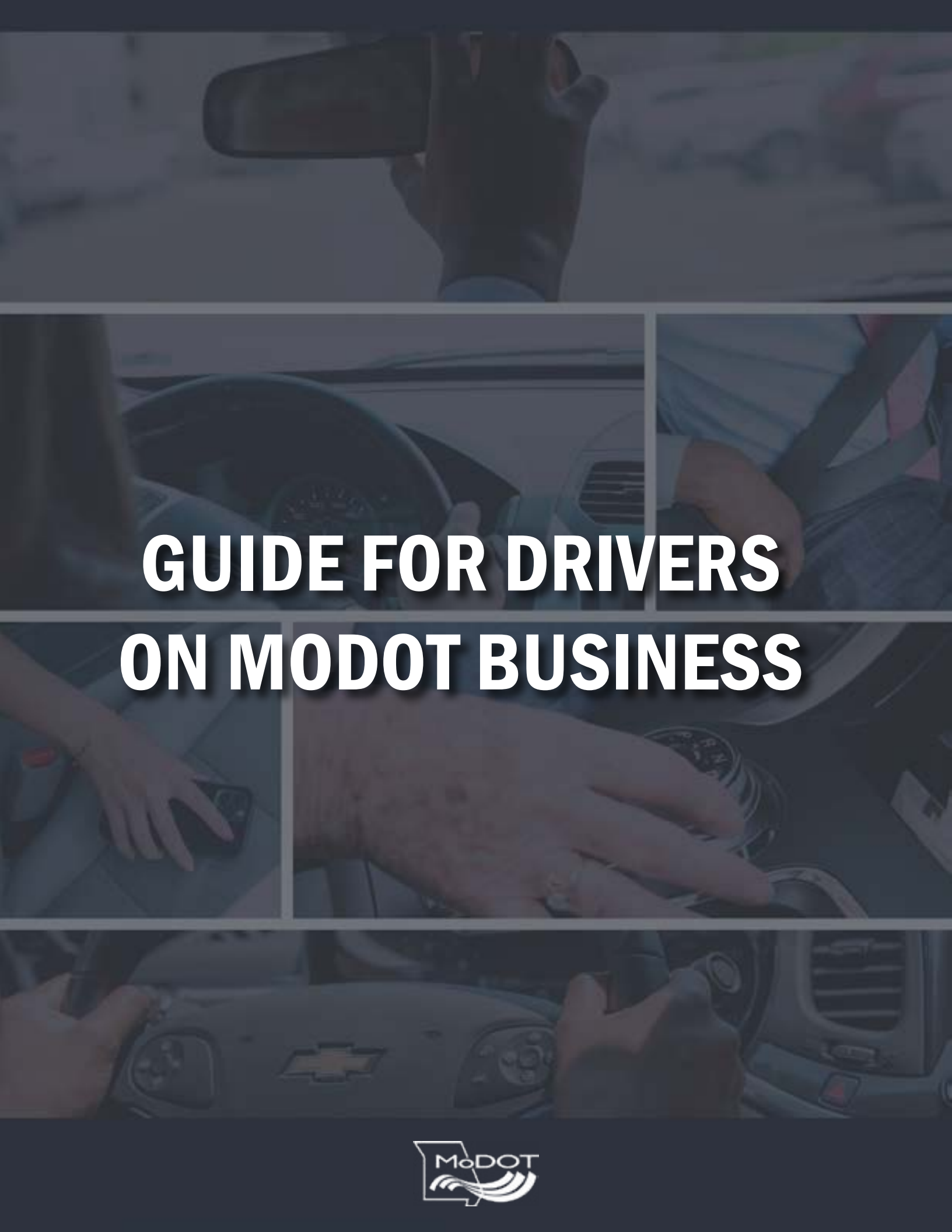


GUIDE FOR DRIVERS ON MODOT BUSINESS



ABOUT

NOTICE OF TELEMATIC DEVICES

Department vehicles may be equipped with a telematic device capable of monitoring equipment diagnostics, vehicle usage, occupant behavior, potential collisions, and accident and liability information. Vehicle operators and occupants do not have an expectation of privacy in their actions, operations, locations, or behaviors while in a department vehicle.

MISSION STATEMENT

Our mission is to provide a world-class transportation system that safe, innovative, reliable and dedicated to a prosperous Missouri.

What I use is safe;
Where I am is safe;
My customers are safe;
So we go home safe.



