


DEPARTMENT OF CORRECTION  	<b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 115	<b>PAGE NUMBER:</b> 1 of 9
		<b>SUBJECT:</b> Use Of Department Vehicles	Adopted: 02-1982 Reviewed: 03-06-03 Revised: 03-20-03 Pages 1, 8 and 9 Revised 02-20-04

## **01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Board of Correction that Department of Correction vehicles be used for official business and by authorized personnel only. All vehicle usage shall be in accordance with the Department's regulations as enumerated in this policy.

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## **03.00.00. REFERENCES**

Attachment A. Vehicle Log Sheet.

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Attachment C. Request For Use Of Personal Vehicle.

Attachment D. Vehicle Use And Maintenance Report.

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Attachment E. Vehicle Responsibilities Memorandum.

Department Policy 104, Tobacco Free Environment.

Division Of Financial Management Budget Development Manual For Vehicle Disposal Guidelines.

Governor's Executive Order 2000-16, Regarding The Utilization And Oversight Of The Use Of State Vehicles By State Employees.

Office Of Performance Evaluations, Management Of State Agency Passenger Vehicles: A Follow-up Review, September 2002 Report 02-02.

#### **04.00.00. DEFINITIONS**

**Financial Executive Officer.** The title of the manager of the fiscal office located in the administrative office in Boise.

**Fleet Manager.** The Department employee in the fiscal office located in the administrative office in Boise who serves as the agency point of contact for vehicle use, maintenance, disposal and assessment and maintains the Department's vehicle information.

**Home Station Travel.** All territory within the corporate limits of the city in which the employee is permanently assigned; or all territory within a two (2) mile radius of the employee's permanently assigned official duty post if not situated in an incorporated city. Typically, home station travel occurs within normal working hours.

**Motor Pool.** Each location's assigned vehicles.

**Out Of Home Station Travel.** Anything not home station travel. (See Home State Travel.)

**Request For Use Of Personal Vehicle.** To be completed by a Department employee who is requesting to use his personal vehicle in lieu of a Department vehicle for business travel. (See Attachment C, Request For Use Of Personal Vehicle.)

**Vehicle Condition.** The general, overall condition of a vehicle. Vehicle condition can be described by one (1) of five (5) simple terms: excellent, good, fair, poor, unusable.

**Vehicle Custodian.** A Department employee who is responsible for motor pool activity (i.e., vehicle key control, records vehicle usage, maintains vehicle log sheets). There will be, at a minimum, one (1) vehicle custodian for each motor pool. The vehicle custodian may delegate duties to other personnel at their location as needed.

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Vehicle Log Sheet. A document completed by the user of a Department vehicle to record vehicle usage information. Divisions may create their own vehicle log sheets to capture additional vehicle information that is pertinent to their operations (information blocks shown on the attachment are the minimum information that is required). (See Attachment A, Vehicle Log Sheet.)

Vehicle Maintenance And Use Report. A document completed by the vehicle custodian monthly, to be submitted to the fleet manager. (See Attachment D, Vehicle Use And Maintenance Report.) Divisions may not revise this form.

Vehicle Maintenance Log. A document completed by the vehicle custodian to record vehicle maintenance information. Divisions may create their own vehicle maintenance logs to capture additional vehicle information that is pertinent to their operations (information blocks shown on the attachment are the minimum information that is required). (See Attachment B, Vehicle Maintenance Log.)

#### **05.00.00. PROCEDURE**

Each vehicle custodian will have a documented system in place for the issuance/control of vehicle keys that provides for the ability to, as a minimum, know who vehicle keys are issued to at all times.

Each user will complete the vehicle log (See Attachment A, Vehicle Log Sheet) prior to returning log and keys to the vehicle custodian.

#### **05.01.00. Vehicle Custodian**

Each division, institution, district office, and community work center with vehicle motor pools or assigned vehicles will appoint an employee as vehicle custodian.

#### **05.01.01. Responsibilities Of The Vehicle Custodian**

The vehicle custodian is responsible for:

- Arranging for and documenting vehicle maintenance;
- Issuing and/or controlling vehicle keys and coordinating vehicle activity;
- Reviewing vehicle use logs for accuracy;
- Maintaining vehicle log sheets and keeping them on file for audit purposes;

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Compiling vehicle use and maintenance information; and

Generating and submitting vehicle maintenance and use reports to the fleet manager by the tenth (10<sup>th</sup>) day of each month.

