

Ho-
Chunk
Nation

TRANSPORTATION

MANUAL

The purpose of this manual is to outline the policies and procedures for the operation of fleet vehicles owned by the Ho-Chunk Nation. This policy shall apply to all fleet vehicles of the Ho-Chunk Nation and will provide directions for drivers. All drivers of Ho-Chunk Nation vehicles should familiarize him or herself with these policies and procedures prior to operating one of the Nation's vehicles and refer to this manual if uncertain about the policies governing vehicle use.



Table of Contents

PURPOSE.....	3
LEGISLATIVE ROLE.....	3
FLEET ORDINANCE.....	3
SAFETY ORDINANCE.....	3
REQUIREMENTS.....	3
OFFICIAL USE.....	3
DRIVER ELIGIBILITY.....	3
VEHICLE REQUEST.....	4
RETURNING.....	4
SMOKING POLICY.....	4
GUIDELINES.....	4
TRANSPORT.....	4
RESPONSIBILITIES.....	5
PUBLIC RELATIONS.....	6
TAU SPECIFICS.....	6
COMMUNITY HEALTH SPECIFICS.....	6
COMMUNITY HEALTH NURSE CAREGIVER SPECIFICS.....	7
BRANCH OFFICE SPECIFICS.....	8
VEHICLE OPERATION.....	8
INSPECTION and CARE OF VEHICLE.....	8
VEHICLE EQUIPMENT.....	9
TICKETS, FINES, ETC.....	9
ACCIDENTS.....	9
DISCIPLINARY ACTION.....	10
SAMPLE FORMS.....	11
VEHICLE USE AGREEMENT.....	11
FLEET REQUEST.....	12
DENIAL LETTER.....	13
APPENDICES.....	14
FLEET ORDINANCE	
SAFETY ORDINANCE	

PURPOSE

The purpose of this manual is to outline the policies and procedures for the operation of fleet vehicles owned by the Ho-Chunk Nation. This policy shall apply to all fleet vehicles of the Ho-Chunk Nation and will provide directions for drivers. All drivers of Ho-Chunk Nation vehicles should familiarize him or herself with these policies and procedures prior to operating one of the Nation's vehicles, and refer to this manual if uncertain about the policies governing vehicle use.

LEGISLATIVE ROLE

The Ho-Chunk Nation Legislature's Fleet Ordinance of 23 September 2008 serves as the primary governing document regarding the use of Ho-Chunk Nation vehicles.

Further, the Ho-Chunk Nation Legislature's Fleet Safety Ordinance of 20 May 2002 also outlines policies and procedures for the operation of Ho-Chunk Nation vehicles.

Copies of both ordinances are included in the appendices to this manual. This manual is intended to supplement the aforementioned ordinances.

REQUIREMENTS

1. OFFICIAL USE

- a. All Ho-Chunk Nation vehicles are for official use only. Official use is defined as normally scheduled work duties during the regular workday or other work-related meetings and/or activities. Such activities and meetings must be authorized by the employee's supervisor in compliance with the Ho-Chunk Nation Fleet Ordinance.

2. DRIVER ELIGIBILITY

- a. Only employees with a valid driver's license will be allowed to operate Ho-Chunk Nation vehicles.
 - i. **Occupational licenses are not acceptable.**
- b. An employee must be given proper authorization to use a vehicle from his or her supervisor.
- c. An employee must have valid personal automotive insurance. The employee's insurance and driver's license must be on file with the Fleet Division prior to using a Ho-Chunk Nation vehicle.
- d. Prior to the use of a Ho-Chunk Nation vehicle, an employee must sign a Vehicle Use Agreement with the Fleet Division.

- e. Should an employee have his or her driver's license suspended or revoked, notification must be given to the appropriate supervisor(s) and Fleet Division personnel **immediately**.

3. VEHICLE REQUEST

- a. A vehicle request must be filed with the Fleet Division at the Executive Office Building in Black River Falls prior to the use of a fleet vehicle.
 - i. Vehicle requests may be faxed to (715) 284-1643.
- b. Vehicle request forms must be signed by the requesting employee's supervisor.
- c. Vehicles are issued on a first-come, first-served basis.
- d. Vehicle requests will be accepted no more than 30 days in advance of request date.
- e. In the event the supply of vehicles has been exhausted, the Fleet Division will issue a "denial" letter to the employee. The employee will then be eligible to claim mileage, with the approval of his or her supervisor and/or department. See sample denial letter on page 13.

