



ST. LOUIS GUIDE FOR DRIVERS ON MoDOT BUSINESS

DEPARTMENT VEHICLES ARE EQUIPPED WITH A GPS DEVICE WHICH WILL BE 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.

INFORMATION

Requirements to Operate a State Vehicle:

- ▶ Valid Operator's license.
- ▶ Active MoDOT employee.
- ▶ Pre-approval from your Division requesting the use of a State Motor Pool vehicle. All reservations submitted through the fleet system serves as approval.

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.
- ▶ Seat belt 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.

Important

- ▶ Passengers in department vehicles must be department employees or approved by senior management 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.

INCIDENTS

Incidents:

Safety is top priority after an incident. If the incident is minor and no one is seriously injured; move vehicles to a safe location, out of the way of traffic.

- Report the incident involving 3rd parties to the proper authorities. (Highway Patrol, Sheriff or Police Department) *Dial 911 if unsure of direct number.*
- Call Safety & Emergency Management to report the incident.

314-594-SAFE (7233)

Complete the “In Case of Incident” form located in the glove compartment.

- Do not make any statement of liability; give only information required by the law enforcement.
- Do not sign any releases at the time of the incident.
- Report immediately to your supervisor, HR & SM any incident, including traffic ticket 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.
- Complete an Incident Report in MMS located at:
 - MMS — Safety Management page

Insurance:

Claims Administration– FS requires the purchase of either ALI (Additional Liability Insurance) or SLP (Supplemental Liability Policy) insurance on all **out-of-state** rental vehicles. It is up to the discretion of the Division/District if additional insurance other than the above mentioned is to be purchased.

In-state rental vehicles do not require the purchase of insurance. MoDOT self-insurance plan covers all in-state rentals.

BREAKDOWNS / EMERGENCIES

24 Hour *Statewide* Contact Numbers

	<u>Office</u>	<u>Cell</u>
NW		
Andrew James	816-387-2466	816-351-3503
Shannon Price (<i>East</i>)	660-265-4847	816-364-9148
Todd Burns (<i>West</i>)	816-387-2901	816-262-3300
NE		
Roy Hogsett	660-385-8274	
Kevin Lee		636-358-0544
Keith Boling	573-248-2438	573-406-3411
KC		
Anthony Biondo	816-607-2284	
Ben Sudheimer	816-347-4117	816-317-5376
Jeff Miller	660-886-7008	816-718-6850
CD		
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		573-298-2250
SL		
24/7 GHOST NUMBER		314-205-7391
Allen Lane		314-581-0137
Steve Jost		314-343-7903
David Cottingham		314-624-7295
Bill Lewis		314-267-2639
SW		
Aaron Underwood	417-829-8033	417-434-8762
Stephen Smith (Joplin)	417-621-6353	417-766-4851
Casey Quinn (Springfield)	417-895-5743	417-403-9157
Aaron Renfro	417-920-9041	417-920-9041
SE		
Justin Hills		573-258-3040
James Robinson	573-472-5260	573-380-4774
Tim Ford	417-469-9052	417-252-1679
CO		
Amy Niederhelm	573-526-1199	573-508-7905
Ben Strong		417-840-9778
Mark Wilde	573-751-4591	573-680-4235

BREAKDOWNS / EMERGENCIES

After Business Hours (314) 205-7391

Towing Emergencies;

See the “24 Hour Statewide Contact Numbers” list for assistance

- Customer Service Number *Available 24/7*
1-888-275-6636 (Ask MoDOT)
- *55 Highway Patrol

PREVENTATIVE MAINTENANCE GUIDELINES

The WEX card is approved for the below examples in addition to fuel purchases. Use the WEX card as a primary source of purchase.

REMINDER: **TAX EXEMPT**
NOTIFY VENDOR BEFORE SERVICE-CHECK INVOICE

Approved purchases without GS authorization:

- Roadside Flat Tire Repair Service
- Tire Rotation
- Air Filter & Cabin Air Filter
- Oil Change - Full Synthetic Required
- Wiper Blades

Jiffy Lube MoDOT STL Account Number 168691
Valvoline MoDOT STL Account Number P3982401-2

ANY OTHER SERVICES NEED PRIOR GS APPROVAL

Travel Information

St. Louis Metropolitan Area

⇒ *511*

When traveling in the St. Louis Metropolitan area, you can dial *511 (or 1-877-4STL-511 if out of cell phone range.)* to get real-time traffic information any time of the day or night.

⇒ *Emergency Assistance (Motorist Assist)*

Customer Service Number (Available 24 / 7)

1-888-275-6636 (Ask MoDOT)

Kansas City Metropolitan Area

⇒ *Motorist Assist*

1-816-241-2223

Statewide Information

⇒ *Travel Information Map*

⇒ *Emergency Assistance*

Customer Service Number (Available 24 / 7)

1-888-275-6636 (Ask MoDOT)

WEX fuel Card

- ▶ Located in the glove box or clipped to the overhead visor in each MoDOT vehicle
- ▶ Contact Jessica (Jes) Hoffman (314) 205-7301 for PIN number questions
- ▶ Obtain your meter reading prior to fueling.
 - Follow the prompts at the gas pump

“ GO GREEN “

YOU can make the difference.

Energy Saving tips to consider:

- ✓ Car Pool to save fuel
- ✓ Use Cruise Control when conditions warrant
- ✓ Use “Overdrive” gears while driving
- ✓ Avoid Jack Rabbit Starts & Stops
- ✓ Avoid Idling
- ✓ Leave early
- ✓ Drive 5 miles under the speed limit
- ✓ Combine errands

Remember, safe driving is your first priority!

OUR VALUES

*I’m safe.
What I use is safe.
Where I am is safe.
My customers are safe.
So we go home safe.*

Refer to [Safety and Emergency Management site](#) for additional safety information.

For more information on the safety of wireless communications in vehicles, visit the [National Highway Traffic Safety Administration's website](#).

Cross References

Personnel Policy 0504, "Vehicle Usage and Liability"
Personnel Policy 2000, "Relocation Assistance"
Personnel Policy 2500, "Standard Rules of Conduct"
Travel Policy, Expense Reports
Safety and Emergency Management SharePoint page "Forms"

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MISSION STATEMENT

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