#### **05.02.00. Vehicle Usage**

Employees will use Department vehicles for official business travel unless a Department vehicle is not available for the time of planned use, or documentation indicates that official travel would be more efficient and economical in a private vehicle.

In extremely limited cases, a non-employee may use a department vehicle, but only for the purpose of conducting official business on behalf of the Department. An example would be an intern student handling a caseload for a probation and parole office. Prior to vehicle use, the non-employee must sign a Vehicle Responsibilities Memorandum. This memorandum must also be signed by the facility head, authorizing the non-employee to use a Department vehicle. This memorandum shall be on Department letterhead. (See Attachment E, Vehicle Responsibilities Memorandum.)

If a Department vehicle is not available for use, employees must notify their supervisor. If no state vehicle is available, staff may elect to take their private vehicle and will be reimbursed at the rate established by the Board of Examiners.

Employees may opt to take their own vehicle even if a state vehicle is available. However, in order to be reimbursed for mileage, they must first obtain approval in writing from a supervisor. The reimbursement shall be limited to one-half the applicable rate established by the Board of Examiners, unless otherwise determined by the Director. (See Attachment C, Request For Use Of Personal Vehicle.)

Reimbursement for private vehicles will be paid based upon mileage charts available to the financial executive officer. The Department will not reimburse employees for personal side trips while at the destination or in route to the destination.

Employee groups traveling to the same destination for meetings and conferences and returning to their home station on the same day will be expected to travel as a pool, whether they are using a private or state vehicle. A pool consists of up to four (4) people per vehicle.

Vehicles should be driven twelve thousand (12,000) miles annually which is the nationally recommended mileage standard. Additionally, they should be driven no less than seventy-five percent (75%) of available work days per month (i.e., if there are twenty (20) working days in a month, the vehicle should be used no less than fifteen (15) of those days).

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Written justification for retaining vehicles that do not meet either one (1) or both of these standards will be submitted to the fleet manager annually. The justification shall include the following:

Year, make, model, and license number of the vehicle;

Estimated annual mileage;

Vehicle condition;

Primary function of the vehicle; and

Why the vehicle needs to be retained.

The fleet manager will review mileage on all department vehicles annually.

The following information will be collected monthly on each vehicle and submitted to the fleet manager by the tenth (10<sup>th</sup>) day of each month (See Attachment D, Vehicle Use And Maintenance Report.):

Number of miles driven per month;

Number of days in service;

Type of repair/maintenance and cost, and date of repair/maintenance; and

Purposes for which the vehicle was used.

Additionally, an annual report detailing each vehicle's condition will be submitted to the fleet manager, by March 1.

Smoking in state vehicles is strictly forbidden. Seat belts must be used at all times.

#### **05.03.00. Vehicle Issuance**

The vehicle custodian will issue the vehicles (vehicles not otherwise assigned) to employees on a priority basis. The vehicle custodian will coordinate all motor pool activity.

#### **05.04.00. Vehicle Reservations**

For vehicles that are not assigned to a continual specific use, such as project vehicles and vehicles assigned to probation and parole officer teams, the vehicle custodian will maintain

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a reservation calendar. The calendar is used to organize motor pool vehicle usage and determine vehicle availability. The custodian is responsible for reserving the proper vehicle for the type of travel (i.e., a more reliable vehicle for a longer trip).

An employee may request the use of a motor pool vehicle in advance. Reservations will be confirmed with the vehicle custodian and will be based on the purpose of the official travel.

#### **05.05.00. Use Before Travel Date**

Vehicles used for home station travel cannot be taken off the premises before the time they are utilized for official business purposes. For example, a vehicle may not be driven home in the evening because it will be driven first thing the next business day for official business. The vehicle must be left on premises in the evening, and picked up the next business day.

Vehicles used for out of station travel may be taken off the premises before the time they are utilized for official business purposes, if approved by the administrator or deputy administrator of the division, warden, deputy warden or district manager.