4. VEHICLE RETURN

- a. Vehicles must be returned in the same or better condition in which it was issued.
- b. All refuse, personal items and other materials must be removed from the vehicles upon return.
- c. Employees are responsible for refilling the fleet vehicle with gas prior to returning it to the appropriate facility.
- d. Accurate records of starting and ending mileage must be notated on the mileage log.
- e. A copy of the gas receipt must be submitted to the Fleet Division upon return of the vehicle.
 - i. Name of driver and corresponding department name must be written on the receipt.
- f. Failure to comply with return policy will result in disciplinary action. See page 9 for further information.

5. SMOKING POLICY

- a. There is no smoking in any Ho-Chunk Nation vehicles at any time. See disciplinary action section for further details.

GUIDELINES

1. TRANSPORT

- a. Transportation will be provided to clients, including Ho-Chunk elders and disabled Native Americans.

- b. Medical transports for clients must be to the closest Ho-Chunk Nation health facility.
- c. Transportation will be provided for individuals if there is no car available in the immediate family or household.
- d. Transportation will be provided for medical, dental, optical, pharmacy visits and social services only.
- e. Persons under the age of 12 must have a parent or guardian present in order to be transported.
- f. Seat belts must be worn by all passengers at all times while the vehicle is in motion.
- g. Car seats must be used for infants and children up to age 8 while the vehicle is in motion.
 - i. Parents must provide car seats.
- h. Handicapped vans are to be used for transporting handicapped clients only.
- i. Transports will not be provided in adverse or inclement weather.

2. RESPONSIBILITIES

- a. Of the Driver
 - i. No driver may operate a Ho-Chunk Nation vehicle after having consumed alcohol and/or used drugs, including prescription drugs which may impair his or her ability to drive.
 - ii. Drivers must wear seatbelt.
 - iii. Drivers must operate vehicles in a safe and courteous manner because they represent the Ho-Chunk Nation while they are on the road.
 - iv. No driver may wear ear phones/headsets while operating Ho-Chunk Nation vehicles.
 - v. All drivers must have a valid driver's license and vehicle insurance. Copies of both the employee's driver's license and insurance must be on file with the Fleet Division.
 - vi. Cell phone use while driving is **prohibited**.
- b. Of the Passenger
 - i. Passengers must be an on-the-job employee or appropriate person engaged in business for the Ho-Chunk Nation and approved by department director or designee, except in the case of TAU or Community Health transports per the Ho-Chunk Nation's Fleet and Fleet Safety Ordinances.
 - ii. Passengers must wear seatbelts.
 - iii. Persons being transported by TAU or Community Health must be ready at the specified time and place of pick-up.

- iv. No intoxicated persons will be allowed in Ho-Chunk Nation vehicles.

3. PUBLIC RELATIONS

- a. Drivers represent the Ho-Chunk Nation while they operate fleet vehicles. As such, all appropriate courtesy and safety practices must be exercised at all times.
- b. When dealing with an elder or other persons being transported, TAU and Community Health representatives must exercise courtesy including, but not limited to:
 - i. Help people get in and out of the vehicle, particularly if he or she is an elder.
 - ii. Use patience when working with elders.

4. TAU SPECIFICS

- a. 48-hour notice is requested for transport.
- b. Medical transports always receive priority consideration.
- c. When drivers deliver meals, observe the person receiving the meal. If there is noticeable change, better or worse, report it to the CER.
 - i. Many times, the meal delivery is the only person the elder has seen all day.
- d. If drivers notice that elder driveways have not been plowed out, notify the appropriate personnel immediately.
- e. TAU uses a priority ranking system to meet the transportation needs of Ho-Chunk elders. The ranking is as follows:
 - i. Doctor appointments
 - ii. Dental appointments
 - iii. Transport to meal site
 - iv. Grocery shopping
 - v. Post office, bank, funeral
 - vi. Recreation
- f. Transportation to bingo, conferences and General Council must include four (4) or more riders, and one driver employee.
- g. TAU handicapped vehicles are to be used for elderly clients only.

5. COMMUNITY HEALTH REPRESENTATIVE SPECIFICS

- a. All transportation service from the CHR Program is for healthcare services only.
 - i. Transportation is provided only if clients have no other means of going to and from scheduled appointments.
- b. CHR Program requires 72-hour notice in order to transport.

