

3. USE OF VEHICLES

The State of Ohio and Ohio Lottery Commission policies expressly prohibit the use of State vehicles for pleasure or personal matters. State vehicles are to be used exclusively for conducting Official State business.

Official State business is defined as any activity that is required to perform and/or fulfill job related duties and responsibilities.

The following conditions must be met to drive a State Vehicle. The driver must:

1. possess a valid Ohio drivers license;
2. be employed by the State of Ohio;
3. be on official Lottery business or acting within the scope of responsibilities as a State of Ohio employee;
4. have authorization to use an Ohio Lottery Vehicle, and
5. agree to and acknowledge complete understanding of the Ohio Lottery Vehicle Handbook.

Failure to meet and adhere to all of the above guidelines will result in disciplinary actions, up to and including termination.

Liabilities arising from the unauthorized use of an Ohio Lottery vehicle lie exclusively with the driver/employee.

7. PROPER USE OF VOYAGER FLEET CREDIT CARDS

The following procedures are to be strictly adhered to when using a Voyager Credit Card.

Credit cards are assigned to the vehicle by license number and **MUST** remain in the vehicle. Use of the credit card is authorized only for the assigned vehicle.

Credit card receipts must show price per gallon of fuel, number of gallons purchased and current mileage. If purchases are other than fuel, receipts must be itemized. Generalizations such as “repairs”, “service” and “miscellaneous” are not acceptable.

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THE LOTTERY DOES NOT PAY SALES TAX ON ANY PURCHASE. THEREFORE, A RECEIPT/INVOICE SHOULD NEVER BE AUTHORIZED WITH SALES TAX ADDED INTO THE FINAL PRICE.
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All transactions must be completed electronically at the pump or register. Only regular unleaded gasoline is to be purchased and it must be self-serve. Manual transactions must be avoided. If there are problems with electronic transactions, have the cashier call for charge assistance. The number is 800-987-6589.

All non-fuel transactions must be tax exempt. Non-fuel items which can be charged on the credit card are quarts of oil, washer fluid, wiper blades, washes, bulb replacement, emergency tire service, and the like. All transactions must be verified by the driver before leaving the vendor’s premises.

The Voyager credit card **MAY NOT** be used for any maintenance or repair service. The invoice for maintenance and repair is to be direct billed and given to the Region Coordinator. Any Voyager charges for emergency service must have pre-approval of the Vehicle Department and the receipt must be accompanied by a written explanation.

THE REGION COORDINATOR MUST CALL ALL REQUESTS FOR REPAIRS TO THE VEHICLE DEPARTMENT BEFORE THE DRIVER ARRIVES AT THE VENDOR. The Vehicle Department will determine the vendor to be used and will issue an authorization number, which must appear on the vendor’s invoice. The invoice should be itemized for labor and parts and must be signed by the driver.

The driver will then deliver the invoice to the Region Coordinator who forwards it to the Vehicle Department. Invoices must be forwarded upon receipt, not in the monthly mileage envelope.

Authorization **IS NEEDED** for major repairs such as brake work and tune-ups. It is also needed for oil changes, rotations, inspections, glass replacements, belts, batteries, etc...

Authorizations is **NOT NEEDED** for fuel purchases, quarts of oil, washer fluid, brake fluid, bulb replacement, wiper blades or emergency tire service **ONLY** (not for purchase of tires).

Report lost, stolen or unusable credit cards to the Vehicle Coordinator immediately.

UNAUTHORIZED OR UNDOCUMENTED CHARGES WILL BE THE RESPONSIBILITY OF THE DRIVER.

8. MONTHLY VEHICLE FUEL CONSUMPTION AND MAINTENANCE REPORT

Every employee assigned a vehicle is required to properly complete and forward the "Monthly Vehicle Fuel Consumption" envelope to the Region Vehicle Coordinator no later than the first Friday following the end of the month.

These reports are designed to accurately reflect all activities pertaining to the State owned vehicle in a given time period in terms of purchases and repairs.

All credit card slips and receipts for washes, minor purchases, etc... are to be placed in the envelope.

If there are any questions regarding the proper completion of this report, please address them to your Region Vehicle Coordinator.

It is required that each employee accurately complete and record all information on the report. The driver must sign the envelope as verification of goods received.