



**GUIDE FOR DRIVERS  
ON MoDOT BUSINESS**

**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.**

Cross References

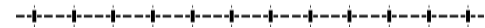
Personnel Policy 0504, “Vehicle Usage and Liability”

Personnel Policy 2000, “Relocation Assistance”

Personnel Policy 2500, “Standard Rules of Conduct”

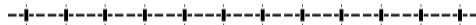
Travel Policy, Expense Reports

Safety and Emergency Management SharePoint page “Forms”



Refer to Safety and Emergency Management site for additional safety information. <http://sp/sites/hw/Pages/Forms.aspx>

For more information on the safety of wireless communications in vehicles, visit the National Highway Traffic Safety Administration's web site at:  
[www.nhtsa.dot.gov/people/injury/research/wireless/c6.htm](http://www.nhtsa.dot.gov/people/injury/research/wireless/c6.htm).



*Our mission is to provide a world  
-class transportation system that  
is 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*

*Revised  
October 1, 2020*

## 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.
- ▶ Employees shall not tamper with, disconnect, or remove any telematic device that have been installed in any department vehicles.
- ▶ 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.

### Central Office Vehicle Reservations:

- ▶ Located at 830 MoDOT Drive.

## “ 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

## DRIVING TIPS

### *Avoid these driving habits*

- ▶ Eating while driving
- ▶ Using a laptop computer
- ▶ Reading maps, newspapers etc.
- ▶ Combing your hair / applying makeup

***Remember***, safe driving is your first priority!

## 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*

<http://maps.modot.mo.gov/travelerinformation/xml/modottext.aspx>

⇒ *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 Cindy Hall 573 522-9746 or Karen Reinkemeyer 573-751-2873 for PIN number questions.
- ▶ Obtain your meter reading prior to fueling.
  - Follow the prompts at the gas pump

## INCIDENTS

### Incidents:

- ▶ Report the incident to the proper authorities. (Highway Patrol, Sheriff or Police Department) *Dial 911 if unsure of direct number.*
- ▶ 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 authorities.
- ▶ Do not sign any releases at the time of the incident.
- ▶ Report immediately to your supervisor, HR & SM any 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.
- ▶ Call Claims Admin—FS to report the incident.
  - **During Office Hours (7:30a—4:00p)**  
1-888-275-6636 or  
1-573-751-4624
  - **After Business Hours**  
1-573-680-1604
- ▶ Complete the E-11 form located at:
  - Safety & Emergency Management SharePoint page  
<http://sp/sites/hw/Pages/Forms.aspx#SafeHealth>
  - Select “Forms”, then “*Claim Report (E-11)*”.

### 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

### During Business Hours

Minor repairs up to \$150 can be paid with WEX cards for the Central Office Fleet. For major repairs or emergency assistance contact the appropriate region below.

### 24 Hour Statewide Contact Numbers

	<u>Office</u>	<u>Cell</u>
<b>NW</b>		
Derrick Gott	816-387-2466	816-387-3377
Garrett Gillespie ( <i>East</i> )	660-265-3823	660-651-2952
Todd Burns ( <i>West</i> )	816-324-5263	816-262-3300
<b>NE</b>		
Roy Hogsett	660-385-8674	573-822-7959
Darin Biegel	660-385-8241	660-346-0637
Keith Boling	573-406-3411	573-221-8897
<b>KC</b>		
James Osborn	816-347-4101	816-317-5767
Chris Zurn	816-985-7483	816-985-7483
Jeff Miller	660-646-9529	660-646-9529
<b>CD</b>		
Phil Hamilton	573-751-3660	417-252-0960
Doug Even	573-751-8752	573-239-9496
Rodney Colbert	573-522-6375	573-220-4520
Travis Otto	573-522-6375	573-298-2250
<b>SL</b>		
Jeannie Wilson	314-205-7304	573-624-5190
Scott Ernst	314-301-1423	314-280-6415
Rico Fennewald	314-301-1424	314-640-6588
<b>SW</b>		
Aaron Underwood	417-829-8033	417-529-3669
Stephen Smith (Springfield)	417-621-6353	417-316-1796
Aaron Underwood (Joplin)	417-621-6353	417-434-8762
Aaron Renfro	417-629-3362	417-920-9041
<b>SE</b>		
Justin Hills	573-323-4519	573-258-3040
Tim Green	573-243-2118	573-380-1326
Tim Ford	417-469-9052	417-252-1679
<b>CO</b>		
Amy Niederhelm	573-526-1199	573-508-7905
John Hayden	573-522-5233	573-690-9405
Mark Wilde	573-751-4591	573-680-4235

## BREAKDOWNS / EMERGENCIES

### 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 “24 Hour Statewide Contact Numbers” list for assistance.

### ⇒ *Emergency Assistance Numbers*

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