



Operating Procedure

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Office of Primary Responsibility DOC Fleet Manager	

Subject
VEHICLE ACQUISITION, OPERATIONS, AND MAINTENANCE

I. PURPOSE

This operating procedure provides guidelines to ensure that the necessary state vehicles are available to carry out the Department of Corrections mission; to provide for the appropriate care and utilization of such vehicles; to promote the safe and legal use of state vehicles; to establish an accident reporting and review system; and to ensure vehicles are managed within state regulations.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Agency-Owned Passenger Vehicle - Buses, vans, sport utility vehicles, and other special use passenger vehicles; sedans, station wagons, and mini-vans may not normally be purchased by agencies, but are required by law to be leased from the Office of Fleet Management Services.

Agency-Owned Non-Passenger Vehicle - Pick-up trucks, tractor trailers, dump trucks, and similar vehicles used primarily for hauling goods rather than passengers, which are not available from the Office of Fleet Management Services

Agency-Owned Vehicle; Department-Owned Vehicle - Any motor vehicle owned by the Department of Corrections or any part thereof

Base Point - Designated place, office, or building where the employee performs their duties on a routine basis (Central Workplace for teleworkers); multiple base points are not allowed.

Centralized Fleet - Passenger-type vehicles assigned to the Department of General Services' Office of Fleet Management Services (OFMS) that are leased to state agencies

Commuting - Use of a state-owned or leased passenger-type vehicle by an employee for travel between home or parking location and base point (office), while not in travel status

Emergency Vehicle - Centralized fleet vehicle or Department of Corrections owned vehicle which is equipped with emergency warning lights and siren.

Emergency Vehicle Operator - DOC employee who has successfully completed the *Emergency Vehicle Operations Course* (EVOC), and whose position has been designated by the DOC Director as eligible to operate an emergency vehicle, and who has been authorized by the appropriate Chief of Corrections Operations or Deputy Director to operate an emergency vehicle

Emergency Vehicle Operations Course (EVOC) - Training for law enforcement personnel sanctioned by the Department of Criminal Justice Services

Fuel Card Account (FCA) Custodian - A person designated by the Organizational Unit Head who is

knowledgeable about and shall remain in compliance with the [Office of Fleet Management Services Policies and Procedures Manual, Section 5C \(Fuel Card Account Custodian\)](#) duties.

Mobile Home, Office Trailer, or Similar Structure - A manufactured unit that may be a double-wide or multiple unit that is moved from location to location, or put on a foundation as a permanent structure.

Negligence - The failure to use reasonable care; **Gross Negligence** is failure to use even the slightest amount of care in a way that shows recklessness or willful disregard for the safety of others.

Office of Fleet Management Services - The agency authorized by law to purchase passenger-type vehicles from which State agencies lease vehicles as needed on a long-term or short-term (trip) basis

Official State Business in Relation to Commuting - When an operator, while driving a State vehicle, makes necessary business stops directly related to his duties in the travel between home or parking location and official work station (in either direction)

Organizational Unit - A DOC operating unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, or other separate operational unit

Organizational Unit Head - The person occupying the highest position in DOC organizational unit

State Vehicle - Any motor vehicle owned by any State agency or leased from the Office of Fleet Management Services or a commercial leasing company by a state agency.

Trip Car - A vehicle on short-term lease, normally 3 weeks or less, from the Office of Fleet Management Services/Enterprise rental car website

Use - The purpose for which a vehicle is driven, such as transport of persons in custody, internal investigations, trips to the post office, training, meetings, on-site purposes at the facility, etc.

Utilization - The extent of use, as demonstrated by the vehicle's annual mileage driven for official use.

Vehicle Management Control Center (VMCC) - Located at the Office of Fleet Management Services. The call center (1-866-857-6866) manages the maintenance activities of all OFMS vehicles and certain agency owned vehicles.

IV. GENERAL VEHICLE MANAGEMENT

A. Agency Fleet Manager - A member of the DOC Headquarters General Services Unit shall be designated as the DOC Fleet Manager with responsibility to:

1. Administer the provisions of DOC and other agency procedures relating to vehicles
2. Provide liaison for the DOC with other public and private agencies related to vehicles and transportation
3. Serve as Chairman of the Accident Review Committee to review accidents involving DOC owned vehicles
4. Serve as a member of the Accident Review Committee to review accidents involving centralized fleet vehicles operated by the DOC

B. Appropriate Use - All state vehicles shall be used only for official State business. Operators guilty of misuse are subject to disciplinary action in accordance with Operating Procedure 135.1, *Standards of Conduct*, and may lose their privilege to operate a fleet vehicle. Vehicles are to be operated in a manner which avoids even the appearance of impropriety. The following circumstances are exceptions: (4-4197)

1. When an employee is authorized pursuant to Operating Procedure 323.2, *Commuting in a State Vehicle*, to drive a state vehicle between their base point and place of residence
2. Pets, family members, hitchhikers, and similar unauthorized persons may not ride in state vehicles. An exception may be made when an operator deems it necessary to render assistance to the traveling public in case of accident or emergency.

3. The spouse of an operator may ride in a state vehicle if the vehicle is being used to travel to a convention or a meeting that the operator is attending, and the sponsor of the convention or meeting has scheduled activities for the spouses of attendees.
4. Smoking is not permitted in state vehicles.

C. Use Of Personal Automobiles For Official State Business - Reference CAPP Manual, Vol. 1, Topic 20335, subsection 202, for instances where the use of personal vehicles is permissible. This manual should be available in the unit's Business Office. (4-4198)