- c. Persons requesting transport must contact all other Ho-Chunk Nation and non-Ho-Chunk transportation services prior to the CHR Program, including, but not limited to:
 - i. TAU
 - ii. Ho-Chunk Nation Veterans Affairs
 - iii. Community Health Nursing caregivers programs
 - iv. Family, friends, and neighbors
 - v. MA/SSI
 - vi. Volunteer drivers agencies (Interfaith)
 - vii. Transportation agencies and programs (Abby Van, Midstate, etc.)
- d. Transportation will not be provided during workshops, training, WIC clinics and CHR staff meetings.
- e. Transportation to health facilities outside the HIS service area for the Ho-Chunk Nation will not be provided.
- f. The following individuals are not eligible for transportation services
 - i. People under the influence of drugs and alcohol.
 - ii. Prisoners, Huber participants, persons under “house arrest,” and jail inmates.

6. COMMUNITY HEALTH NURSE CAREGIVER PROGRAM SPECIFICS

- a. This program provides services to enrolled Ho-Chunk elders and disabled only.
- b. All transportation service from the CHN Program is for healthcare services only.
 - i. Transportation is provided only if clients have no other means of going to and from scheduled appointments.
- c. CHN Program requires 48-hour notice in order to transport.
- d. Persons requesting transport must contact all other Ho-Chunk Nation and non-Ho-Chunk transportation services prior to the CHN Program, including, but not limited to:
 - i. TAU
 - ii. Ho-Chunk Nation Veterans Affairs
 - iii. Community Health Nursing caregivers programs
 - iv. Family, friends, and neighbors
 - v. MA/SSI
 - vi. Volunteer drivers agencies (Interfaith)
 - vii. Transportation agencies and programs (Abby Van, Midstate, etc.)
- e. Transportation will not be provided during workshops, training, WIC clinics and CHN staff meetings.
- f. The following individuals are not eligible for transportation services
 - i. People under the influence of drugs and alcohol.

- ii. Prisoners, Huber participants, persons under “house arrest,” and jail inmates.
- iii. No transports for alcohol pick-up or delivery.
- g. CHN uses a priority ranking system to meet the transportation needs of Ho-Chunk elders. The ranking is as follows:
 - i. Doctor appointments
 - ii. Dental appointments
 - iii. Transport to meal site
 - iv. Grocery shopping
 - v. Post Office or bank

7. BRANCH OFFICE SPECIFICS

- a. Transportation will be provided by branch offices to the following service areas: Chicago, La Crosse, Madison, Milwaukee and St. Paul.
- b. Ho-Chunk members, as well as their spouses and children, will be the only persons eligible for transport.
 - i. Transportation requests may be obtained at any branch office.
- c. 72 hour notice is required for transport and individuals must be ready for transport at the requested time and location.
- d. Ho-Chunk Nation Branch Offices will be used as a last resort after all other means of transportation have been exhausted (i.e. family member, public transit, CHR, TAU, etc.). **No transportation will be provided in inclement weather.**
- e. Ho-Chunk elders and disabled individuals will receive priority.
- f. Medical transports will be made the **nearest** Ho-Chunk Nation health facility. **No exceptions.**
- g. Transportation outside the immediate service area must be approved by the Director of Executive Facilities.
- h. Persons under 18 must be accompanied by a parent/legal guardian, or have signed consent to receive transportation in their absence.
- i. The number of people being transported at one time shall not exceed the number of safety belts in the vehicle.
- j. Branch office personnel reserve the right to refuse service to anyone.

VEHICLE OPERATION

1. INSPECTION AND CARE OF VEHICLE

- a. Assure that windows, windshields, and mirrors are maintained and clean prior to driving.
- b. If any equipment is broken, damaged or malfunctioning, notify the Fleet Division immediately.

- c. If the driver is assigned a specific vehicle for an extended period of time (i.e. CHN or TAU employee), it is his or her responsibility to check the vehicle at intervals not to exceed seven (7) days.
 - d. Smoking is not permitted in any Ho-Chunk Nation vehicle.
- 2. VEHICLE EQUIPMENT**
- a. For sedans and vans, drivers must make sure they have the gas card and clipboard prior to departure.
 - b. Vehicles that transport clients must have:
 - i. Jack and lug wrenches
 - ii. Flashlights and flares, in working condition
 - iii. First aid kit
 - iv. Fire extinguisher
- 3. CITATIONS, FINES, ETC.**
- a. Any and all parking citations and/or moving violations that occur with a fleet vehicle will be referred to the employee's supervisor.
 - b. Individual employees are required to pay for any citation issued to a Ho-Chunk Nation vehicle in the care of one of its employees.
 - c. The Ho-Chunk Nation Fleet Division will not pay for citations on behalf of an employee.