#### **05.06.00. Recording Usage**

Each vehicle will be assigned a vehicle log sheet that must be completed by the user after each trip. The completed vehicle log sheet must be returned, with the keys, to the vehicle custodian, or, it may be kept in the vehicle. (See Attachment A, Vehicle Log Sheet.)

Minimum entries into the Vehicle Use Log are:

- Date of issue;
- Name of user;
- Odometer reading beginning and ending;
- Destination;
- Purpose; and
- Problems and/or concerns with vehicle.

#### **05.07.00. Refueling Vehicles**

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It is the user's responsibility to refuel the vehicle while in travel status out of their home station, and to refuel before the vehicle is returned to its home station.

Fuel purchases will be made using the fuel card assigned to the vehicle. The employee's purchase card (P-card) may be used in an emergency. Fuel for vehicles assigned to the South Boise facilities may be purchased from South Idaho Correctional Institution's (SICI) motor pool operation.

#### **05.08.00. Vehicle Maintenance**

Each employee will be responsible for the proper care of state vehicles. Part of this care is leaving the inside of vehicles clean after each use. If, when checking out a vehicle, it is found to have trash inside, the user will notify the vehicle custodian. Supervisors will be notified of any improper use or care of vehicles. All vehicles will be subject to monthly inspections by the vehicle custodian. Vehicles will be washed and cleaned on the inside and outside as needed by the employee using the vehicle, or by the vehicle custodian, if according to the location's procedure the vehicle custodian is responsible for washing the vehicles.

Employees are also responsible for being aware of the general condition of vehicles. Inoperative lights or accessories, poor performance, low fluid levels, unusual sounds, etc., must be noted on the vehicle use log and brought to the attention of the vehicle custodian when checking in the vehicle. If any condition exists that makes the vehicle illegal or unsafe to operate it must be reported immediately and the vehicle taken out of service.

All pool vehicles will be serviced, as a minimum, according to the manufacturer's recommendations, and must be documented by the vehicle custodian. If other maintenance intervals are used, this also must be documented by the vehicle custodian. (An example of this would be changing the oil less often than manufacturer recommendations for vehicles that accumulate mostly highway miles.) The vehicle custodian will arrange unscheduled repairs or maintenance as appropriate and needed.

Studded tires, if deemed necessary for safe driving, will be installed by mid November of each year and removed by the end of March in the following year. All tires will be inspected and properly inflated at each changeover and at each oil change. Unsafe or damaged tires will be replaced as needed.

A log will be maintained for each vehicle documenting all maintenance, repairs, and costs. (See Attachment B, Vehicle Maintenance Log.)

#### **05.09.00. Fleet Manager**

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The fleet manager will track routine vehicle information such as type of vehicle (year, make model, vin number), acquisition date, purchased or leased, costs, maintenance records, mileage and/or trip information, name of the person, if any, to whom the vehicle is assigned, physical location of vehicle, and any other information deemed necessary. Fleet information shall be current.

The fleet manager will also review this data a minimum of annually to determine whether or not there is potential to better utilize vehicles by either reassigning or rotating vehicles within the department. Findings will be forwarded to the appropriate administrator.

#### **05.10.00. Vehicle Disposal, Replacement, And Rotation Or Reassignment**

Vehicles will be disposed of when they accumulate between seventy-five thousand (75,000) and one hundred thousand (100,000) miles, and they will be no more than eight (8) years old. For disposing of vehicles with less than seventy-five thousand (75,000) miles, and for retaining vehicles with more than one hundred thousand (100,000) miles, and/or are older than eight (8) years old, a written justification will be forwarded to the fleet manager annually. The justification must include the following:

Year, make, model, and license number of the vehicle;

Primary function of the vehicle;

Vehicle condition; and

Why it needs to be disposed of early or retained after eight (8) years and/or with more than one hundred thousand (100,000) miles.

For vehicles to be retained with mileage in excess of one hundred thousand (100,000) miles and/or that have passed the eight (8) year mark, the justification must also include the following:

Estimated number of miles and age of the vehicle when it will be disposed of; and

A statement of what the estimated resale value will be when it reaches the appropriate miles and/or age to dispose compared to what the resale value would be if disposed of at the normal level.