D. Vehicle Operation

1. Driver's License

- a. All drivers of state vehicles must have in their possession a current valid drivers' license issued by Virginia or any other state. (4-ACRS-1B-03)
 - i. Persons with a Court-ordered driving restriction shall not operate a state vehicle licensed for highway use.
 - ii. For purposes of operating state vehicles, Court-ordered driving restriction means such as imposed for conviction of COV §18.2-266, *Driving motor vehicle, engine, etc., while intoxicated, etc.* or equivalent restrictions imposed by other states.
 - b. Certain vehicles require special driver's licenses such as Commercial Driver's License (CDL) and/or special endorsements such as air brakes, buses, and hazardous materials. The driver must be in possession of a driver's license appropriate for the vehicle being driven
 - c. It is the responsibility of each organizational unit head to:
 - i. Verify and ensure on an annual basis that employees under their supervision who operate or may be required to operate state vehicles possess a valid driver's license.
 - ii. Maintain a confidential file containing a copy of each employee's current driver's license.
2. Safe Driving - State vehicles shall be operated in a safe, courteous, and lawful manner. Failure to do so may result in revocation or suspension of the privilege of operating the equipment, or other action.
- a. The driver may operate cell phones, blackberries, smart-phones, or other electrical devices only via a hands-free device. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.
 - b. Eating food is prohibited while driving.
3. General provisions of the *Office of Fleet Management Services Policies and Procedures Manual* shall be followed for all state vehicle operation. Certain sections are clearly applicable only to centralized fleet vehicles.
4. Security (4-4197)
- a. Provisions shall be made by each unit head for the safekeeping of vehicles, keys, and fuel credit cards.
 - b. Each DOC facility should designate appropriate areas for parking state-owned and personal vehicles.
 - c. Keys shall be removed when vehicles are parked. Unattended/parked state-owned and personal vehicles shall be locked and properly secured.
5. Monitoring - A Vehicle Log must be established and maintained for each vehicle that shows license and vehicle number, odometer reading at the beginning and end of each fiscal year, oil and fuel purchases, oil changes and lubrication, and other services.
6. Credit Cards
- a. Credit cards shall be used exclusively for the vehicle assigned.
 - b. All Voyager cards are to be removed from all vehicles and stored in a secure place.
 - i. The cards shall be issued with the vehicle key when the vehicle is signed out and checked

- back in with the keys when the vehicle is returned.
 - ii. The DOC General Services Unit will provide to each unit a monthly billing report of vehicle credit card usage.
 - iii. Each organizational unit head shall ensure that usage of each Voyager card assigned to their unit is reviewed at least monthly for appropriate use of the cards. The DOC Fleet Manager in the General Services Unit at Headquarters can provide usage data for those units unable to access the data locally.
 - iv. Documentation of monthly review of Voyager card usage shall be maintained on file in each organizational unit for 3 years or until audited.
- c. If an agency-owned vehicle is transferred from one institution to another, the only fuel card that is to be transferred is the Voyager card. Send the VDOT card to the DOC Fleet Manager to be destroyed. The receiving institution, upon receiving the vehicle, should request a new VDOT card through the DOC Fleet Manager.
- d. Credit cards shall not be used to make pre-payments for fuel purchases.

E. DOC Vehicle Loans

1. The DOC Fleet Manager must approve the loan of all DOC vehicles.
 - a. Vehicles may only be loaned to state government or local law enforcement agencies, individuals under contract with the DOC, and other DOC Organizational Units.
 - b. The entity needing to borrow a vehicle should submit a written request to the Organizational Unit Head to which the vehicle is assigned.
 - c. The Organizational Unit Head or designee will review the request and if approved by the Unit Head, forward the request to the DOC Fleet Manager for final approval.
 - d. A [DOC Vehicle Loan Authorization](#) 323_F14 must be completed with a copy provided to the DOC Fleet Manager.
2. Vehicle loans between DOC Organizational Units do not require prior approval by the DOC Fleet Manager who must be notified and provided a copy of the [DOC Vehicle Loan Authorization](#) 323_F14.
3. The Administrator - Special Operations and designated staff assigned to the Emergency Operations Center have the authority to loan DOC vehicles in accordance with Operating Procedure 075.1, *Emergency Operations Plan*. As soon as practical, the DOC Fleet Manager should be notified.
4. The borrowing agency is responsible for all fuel, repair costs, and returning the vehicle to unit in the same condition in which it was received.

V. MAINTENANCE AND REPAIRS

A. General

1. Vehicle maintenance is the responsibility of the DOC unit that owns the vehicle or to which the vehicle is assigned.
2. Each unit should assign a specific individual(s) to be responsible for monitoring and controlling the routine maintenance and repair of vehicles.
3. The General Services Unit will e-mail preventative maintenance notices for centralized fleet vehicles assigned to each unit.
4. For centralized fleet vehicles, agencies should advise their operators to contact the OFMS Vehicle Management Control Center (VMCC) for all servicing, repairs, breakdowns, and accidents. When a fleet vehicle is inoperable, the operator shall call the VMCC (1-866-857-6866) to arrange for towing or on-site repairs, or for the transportation of the driver and any passengers to a safe location.
5. Agency owned vehicles should be maintained in accordance with vehicle specific preventive maintenance schedules.

6. Safety related repairs must be completed immediately; the vehicle shall not to be used again until repairs are made. (4-4189-1, 4-ACRS-1B-02, 4-APPFS-3H-02)
7. Each vehicle licensed for highway use must receive an annual safety inspection at a state licensed inspection facility. (4-4189, 4-ACRS-1B-01, 4-APPFS-3H-01)

B. Routine Maintenance:

1. Operators of state-vehicles or an individual designated by the unit shall routinely check their vehicles to insure proper oil level, water and antifreeze for radiators, water for battery, wear on belts and proper inflation of tires. This service should be performed at least weekly and/or at time of fueling.
2. The exterior of the vehicles shall be washed, the interior vacuumed and the windows cleaned as often as needed (no more than once per month at state expense). The OFMS facility and many VDOT shops have the capability to wash vehicles and several commercial establishments have been contracted to perform this service. Consult the General Services Unit, the VMCC, or the Fleet Administrator for a list of VDOT facilities with automatic washers and approved commercial establishments. If none of these facilities are available in your area, one car wash per month is authorized on the Voyager Credit Card.

C. Vehicle Servicing:

1. Routine servicing is to include an oil and oil filter change, an inspection of the air filter, chassis lubrication, and a visual inspection of the belts, hoses, and tires. Additional service items may be required by the vehicle specific maintenance schedule.
2. It is the responsibility of the unit to ensure agency-owned vehicles are serviced in accordance with vehicle specific preventative maintenance schedules based on manufacturer's maintenance schedules.
3. It is the responsibility of the unit to ensure centralized fleet vehicles are serviced at least once each 6,000 miles or six months, whichever comes first. The operator or the designee shall communicate with and follow the instructions from the VMCC for vehicle services.
4. This service frequency should be more often if the vehicle is routinely operated in dusty or dirty environments.

D. Agency-Owned Vehicle Repairs

1. Repairs and servicing of agency-owned vehicles may be accomplished in DOC vehicle repair facilities, repair facilities operated by other state agencies, or commercial establishments.
2. Costs of repairs for agency owned vehicles are the responsibility of the unit that owns the vehicle and procurement of repair parts and services shall be in accordance with State purchasing procedures.