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INFORMATION

REQUIREMENTS TO OPERATE A STATE VEHICLE

- To operate a state vehicle, you must:
  - » Have a valid operator's license.
  - » Be an active MoDOT employee.
  - » Obtain pre-approval from your division by requesting the use of a state motor pool vehicle. All reservations submitted through the fleet system serve as approval.

KEY RULES FOR OPERATING MoDOT EQUIPMENT

- Use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes is prohibited in all department-owned or leased vehicles and equipment.
- Seatbelt use is mandatory for the driver and all passengers.
- Only use a department/personal cell phone, smartphone, tablet, laptop, or other mobile device when the department vehicle/equipment or personal vehicle being used for official department business is parked in a safe location away from traffic.
- Only use a mobile device in a moving department vehicle/equipment or personal vehicle being used for official department business in an emergency situation that requires immediate communication with another employee, law enforcement officials, or other emergency services to avoid injury or death to self or others, or to avoid other dangerous conditions.
- Passengers in department vehicles must be department employees or approved by senior management (SM) if they are traveling for non-official department business.
- Fines or towing charges for illegal parking incurred while driving a department vehicle are the responsibility of the driver.
- MoDOT employees are required to follow all MoDOT policy and procedures relating to operation and use of MoDOT vehicles including rental policies.

CENTRAL OFFICE VEHICLE RESERVATIONS

- Central Office fleet vehicles are located at 830 MoDOT Drive.
- To complete a fleet vehicle reservation:
  - » Navigate to the General Services SharePoint page.
    - › https://modotgov.sharepoint.com/sites/gs
  - » Select "Pool Car Reservations" in the righthand menu.
  - » Or scan the QR code (right) with work phone camera. Enable Cisco VPN on your phone before scanning.

INCIDENTS

INCIDENTS

- Report the incident involving 3rd parties to the proper authorities: Highway Patrol, Sheriff or the Police Department. Dial 911 if unsure of the direct number.
- Complete the "In Case of Incident" form located in the glove compartment.
- Do not make any statement of liability; only give information required by the law enforcement.
- Do not sign any releases at the time of the incident.
- Immediately report to your supervisor any incident, including traffic tickets received while operating a department owned, rental, leased or personal vehicle while on official department business.
- Personal property in state vehicles is not insured for loss or damage by the state.
- Call Safety and Emergency Management to report the incident (see phone number below).
- Complete an incident report in MMS. To locate the form:
  - » Navigate to the Maintenance SharePoint page.
    - › https://modotgov.sharepoint.com/sites/mt/SitePages/MMS.aspx
  - » Utilize "Incident Reporting Quick Links" section.
  - » Or use the link below to access the form directly.
    - › https://mms.modot.mo.gov/Safety/Incidents/Default

SAFETY & EMERGENCY MANAGEMENT PHONE NUMBERS

During Office Hours (7:30 am - 4:00 pm)

- 1-888-275-6636
- or 1-573-751-4547

After Business Hours

- 1-573-680-1604

BREAKDOWNS & EMERGENCIES

DURING BUSINESS HOURS

- Minor repairs up to $500 can be paid with WEX cards for the Central Office fleet. The driver will need to check with the place of business to verify they accept Wright Express (WEX) cards prior to any services or repairs being performed. For major repairs or emergency assistance, contact the appropriate region below.

STATEWIDE CONTACT PHONE NUMBERS

NORTHWEST DISTRICT		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Andrew James	816-387-2466	816-351-3503
Shannon Price (East)	660-265-4847	816-364-9148
Todd Burns (West)	816-324-5263	816-262-3300

NORTHEAST DISTRICT		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Roy Hogsett	660-385-8674	573-822-7959
Darin Biegel	660-385-8241	660-346-0637
Keith Boling	573-406-3411	573-221-8897

KANSAS CITY DISTRICT		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Anthony Biondo	816-347-4101	816-207-9237
Ben Sudheimer	816-317-5376	816-985-7483
Jeff Miller	660-646-9529	660-646-9529

CENTRAL DISTRICT		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Phil Hamilton	573-751-3660	417-252-0960
Michael Duke	573-751-8752	573-280-5826
David Roop	573-336-3631	573-368-9813
Travis Otto	573-522-6375	573-298-2250