ACCIDENTS

- 1. In the event of an accident, the driver must report it to the police immediately.
- 2. Drivers must also report the accident to their respective department and/or division in addition to the Fleet Division.
- 3. Drivers should also report any bodily injury to the aforementioned authorities.
- 4. If involved in accident, do the following:
 - a. Stop immediately.
 - b. Do not leave the scene of the accident without identifying yourself and rendering assistance.
 - c. Help the injured.
 - d. Call the nearest police station or agency. Ask for an ambulance, if necessary.
 - e. Do not move the injured unless it is necessary.
 - f. Warn passing traffic. Protect victims from oncoming traffic.
 - g. Exchange information. Drivers must provide:
 - i. Name
 - ii. Address
 - iii. Vehicle registration number
 - iv. Driver's license

- v. A note containing the aforementioned information if the accident involves an unattended vehicle.
- h. Drug and alcohol testing will also be conducted if a bodily or personal injury requires first aid or medical attention or if the Nation's property or equipment is damaged regardless of the dollar amount of damage incurred.
- i. Employees must make themselves available for post-accident drug and/or alcohol testing per the Ho-Chunk Fleet Policies and Procedures Ordinance.

DISCIPLINARY ACTION

1. The final decision regarding discipline will be the final decision of the employee's supervisor, or the employee's Executive Director with notification to the departments of Personnel and Administration, if access to Fleet Vehicles will be terminated for an employee's violations of this policy. In addition to terminating access to Fleet Vehicles, the supervisor may institute disciplinary action against the employee pursuant to the Nation's **Employment Relations Act**.
 - a. **EXCEPTION:** If it is obvious that an employee has intentionally, frequently and excessively misused Fleet Vehicles, the Department of Administration will deny or restrict all use of the vehicles immediately. Only in these cases may Administration revoke all the Fleet privileges without advanced notice to the employee's supervisor or the employee. If Administration takes this action and, at the determination of the employee's supervisor, it is necessary for the employee to have the use of Fleet Vehicles to accomplish the employee's job, the employee may be disciplined up to and including termination.
2. The misuse or abuse of Ho-Chunk property, including Fleet Vehicles, may result in the denial of the service, imposition of cost for the personal use of the vehicle(s), reimbursement to the Nation of wages paid to an employee while the employee was misusing the vehicles, and disciplinary action up to and including termination.
3. Any violation of this policy may also result in litigation by the Nation to seek restitution from the employee for abuse and misuse of Ho-Chunk property.



HO-CHUNK NATION
Administration Department
Transportation Division
VEHICLE USE AGREEMENT

I, _____, agree to follow the policies and procedures of the Ho-Chunk Nation Fleet Manual. I also attest that I possess a valid (non-occupational) driver's license and have personal automotive insurance. Furthermore, I have given copies of my driver's license and insurance information to the Transportation Division to keep on file. I realize and acknowledge that Ho-Chunk Nation vehicles are not for personal use and may be driven for official purposes only. I understand that, should I violate the aforementioned guidelines, I will not be able to use a Ho-Chunk Nation vehicle in the future.

I will abide by the non-smoking policy when using fleet vehicles. I understand that vehicles must be returned in the same or better condition in which it was issued. If the vehicle must be cleaned after use and I do not clean it my department will be responsible for the cleaning charges of the vehicle.

Employee Signature

Date

Transportation Representative

Date

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HO-CHUNK NATION
Administration Department
Transportation Division
VEHICLE REQUEST FORM

Fleet use only:
Vehicle #: _____

DATE: ____ / ____ / ____

DEPARTMENT: _____

DRIVER(S): _____

PASSENGER(S): _____

REASON FOR REQUEST: _____

DATE(S) NEEDED:

From	To	Pick-up Time	Return Time

DESTINATION(S):

From	To	From	To

FUEL ACCOUNT NUMBER: _____

SUPERVISOR SIGNATURE: _____

NO SMOKING IN VEHICLES



HO-CHUNK NATION
Administration Department
Transportation Division
DENIAL NOTIFICATION

To: Ho-Chunk Nation Employee

From: Transportation Staff

Re: Fleet Request Denied

Date:

We are unable to accommodate your request for a fleet vehicle at this time. As a result, you must find other means to travel to your work location. You may be eligible for mileage at the discretion of your supervisor. We apologize for any inconvenience.

If you have any questions, please call (800) 294-9434 ext. 1039.