E. Centralized Fleet Vehicle Repairs

1. Mechanical trouble or deficiencies concerning a centralized fleet vehicle shall be brought to the attention of the VMCC, the DOC Fleet Manager, and the person responsible for vehicles at the DOC unit.
2. All needed repairs or vehicle component replacements are to be managed by the VMCC. Operators will notify the VMCC when emergency repairs are needed, and follow instructions provided by the VMCC.
3. The VMCC should be contacted for authorization prior to having any repairs performed by commercial establishments.
4. The Office of Fleet Management Services will assume the cost of all fuel and lubricants, keeping centralized fleet vehicles in good running order, making repairs and replacing all vehicle components necessary due to normal wear and operation.

5. Repairs necessary due to improper maintenance, negligence, carelessness, or abuse may be charged to the DOC unit to which the vehicle is assigned or issued.
6. All decisions by the Fleet Administrator regarding cost responsibility for repairs, excluding vehicle accidents or incidents, are subject to an appeal by the agency in writing to the director of DGS.

F. Repair Facilities

1. Vehicle repair facilities operated by the DOC shall be used for the maintenance and repair of state-owned vehicles only.
2. DOC Educational Services Unit vehicle repair facilities
 - a. Vehicle repair schools at certain DOC facilities are operated in conjunction with Career and Technical Education programs for offenders. (see Operating Procedure 601.6 *Career and Technical Education Programs*)
 - b. Any repairs to privately owned vehicles (including DOC employees) shall be authorized by Educational Services staff.
3. Centralized fleet vehicles may be repaired in DOC facilities only with written authorization from Office of Fleet Management Services.

VI. ACCIDENT REPORTING

- A. Every crash involving a state vehicle shall be reported by the operator of the vehicle, if able, or by another occupant of the vehicle, or a member of that same unit, to the following:
 1. The State Police, state college campus police (if the accident occurs on college property), or Virginia Capital Police (if the accident occurs in a parking lot or adjacent highway under their jurisdiction) immediately, so an investigation can be made at the scene before the vehicles are moved. These agencies are required to investigate all traffic crashes involving licensed state-owned vehicles and crashes involving non-licensed state-owned vehicles where a licensed vehicle is also involved, except:
 - a. Crashes in which the vehicle has been removed from the scene, unless the crash is the result of a hit and run or personal injury is involved; this does not include moving the vehicle from the highway as a safety precaution.
 - b. When damage to a vehicle is discovered after the fact, other than damage resulting from a hit and run crash
 2. Traffic crashes involving state vehicles shall be reported to the involved operator's supervisor immediately. Operators of state vehicles involved in accidents are subject to drug and alcohol testing in accordance with Operating Procedure 130.2, *Alcohol and Other Drug Testing*.
 3. The DOC Fleet Manager promptly by telephone (within one working day), for instructions relevant to insurance, damage claims, and accident review:

Manager, General Services Unit
P. O. Box 26963
Richmond, Virginia 23261-6963
Telephone - Office (804-877-8096 or Cell 757-355-2109
 4. Accidents involving centralized fleet vehicles shall be reported within one working day to the Vehicle Management Control Center (VMCC).
 - a. Employees shall report information relative to any accident involving a state vehicle by calling VMCC at 1-866-857-6866 and completing the [Confidential: Claim Investigation Materials 323_F12](#).
 - a. The [Confidential: Claim Investigation Materials 323_F12](#) shall be submitted to DRMClaims@trs.virginia.gov and DOCaccidentclaim@vadoc.virginia.gov within 24 hours of the accident.

- b. The completed [Confidential: Claim Investigation Materials](#) 323_F12 must be submitted to the DOC Fleet Manager with the police report, and any other relevant documentation. Forms may be faxed to (804) 674-3536 or sent to the address shown above.
 - c. All documents should be filed within 24 hours of the accident.
 5. When a traffic crash involving a state vehicle occurs in another state or the District of Columbia, the operator must report it to the State Police, Highway Patrol, or local police department having jurisdiction.
 - a. The operator of the state vehicle shall obtain information from the investigating officer as to how to obtain a copy of the accident report; and the name, address, and policy number of the insurers of other involved vehicles.
 - b. This information shall be provided to the operator's immediate supervisor upon return to the state.
 - c. The operator shall obtain copies of the accident report and forward it through the immediate supervisor and Unit Head to the Department of State Police.
- B. Failure to make or submit reports as required above shall be handled in accordance with Operating Procedure 135.1, *Standards of Conduct*.
- C. Accident Reporting Instructions - Each state vehicle shall carry an information envelope that includes the DOC liability insurer information, a card supplied by the DOC Fleet Manager giving instructions to be followed in case of an accident involving the vehicle, information exchange and witness exchange cards, and State Police phone numbers. It is the responsibility of the Unit Head to ensure this material is in each vehicle. (4-4041, 4-ACRS-1B-04, 4-APPFS-3D-27, 4-APPFS-3H-03; 2-CO-1B-11; 1-CTA-1B-09)
- D. Annual Report of Accidents - At the end of each fiscal year, the DOC Fleet Manager or designee shall report the following information to the Department of State Police by September 1 of each year:
 1. Number of miles which DOC agency-owned vehicles traveled during the fiscal year
 2. Total number of accidents involving DOC agency-owned vehicles during the fiscal year
 3. The total accidents will be broken down into three classifications:
 - a. Preventable
 - b. Non-Preventable
 - c. Incident
 4. The DOC crash frequency rate based upon the number of crashes per 100,000 miles of travel. Incidents should not be included as crashes.
- E. Records
 1. Accident Record - The DOC Fleet Manager, or designee, shall establish a records system covering each individual accident involving a State vehicle. The record shall include at a minimum:
 - a. The date and location of the accident
 - b. The vehicle number and license plate number
 - c. The operator's name and name(s) of the other party or parties involved
 - d. A factual description of the accident to include the type of accident, amount of damage and a description of any other vehicle(s) involved
 - e. The name of their insurance carrier(s) and policy number
 - f. When available, the name of the investigating officer from the Department of State Police should be included
 - g. Classification assigned to the accident after its evaluation
 2. Driver Record - The DOC Fleet Manager, or designee, shall establish an additional records system to

include:

- a. The name of each person involved in an accident while driving a State vehicle for the DOC
- b. The status of the operator (e.g., employee, volunteer, offender)
- c. The date of each accident involving that operator
- d. The final classification assigned to the accident after its evaluation
- e. The record shall also show any suspensions of State vehicle driving privileges. Any local suspensions shall be reported to the DOC Fleet Manager for inclusion in the record, together with the reason for the suspension and the dates of suspension.