SAINT LOUIS DISTRICT		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Allen Lane	314-205-7304	314-581-0137
Steven Jost	Not available	314-343-4903
David Cottingham	Not available	314-624-7295
Bill Lewis	Not available	314-267-2639

BREAKDOWNS & EMERGENCIES

SOUTHWEST DISTRICT		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Aaron Underwood	417-829-8033	417-434-8762
Stephen Smith (Joplin)	417-621-6353	417-316-1796
Casey Quinn (Springfield)	417-895-5743	417-403-9157
Fredrick Griffith	Not Available	417-403-7886

SOUTHEAST DISTRICT		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Justin Hills	573-323-4519	573-258-3040
James Robinson	573-472-5260	573-380-4774
Tim Ford	417-469-9052	417-252-1679
Jordan Lornson	573-276-5140	573-258-9053

CENTRAL OFFICE		
CONTACT PERSON	OFFICE PHONE NUMBER	CELL PHONE NUMBER
Amy Niederhelm	573-526-1199	573-508-7905
Benjamin Strong	Not Available	417-840-9778
Mark Wilde	573-751-4591	573-680-4235

AFTER BUSINESS HOURS (IF CONTACT PERSON IS NOT AVAILABLE)

- The WEX card is approved for the below examples in addition to fuel purchases. Use the WEX card as a primary source of purchase.
- Examples include:
  - » Roadside flat tire repair service
  - » Hoses/belts
  - » Wiper blades
  - » Light bulbs
- Note: for towing emergencies, see the Statewide Contact Phone Numbers list for assistance

EMERGENCY ASSISTANCE PHONE NUMBERS

Customer Service Number

- 1-888-275-6636 (Ask MoDOT)

Highway Patrol

- *55

TRAVEL INFORMATION

ST. LOUIS METROPOLITAN AREA PHONE NUMBERS

To get real-time traffic, 24/7 information in the St. Louis Metropolitan area, dial:

- 511
- or 1-877-4STL-511, if out of cell phone range

Emergency Assistance (Motorist Assist)

- 1-888-275-6636 (Ask MoDOT)

KANSAS CITY METROPOLITAN AREA PHONE NUMBERS

Emergency Assistance (Motorist Assist)

- 1-816-241-2223

STATEWIDE INFORMATION

MoDOT Traveler Information Map

MoDOT's Traveler Information Map provides real-time updates on road conditions. To use:

- Visit https://traveler.modot.org/map/index.html.
- Or scan the QR code (right) with work phone camera.
- Or install map as a smartphone application via the app store.

Emergency Assistance (Motorist Assist)

- 1-888-275-6636 (Ask MoDOT)

WEX FUEL CARD

- Located in the glove box or clipped to the overhead visor in each MoDOT vehicle.
- Obtain your meter reading prior to fueling
- Follow the prompts at the gas pump.

FUEL PIN CONTACT PHONE NUMBERS

General Services

- (573) 522-5240
- (573) 522-3048



GO GREEN

ENERGY SAVING TIPS

- You can make a difference by:
  - » Car pool to save fuel.
  - » Use cruise control when conditions warrant.
  - » Use “overdrive” gears while driving.
  - » Avoid jack rabbit starts and stops.
  - » Avoid idling.
  - » Leave early.
  - » Drive 5 miles under the speed limit.

DRIVING TIPS

- Never:
  - » Eat while driving.
  - » Use a cell phone, laptop computer, or other electronic device while driving.
  - » Read a map, newspaper, et cetera while driving.
  - » Comb your hair, apply makeup, et cetera while driving.

- Remember, safe driving is your first priority!

ADDITIONAL INFO & CROSS REFERENCES

ADDITIONAL INFORMATION

- Refer to Safety and Emergency Management SharePoint page for additional safety information.
  - » Visit https://modotgov.sharepoint.com/sites/SM.

- For more information on the safety of wireless communications in vehicles, visit the National Highway Traffic Safety Administration website.
  - » Visit https://www.nhtsa.gov

CROSS REFERENCES

- Personnel Policy 0504, "Vehicle Usage and Liability"
  - » https://www.modot.org/media/36604

- Personnel Policy 2500, "Standard Rules of Conduct"
  - » https://www.modot.org/media/36597

- Personnel Policy 2006, "Out-Of-State Travel"
  - » https://www.modot.org/media/36578

- Expense Reports
  - » https://modotgov.sharepoint.com/sites/hr/SitePages/HR-Forms.aspx#employment