Examples of vehicles that may need early disposal are those whose condition is less than fair at less than seventy-five thousand (75,000) miles, and vehicles with unusually high



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maintenance and repair costs. Examples of vehicles that may need to be retained with greater than one hundred thousand (100,000) miles and/or after the eight (8) year mark would be vehicles that sustain little wear and tear, and therefore retain their value and performance, and vehicles that are designed to accumulate high miles, such as transport buses.

To assist in the timely request for replacement capital outlay for vehicles, the fleet manager will review each vehicle's mileage accumulation, age, and other vehicle information annually to determine when the appropriate time would be to enter the budget request. Findings will be forwarded to the appropriate administrator.

#### **05.11.00. Site Visit Audits**

Staff from the fiscal department, as designated by the financial executive officer, will audit vehicle information during periodic site visits.

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**Director, Department of Correction**

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**Date**

**IDAHO DEPARTMENT OF CORRECTION  
VEHICLE LOG SHEET**

**Vehicle:** \_\_\_\_\_

Date	User's Name	Destination	Purpose	Odometer Reading		Problems and/or Concerns with Vehicle
				Beginning	Ending	

**IDAHO DEPARTMENT OF CORRECTION  
VEHICLE MAINTENANCE LOG**

**Vehicle:** \_\_\_\_\_

Date	User's Name	Description of Maintenance or Repair Performed	Cost	Odometer Reading

**IDAHO DEPARTMENT OF CORRECTION  
REQUEST FOR USE OF PERSONAL VEHICLE**

Date Of Request: \_\_\_\_\_

Name Of Requestor: \_\_\_\_\_

Division: \_\_\_\_\_

Date And Time Of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose Of Travel:

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Reason For Use Of Personal Vehicle: \_\_\_\_\_

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Date And Time Of Return: \_\_\_\_\_

Approved: ☐

Denied: ☐

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

**IDAHO DEPARTMENT OF CORRECTION  
VEHICLE USE AND MAINTENANCE LOG**

Date: \_\_\_\_\_

Vehicle License Number	Year	Vehicle Make And Model	Beginning Miles	Ending Miles	Total Miles	Description of Maintenance or Repair	Date and Cost of Maintenance or Repair	# of Days In-Service	Vehicle Purpose

**Idaho Department Of Correction  
Vehicle Responsibilities Memorandum**

I, \_\_\_\_\_, have been granted permission to operate an Idaho Department of Correction vehicle, and hereby acknowledge my responsibility and obligation regarding the Department vehicle. I understand that this vehicle has been assigned to me at the convenience of the Department and for the benefit of the Department. The Department may at any time, without prior notification or warning, terminate my privilege to operate the vehicle.

**General Responsibilities**

**Personal Use**

1. The Department vehicle shall be used for official department business only.
2. The vehicle shall not be driven across state lines.
3. Guests are not authorized to ride in Department vehicles.
4. Smoking is not permitted in Department vehicles.

**Security**

1. When the vehicle is not in use, the doors must be locked.
2. The vehicle must be returned to the Department location to which the vehicle is assigned after the completion of each work day.

**Insurance**

1. The Department maintains liability, comprehensive and collision insurance on all Department vehicles.
2. All tickets, including parking as well as moving infractions, are the driver's responsibility. The facility head must be notified immediately of any such violation. Fines or associated fees should be taken care of in a timely fashion.

**Maintenance.** The facility head or designee must be notified immediately of any problems noted.

**Reimbursement for Refueling.** All receipts for refueling must be submitted to the facility head, or designee, no less than weekly to be processed for reimbursement.

**Accidents**

1. All accidents must be reported immediately to the facility head or designee.
2. Do not admit fault.
3. Police must be contacted immediately.
4. Give the Citizen Claim Procedure from the Auto Accident Report Guide to the other party.
5. The Auto Accident Report Guide located in the glove compartment of the vehicle must be completed immediately. Read through the Guide so that you are aware of what information is required when completing the Guide.
6. Submit the Auto Accident Report Guide to the facility head as soon as possible after the accident.

**I have read and understand the above responsibilities.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Facility Head Signature**

\_\_\_\_\_  
**Date**