F. Accident Review

1. DOC-owned Vehicles - A DOC Accident Review Committee shall be established and shall meet periodically to evaluate each accident involving a DOC-owned vehicle. The Committee shall be composed of at least three members appointed by the DOC Fleet Manager who is designated to serve as chairperson.
2. Centralized Fleet Vehicles - The Uniform Accident Prevention Committee, made up of representatives from several State agencies, meets monthly to review all accidents involving centralized fleet vehicles. The DOC Fleet Manager serves on this committee.
3. Evaluation of Accidents - After thoroughly reviewing all of the material concerning each accident, the DOC Accident Review Committee or Uniform Accident Prevention Committee shall evaluate the accident as Preventable, Non Preventable, or Incident, based upon the following criteria:
 - a. Preventable Crash - It shall be considered a Preventable Crash when the operator of the State-owned vehicle is determined by the committee to have been guilty of contributory negligence.
 - b. Non-Preventable Crash - A crash shall be considered Non-Preventable when it has been determined by the committee that the operator of the state vehicle did not contribute to the crash.
 - c. Incident - Damage to a vehicle arising from unforeseen circumstances beyond the control of the operator (i.e., striking deer, rock thrown against windshield from another vehicle, etc.) or while a vehicle is properly parked constitutes an incident.
4. Employee Advised of Findings -
 - a. After an accident has been evaluated and classified by the appropriate committee, it shall be reviewed by the DOC Fleet Manager or designated representative, who shall then, through the employee's supervisor, via the appropriate Chief of Corrections Operations/Deputy Director, advise the employee of the findings and any other action which might be taken against the employee under COV §52-4 or other applicable regulations, procedures, or guidelines.
 - b. For preventable crashes, an employee acknowledgement form is attached to the letter for the employee to sign indicating that it was discussed with him/her.
 - c. A copy of the letter is to be returned to the DOC Fleet Manager who will forward any required documentation to the Office of Fleet Management Services.
5. Further Action - In addition to the above action, if circumstances of the accident warrant, further action may be taken against the employee in accordance with COV §52-4, DOC procedures, and Operating Procedure 135.1, *Standards of Conduct*.

G. Cost of Repairs

1. No Operator Negligence
 - a. Centralized Fleet Vehicle - When there is no negligence by the operator involving a centralized fleet vehicle, the Office of Fleet Management Services will assume responsibility for repairs.
 - b. Agency-Owned Vehicle - When there is no negligence by the operator of an agency-owned vehicle, the other operator or his insurance company will be billed for the cost of repairs. The responsible unit will pay for repairs to the agency-owned vehicle where the accident or incident does not involve another vehicle.

2. Operator Negligence - Where there is negligence on the part of the state operator, the responsible unit is required to pay the cost of repairs to agency-owned and centralized fleet vehicles.
 3. Gross Negligence - When it has been determined that a State vehicle has been damaged through gross negligence on the part of the state operator, the state operator may be required to pay the first \$100 of the cost of damage repair to the state vehicle.
 4. Unauthorized Use - In situations involving the unauthorized use of a state vehicle, the operator of the state vehicle may be required to pay the entire cost for repairing any damage to the vehicle.
 5. Non-State Operator's Negligence - The Unit Head, if contacted by the other driver's insurance company, shall contact the General Services Unit for guidance on how to proceed.
 6. Disputed Responsibility - If a question as to the classification of the crash is in dispute between the operator and the DOC or the Office of Fleet Management Services in the case of centralized fleet vehicles, the matter may be appealed to the Uniform Accident Prevention Committee. If the operator is not satisfied with the appeal finding, they may be referred to the Department of State Police by the DOC Fleet Manager for a full review of the case. The Department of State Police will review the facts of the case and shall provide a report of its recommendations to the DOC and to the operator of the vehicle. Appropriate action to comply with the recommendations of the Department of State Police shall be taken by the DOC.
- H. Insurance Claims - Unit Heads of involved units are primarily responsible for making claims against other parties for damage to DOC vehicles. The DOC Fleet Manager, or designee, shall assist in the claims process when circumstances warrant.
- I. Submission Of Reports - All reports required herein shall be submitted to the DOC Fleet Manager, or designee.

VII. VEHICLE ACQUISITION

- A. All DOC units wishing to acquire a new or replacement vehicle licensed for highway use must submit a properly approved [DOC Vehicle Request](#) 323_F5 (see *DOC Vehicle Request Instructions*, Attachment 1) to the DOC Fleet Manager.
1. *Requests* from Facility and Probation and Parole Unit Heads must have the approval of the appropriate Regional Operations Chief.
 2. *Requests* from other Organizational Unit Heads must have the approval of the Unit Head's supervisor.
 3. The DOC Fleet Manager will review all *DOC Vehicle Requests* and docket approved *Requests* for review by the DOC Fleet Management Subcommittee using [Fleet Management Subcommittee Docket](#) 323_F8.
 4. The DOC Fleet Management Governance Council members shall be appointed by the Director or designee and headed by the Deputy Director of Administration or designee.
 5. For all *DOC Vehicle Requests* approved by the DOC Fleet Management Subcommittee, the DOC Fleet Manager will prepare and submit documents for any necessary Office of Fleet Management Services (OFMS) approval.
 6. The DOC Fleet Manager will coordinate with the requesting unit on required processes to acquire approved vehicles and place them in service.
 7. For any vehicle assigned to an individual primary operator, the commuting status, parking location, and the operator's base point must be documented using an [Assignment of State Vehicle and Parking Location](#) 323_F3.
- B. Assignment of Security Vehicle
1. Organizational Unit Heads must request assignment of security vehicles for transport of offenders by

submitting a *DOC Vehicle Request* as described above.

2. All relevant information must be completed to include vehicle size, security screening, radio, other required equipment, and the vehicle's intended use.
3. After approval by the DOC Fleet Management Subcommittee, the DOC Fleet Manager will coordinate delivery of the requested vehicle and removal of any vehicle being replaced.

C. Procurement of Agency-Owned Vehicles

1. Purchase of New Passenger or Non-Passenger Agency-Owned Vehicle

- a. In order to purchase a new passenger vehicle, in addition to the *DOC Vehicle Request*, the Unit Head must submit the justification for the need to purchase the specified passenger vehicle. Such justification shall provide the following information (contact the DOC Fleet Manager for current requirements):
 - i. If the vehicle is replacing a similar vehicle, then the unit must identify and document the mileage, age, condition, and proposed disposition of existing vehicle.
 - ii. If the vehicle is an additional vehicle, then the purpose for which vehicle will be used shall be stated.
 - iii. If the vehicle is not replacing an existing vehicle, a statement with respect to how the need for the vehicle is currently being met and how the addition of the vehicle proposed to be purchased will serve to meet the unit's future vehicular requirements.
- b. Documentation showing the cost of the vehicle must accompany the *DOC Vehicle Request*. Once the purchase is approved by DOC, the request is forwarded to OFMS for approval. When the approval is received from OFMS, a copy of the approval is forwarded to the requesting unit. If the request is denied, either by DOC or OFMS, the requesting unit will be notified and a copy of the paperwork will be returned to the unit for their records.

2. Purchase of Used or Surplus Vehicles and Donated Vehicles

- a. The purchase of a used or surplus vehicle or the receipt of a donated vehicle requires compliance with procedures for purchase of a new vehicle, with the following exceptions:
- b. Purchase of used vehicles and the acceptance of donated vehicles require the qualified assessment of a DOC or VDOT approved mechanic to attest to the vehicle's condition as acceptable for use by a state unit. Vehicles acquired through Federal or State surplus are exempt from this requirement. Receipt of donated vehicles shall require compliance with DOC Procedure 6-4, *Gifts and Donations*, to be reissued as Operating Procedure 220.1.
- c. To purchase a surplus vehicle, a *DOC Vehicle Request* must be submitted and approved prior to looking for a vehicle.

3. Purchase of a Mobile Home, Office, or Utility Trailer

- a. When a new or used mobile home, office, or utility trailer is purchased, the certificate of origin or "signed-over" title must be forwarded to the General Services Unit for proper handling.
- b. When a new or used mobile home, office, or utility trailer is purchased and delivered, the Organizational Unit Head should contact the FAACS Coordinator in the Accounting Systems Section for pertinent instructions on entry of this information into the Fixed Assets Accounting and Control System (FAACS).
- c. Before purchasing a new or used mobile home, office, or utility trailer, the Unit Head must submit a *DOC Vehicle Request* along with the justification for the need to purchase the specified vehicle. The justification shall provide information as requested for purchase of new vehicle.

4. Titling and Licensing of Delivered Vehicles

- a. The DOC Fleet Manager shall be contacted for current processing instructions.
- b. All vehicles and trailers must be processed for titling, even if they are not going to be licensed.
- c. In accordance with COV §46.2-604, every titling and registration application must indicate the

predominant color of the vehicle.

5. State Vehicle Assignment Report - A [State Vehicle Assignment Report GS-4](#) 323_F6 must be filed with the Manager, General Services Unit, whenever:
 - a. There is any change in the information reported.
 - b. A vehicle is transferred from one unit to another. *State Vehicle Assignment Report* is required by both the originating and the receiving unit.
6. Vehicles Retired From Service - Whenever an agency-owned vehicle is retired from service, the following must take place:
 - a. Notification must be provided to the DOC Fleet Manager using a [State Vehicle Assignment Report GS-4](#) 323_F6 and the completed [Surplus Property Report](#) 260_F6
 - i. When a vehicle is surplused complete [Surplus Property Report](#) 260_F6 sections 1, 4 and explain in section 5 the details of mechanical issues with the vehicle.
 - ii. Submit photographs of the five following views in “jpeg” format:
 - (a) Full Front View - with ability to read license plate
 - (b) Full Rear View - with ability to read license plate
 - (c) Full Left Side View
 - (d) Full Right Side View
 - (e) Driver and Passenger Seats through opened doors
 - b. License plates must be removed and returned to General Services. This applies whether the vehicle is cannibalized for parts, declared surplus, or junked, since General Services must remove the vehicle from the lists of those on which insurance and other fees are paid. All vehicles acquired by any unit of the DOC must be accounted for through the point of disposition. If the vehicle is declared surplus, Operating Procedure 260.2, *Surplus Property*, must be followed.
 - c. Voyager cards shall be retained, deactivated and destroyed. Destruction (shredding) shall be documented submitting a completed [DOC Voyager Card Deactivation](#) 323_F11 to the DOC Fleet Manager.

D. Assignment and Utilization of Centralized Fleet Vehicles

1. Assignment of Centralized Fleet Vehicles
 - a. All assignments of centralized fleet vehicles shall be made to the Organizational Unit Head, or designee, who shall be responsible for the appropriate use and utilization of all assigned vehicles.
 - b. The Organizational Unit Head shall designate the employee or employees responsible for the care, maintenance, day-to-day utilization, and reporting requirements of assigned vehicles.
 - c. When the vehicle is used primarily by one employee, that employee should be designated as the primary operator. Any vehicle which is parked at the residence of an employee shall have that employee listed as its primary operator.
 - d. It is not the intent of the DOC that a centralized fleet vehicle assigned to a unit be reserved for the exclusive use of any specific individual, whether for business only or business and commuting. The business and public safety requirements of the unit must be the determining factors.
2. Basis For Assignment - Centralized fleet vehicles will be assigned by the Fleet Manager, or designee, on the basis of:
 - a. Total business miles driven by a unit or facility that meet current requirements as established by the legislature.
 - b. Public safety needs in the discharge of the DOC duties and responsibilities in carrying out its mission. The following assignments are exceptions from the minimum mileage requirement:
 - i. Employees occupying a position on the Director's list of positions approved to commute in a state vehicle.
 - ii. Employees occupying a position of Probation & Parole Officer directly involved with probationers and parolees.

- iii. Employees occupying a position directly involved in the care and custody of offenders committed to State care
 - iv. Employees occupying a position of Regional Program Manager involved in public safety matters relating to offenders, probationers, and parolees.
 - v. Employees who occupy a position that performs essential administrative functions of the agency (such as mail delivery) for which it is demonstrated that the use of a temporary assignment or personal reimbursement is neither feasible nor economical.
3. Acquisition of Additional Permanently Assigned Centralized Fleet Vehicles
- a. Before requesting a permanently-assigned centralized fleet vehicle, the Organizational Unit Head shall determine the frequency and urgency of official State business travel and the cost efficiency of a state vehicle versus personal reimbursement.
 - b. Once it is determined by the Organizational Unit Head that a centralized fleet vehicle is necessary, he/she shall submit a *DOC Vehicle Request* as described above including the justification for the new assignment. Such justification shall provide the following information (contact the DOC Fleet Manager on current requirements):
 - i. Current and previous fiscal year personal reimbursements
 - ii. Current and previous fiscal year OFMS/Enterprise vehicle miles traveled.
 - iii. Any recent changes in responsibilities, new positions, new projects, etc. that have created this new requirement for a vehicle assignment.
 - c. The DOC Fleet Manager shall have the request reviewed and processed through DOC and DGS administration.
 - d. If approved, the request shall be filled upon availability of a centralized fleet vehicle assignment.
4. Acquisition of Trip Car Assignments
- a. The following occasions may make it necessary to employ the use of a trip car for short-term use:
 - i. The unit's permanently assigned vehicle is in the shop.
 - ii. A special project of short duration is scheduled.
 - iii. Travel to training is scheduled.
 - b. Whenever possible, a car should be borrowed from another unit in order to maximize utilization of existing assignments.
 - c. Use of rental cars must be approved by the DOC Fleet Manager. Once it is determined that the car is necessary, the following procedure must be followed to obtain a rental car.
 - i. Access the OFMS/Enterprise rental car web site on the internet at <http://www.dgs.virginia.gov/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx>
 - ii. Each unit is responsible for setting up their own account with the OFMS/Enterprise rental car web site.
5. Appropriate Utilization
- a. It is the responsibility of the Organizational Unit Head to ensure that the unit's essential business transportation needs are met at the lowest achievable cost to the Commonwealth.
 - b. At the end of each fiscal year, the Organizational Unit Head shall review the utilization of centralized fleet vehicles assigned to the unit and the total expenditures for business miles traveled (i.e., reimbursement to employees for use of personal vehicles and payments to the OFMS as shown under Sub-objects 1282 and 1284, respectively, in the unit's final monthly expenditure report) in order to determine what was the most economical manner in which the unit's business transportation requirements may be met, consistent with the overall intent of these procedures.
 - c. The Organizational Unit Head's findings and recommendations for change, if any, shall be submitted to the DOC Fleet Manager no later than 90 days after receiving the June 30th accounting report of expenditures, to be submitted to the appropriate Deputy Director or the

Inspector General, as appropriate.

- d. The Organizational Unit Head shall establish internal procedures, consistent with the needs and structure of the unit and its mission, that:
 - i. Ensure maximum utilization and shared usage of all centralized fleet vehicles assigned to the unit
 - ii. Foster scheduling trips so that employees may share the same vehicle whenever possible without interfering with the employees' duties
 - iii. Provide for the regular maintenance and secure parking or garaging of state vehicles
 - iv. Provide for appropriate control in the assignment of each centralized fleet vehicle for business use
6. Review of Centralized Fleet Vehicle Utilization
 - a. An overall review of centralized fleet vehicles shall be performed annually by the DOC Fleet Manager, or designee, with a final report at fiscal yearend. The objectives of this review shall be:
 - i. To determine whether the utilization of centralized fleet vehicles complies with the intent of these procedures
 - ii. To determine whether changes are needed in the manner in which the DOC is providing for its business transportation needs
 - iii. To review any vehicles which are being driven fewer than the currently mandated miles to determine whether the principal use of such vehicle qualifies it to be exempted from the minimum mileage as provided in these procedures.
 - iv. Each organizational Unit Head shall be responsible to submit a [Mileage Report - Agency Owned and Centralized Fleet Vehicles](#) 323_F4 reflecting the mileage on each passenger type vehicle assigned to the unit on the last day of the month (does not include agency owned offender transportation vans, buses, pick-up trucks, etc.). The *Report* shall be received in the DOC Headquarters General Services Unit by the 3rd day of the following month (i.e. June 2012 *Report* due by July 3, 2012).
 - b. After this review, the DOC Fleet Manager shall reassign any underutilized vehicle which does not qualify to be exempted from the minimum mileage requirement or, in the event there are no units within the DOC which qualify under these procedures for an additional assignment, shall direct the return of the underutilized vehicle to the Office of Fleet Management Services.
7. Reassignment of Centralized Fleet Vehicles - A [State Vehicle Assignment Report GS-4](#) 323_F6 shall be filed with the DOC Fleet Manager when a centralized fleet vehicle is reassigned or transferred between units, or when there is any change in the information reported. A report shall be prepared by both the relinquishing and receiving units.
8. Annual Report Of Vehicle Assignments - The DOC Fleet Manager, or designee, shall supply each Organizational Unit Head with a centralized fleet vehicle inventory listing for verification at least once per fiscal year.
 - a. The report shall include, but not be limited to, update requests on: assignment verification, operator name, two-way radio installation, if assignee is on list of approved commuters, and if the vehicle is used to commute.
 - b. The report shall serve as a review of the assignment of vehicles, and an audit against the General Services Unit vehicle records.

VIII. SPECIAL EQUIPMENT INSTALLED ON STATE VEHICLES

- A. Installation of special equipment and accessories in centralized fleet vehicles must be in accordance with the *Office of Fleet Management Services Policies and Procedures Manual* and this operating procedure.
- B. Approval Process
 1. Special equipment or accessories, including two-way radios and telephones, lights, sirens, or other

electronic equipment, shall be installed in state vehicles only with the prior approval of the DOC Director, or designee. Centralized fleet vehicles must also have the approval of the OFMS Fleet Manager.

2. The DOC Fleet Manager is designated and authorized to approve such requests for the Director provided they have the prior written approval of the appropriate Regional Operations Chief or Deputy Director.

C. Liaison - The DOC Fleet Manager shall be the liaison with the DGS Fleet Manager on all requests for installation of special equipment or accessories on centralized fleet vehicles.

D. DOC Requests

1. Special equipment requested to be installed for the benefit of the DOC shall be paid for by the requesting unit unless funds are otherwise budgeted to cover the cost.
2. Requests for such equipment shall be submitted in writing on a [Request to Install Special Equipment in State Vehicle](#) 323_F7 and shall be approved only if justified by the needs of the DOC and the assignment of the vehicle is likely to be of sufficient duration to justify the cost. Damages to vehicles caused by such equipment shall be borne by the unit.
3. Replacement Vehicles - Approval to install equipment at DOC expense does not have to be requested when a vehicle is replaced. The original approval applies to replacement vehicles as long as they are used for the same purpose for which initially approved.
4. AM-FM radios, CB radios, telephones or other types of electronic equipment shall not be installed or maintained at DOC expense unless they are already owned. CBs with proper authorization may be installed in DOC-owned farm equipment at DOC expense.

E. Requests for Installation of Personally-Owned Equipment

1. Radios, tape or CD players, or other types of electronic equipment - Accessories such as AM-FM radios and tape or CD players may be installed in state vehicles provided the assigned operator pays all costs, that installation is made in a professional manner and provided the installation is properly approved in advance as required herein.
2. CB Radios, Telephones - Installation of a CB radio or telephone in a centralized fleet vehicle will not be approved by the DOC Fleet Manager unless the Director or designee certifies that the need is job-related.
3. Operator's Written Agreement - Approval for operator requested installations shall be given only if the operator agrees in writing on a [Request to Install Special Equipment in State Vehicle](#) 323_F7 approved by the DOC Agency Fleet Manager, to:
 - a. Reimburse the state for any costs or damage incurred because of the installation or operation of the accessories, including costs of removing the equipment and restoring the vehicle to its original condition.
 - b. Absolve the state and its agents of all liability for any loss of or damage to the equipment.

F. Installation - Any special equipment or accessories should be installed in such a manner that, upon removal, if necessary, no disfigurement will be noticeable on the vehicle. Any items removed during installation should be saved in the vehicle for use when the vehicle is restored to its original condition.

G. Lawful Operation - State vehicles and all equipment and all accessories therein shall be operated in strict conformity with all applicable laws and regulations, and with all DOC operating procedures. Anyone found using any special equipment to evade, or help others to evade, law enforcement activities shall have approval for the special equipment revoked. Employees found to be in violation of these procedures shall be subject to disciplinary action.

H. Inventory Of Special Equipment - Units shall conduct an inventory of special equipment installed on vehicles and update this inventory on an annual basis by June 1 of each fiscal year. Copies of the

inventories shall be forwarded to the General Services Unit, Department of Corrections, P. O. Box 26963, Richmond VA 23261-6963.

IX. USE AND OPERATION OF EMERGENCY VEHICLES

- A. Eligibility To Operate Emergency Vehicles - The Director will designate those positions that are authorized to operate emergency vehicles (see Attachment 2)
- B. Training Requirements - Eligible employees must be in possession of a driver's license issued by any state that is valid for the vehicle being operated and must successfully complete *Emergency Vehicle Operations Course* training prior to having their vehicle equipped with emergency lights.
- C. Authorization to Operate an Emergency Vehicle
 - 1. An eligible employee may apply in writing to the appropriate Chief of Corrections Operations/Deputy Director for authorization to operate an emergency vehicle. A copy of documentation which verifies that EVOC training has been completed successfully should be attached to the employee's written request.
 - 2. An employee who is authorized to operate an emergency vehicle will lose that authorization automatically if he/she transfers, promotes, or demotes to another position which is not eligible for this authorization or who separates from state service.
 - 3. The Chief of Corrections Operations/Deputy Director may revoke or withdraw authorization to operate an emergency vehicle at any time. Revocation may be ordered verbally but should be confirmed in writing within a reasonable period following such decision.
- D. Facilities may operate ambulances provided the facility assumes all responsibility for maintaining certification of the vehicle and training of appropriate staff.
- E. Emergency Vehicle Requirements
 - 1. Upon approval to operate an emergency vehicle, an employee may request that the required special equipment be installed in the state vehicle assigned to him. This request should be initiated by completing and submitting a [Request to Install Special Equipment in State Vehicle](#) 323_F7 to the Administrator - Office of Security/Emergency Management. Upon approval, arrangements will be made through the office of the DOC Fleet Manager to purchase and install the equipment.
 - 2. Following installation of required equipment, the emergency vehicle shall be inspected and approved through the Administrator - Office of Security/Emergency Management. Inspection and approval of special equipment installation should occur before the vehicle is used as an emergency vehicle.
 - 3. Special Equipment - NOTE: The following list is the only special equipment authorized for emergency vehicles. There will be no substitutions or additions.
 - a. Warning Lights
 - i. All centralized fleet vehicles converted to emergency vehicles should use a blue portable dash mounted light, red and blue alternating grill lights if they can be mounted, and a rear window mounted portable blue light.
 - ii. Agency owned vans, pick-ups, and utility vehicles used by canine personnel should be equipped with a blue bar roof mounted light and blue and red alternating grill lights if they can be mounted.
 - iii. All other agency owned vans and buses used as emergency vehicles should be equipped with a blue bar roof mounted light and alternating blue and red grill lights, if they can be mounted.
 - b. All vehicles equipped with emergency lights must be equipped with a siren.
- F. Emergency Vehicle Use Restriction
 - 1. The decision to operate a vehicle as an emergency vehicle should be made by the operator, consistent with applicable laws and regulations, upon a reasonable determination that the vehicle can be operated safely, and failure to respond quickly may result in a worsening of emergency conditions

and a reduction in public safety. Primary consideration should be given to the safety of persons and property on and along the roadways when deciding to operate a vehicle as an emergency vehicle. An emergency vehicle should not be operated in a manner that endangers life or property.

2. An emergency vehicle may be operated as an emergency vehicle only by an authorized emergency vehicle operator.
3. During periods of normal or non-emergency operation, vehicles equipped as emergency vehicles may be driven only by persons authorized to operate emergency vehicles unless the designated operator for that vehicle is a passenger in the vehicle.
4. Emergency equipment should be removed or disabled if the position to which the vehicle is assigned becomes vacant or the vehicle is made available for use by employees who are not designated as emergency vehicle operators. Otherwise the equipment should be left in the vehicle and the vehicle restricted from all use until the position is filled and the incumbent is authorized to operate an emergency vehicle.
5. Emergency equipment must be removed if the assigned operator's authority to operate an emergency vehicle is revoked or the vehicle is reassigned to an operator who is not designated an emergency vehicle operator.

X. REPORTS

A. Vehicle Inventory Verification

1. At least once a year, the General Services Unit staff will generate a vehicle inventory sorted by organizational unit with specific information on each vehicle attributed to that unit.
2. The Unit Head must perform a physical check of each vehicle listing to ensure accuracy of the inventory.
 - a. Any agency owned highway vehicles not listed on the inventory shall be added.
 - b. The FAACS number for each agency owned vehicle shall be verified.
3. The Unit Head will sign the inventory to certify that each vehicle was physically located on site and compared to the records in General Services.
4. The inventory must be returned to the General Services Unit for verification and modification of records within 20 workdays of inventory being received.

B. Annual Vehicle Reports

1. After the close of each fiscal year, the General Services Unit will send out an instruction memorandum and appropriate forms for the annual vehicle reports.
2. Reports of all units within an area of responsibility should be forwarded to the DOC Fleet Manager, or designee. The following are designated responsible parties for this report.
 - a. Facilities and P&P Districts - Regional Administrator
 - b. Correctional Enterprises - Manager
 - c. Academy for Staff Development - Business Manager
 - d. All other sections will be coordinated via General Services staff

C. Voyager Fuel Card

1. The Unit's FCA Custodian should have an active Mansfield Oil secure online account user id and password and shall designate a day monthly to generate the *Mansfield Oil Reports* for all agency owned vehicles from the Mansfield website at <http://www.mansfieldoil.com>.
 - a. Enter your username and password then click on the drop down box and select *FuelNet*; then click *log-in*.
 - b. The *FuelNet* homepage will open.

- c. Select the *Reports* menu on the left side of the page to go to the *Report* portals.
 - d. On clicking *Transaction Reports*, a drop down box will appear with report options. Select the appropriate report to run and enter the target dates for desired information.
 - e. A few additional report options may be found by clicking *Applications* and *Fleet Management*.
2. The Unit's FCA Custodian shall disseminate the *Mansfield Oil Report* to the authorized vehicle operator or the individual designated by the Unit Head for multiple employee use vehicles.
 3. The General Services Unit will forward the *Fuel Chart* from the OFMS for DGS pool vehicles to the FCA Custodian to be reconciled by the authorized vehicle operator or the individual designated by the Unit Head for multiple employee use vehicles.
 4. Vehicle Operator Responsibilities:
 - a. Maintain a [Voyager Card Charge Verification](#) 323_F13 to document all fuel purchases from commercial stations with receipts for each purchase maintained in an envelope.
 - b. Reconcile the [Voyager Card Charge Verification](#) 323_F13 and receipts on a continual basis
 - c. Reconcile the *Mansfield Oil Report* forwarded by the FCA Custodian against the *Voyager Card Charge Verification* and fuel receipts monthly.
 - d. Sign and submit the *Mansfield Oil Report*, *Voyager Card Charge Verification*, and copies of fuel receipts to the Organizational Unit Head or designee for review. Original fuel receipts are to be maintained by the vehicle operator.
 5. Voyager Fuel Card Review - The Organizational Unit Head or designee shall review the *Mansfield Oil Report*, *Voyager Card Charge Verification*, and receipts for each vehicle to ensure appropriate Voyager card usage in conjunction with state business.
 - a. Appropriate Voyager Card usage includes:
 - i. Usage only with authorized vehicle
 - ii. No mid-grade or premium fuel purchase with Voyager card (unless documented that regular is not available or vehicle manufacturer requires it)
 - iii. No food, drink, or non-vehicle related goods or services purchased with Voyager card
 - iv. Mandatory use of Voyager card when operating rental vehicles
 - b. If documentation corresponds with no discrepancies; the reviewer will acknowledge "Checked for appropriate usage," sign as the reviewer, and date of review
 - c. The reconciled monthly review documentation (*Mansfield Oil Report*, *Voyager Card Charge Verification*, and fuel receipt copies), for all assigned vehicles must be submitted to the FCA custodian for retention.
 - d. Each unit must maintain documentation of Voyager Card monthly reviews for three years.
 - e. Vehicle operators will maintain a copy of the reconciled *Mansfield Oil Report*, *Voyager Card Charge Verification*, and original fuel receipts.
 6. Voyager Fuel Card Monitoring - Each month the DOC General Services Unit (GSU) will randomly select 5 units and request a copy of their Mansfield Voyager Card data from a targeted month. GSU will ensure the data includes a statement documenting the appropriate Voyager card usage review, signature of reviewer, and date of review.
 - a. If documentation is not provided within one week, GSU will resubmit and copy the Business Manager of the appropriate unit.
 - b. If documentation is not provided within two weeks, GSU will send request to appropriate Organizational Unit Head with copies to the Chief of Corrections Operations and Deputy Director of Administration.

XI. FLEET ADMINISTRATION

- A. Submission Of Reports - All reports required herein shall be submitted to the DOC Fleet Manager, or

designee at General Services Unit, Virginia Department of Corrections, P. O. Box 26963, Richmond, Virginia 23261-6963.

- B. Interpretation - Questions regarding the interpretation of these procedures shall be directed to the DOC Fleet Manager or designee. For information or assistance, telephone (804) 887-8096 or write: DOC Fleet Manager, General Services Unit, Virginia Department of Corrections, P. O. Box 26963, Richmond, Virginia 23261-6963.

XII. REFERENCES

DOC Procedure 6-4, *Gifts and Donations*, to be reissued as Operating Procedure 220.1

Office of Fleet Management Services Policies and Procedures Manual

Operating Procedure 130.2, *Alcohol and Other Drug Testing*

Operating Procedure 135.1, *Standards of Conduct*

Operating Procedure 260.2, *Surplus Property*

Operating Procedure 323.2, *Commuting in a State Vehicle*

Operating Procedure 601.6 *Career and Technical Education Programs*

XIII. FORM CITATIONS

[Surplus Property Report](#) 260_F6

[Assignment of State Vehicle and Parking Location](#) 323_F3

[Mileage Report - Agency Owned and Centralized Fleet Vehicles](#) 323_F4

[DOC Vehicle Request](#) 323_F5

[State Vehicle Assignment Report GS-4](#) 323_F6

[Request to Install Special Equipment in State Vehicle](#) 323_F7

[Fleet Management Subcommittee Docket](#) 323_F8

[DOC Voyager Card Deactivation](#) 323_F11

[Confidential: Claim Investigation Materials](#) 323_F12

[Voyager Card Charge Verification](#) 323_F13

[DOC Vehicle Loan Authorization](#) 323_F14

XIV. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

The office of primary responsibility reviewed this operating procedure in August 2016 and necessary changes have been made.

The office of primary responsibility reviewed this operating procedure in August 2017 and no changes are necessary at this time.

Signature Copy on File

N. H. Scott, Deputy Director of Administration

06/24/15

Date