

Fleet Management	1
I. Purpose	2
II. Fleet Management	2
C. The ODOC Business Services Unit is responsible for:	2
III. Allocation, Acquisition, Receipt and Identification of Vehicles	2
A. Vehicle Allocation	2
B. Acquisition of Vehicles	3
C. Vehicle Receipt and Identification	4
IV. Vehicle Fuel Cards, Insurance, Titles and License Plates	4
A. "Comdata" Fuel Card	4
B. Insurance	6
C. Title	6
D. License Plates	6
E. Division of Capital Assets Management (DCAM) Reporting	7
F. Vehicle Control Numbers	7
G. Inventory	7
H. Identification of Vehicle	7
V. Use of Agency Vehicles	8
A. Commuting in State-Owned Vehicles (47 O.S. § 156.1)	8
B. Official Use of Agency and Private Vehicles (4-ACRS-1B-03)	11
C. Roadside Assistance Program	13
D. Accidents in State Vehicles	13
VI. Vehicle Maintenance	14
A. Preventive Maintenance Software Program	15
B. Maintenance, Repair, and Care (4-ACRS-1B-01M, 4-ACRS-1B-02, 4-APPFS-3H-01, 4-APPFS-3H-02)	15
C. Mandatory Contracts	15
VII. Vehicle Inspections	16
A. Annual Inspections (4-ACRS-1B-01M, 4-APPFS-3H-01)	16
B. Monthly Inspection	16
C. Required Repairs	16
VIII. Fleet Management	16
IX. Disposition of Vehicles	16
A. Request for Approval	17
B. Disposition of the Vehicle	17
C. Updating Agency Inventory	17
X. References	17
XI. Action	18
Attachment	19
Referenced Forms	19

Section-12 Fiscal Management	OP-120401	Page: 1	Effective Date: 11/15/2018
Fleet Management	ACA Standards: 2-CO-1B-11, 4-4041, 4-4197, 4-4198, 4-ACRS-1B-01M, 4-ACRS-1B-02, 4-ACRS-1B-03, 4-ACRS-1B-04, 4-ACRS-7D-28, 4-APPFS-3D-27, 4-APPFS-3H-01, 4-APPFS-3H-02, 4-APPFS-3H-03		
Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Fleet Management

I. Purpose

The purpose of this procedure is to provide guidelines and outlines responsibilities of management of the Central Fleet Management Unit for the administration of the agency's vehicle fleet.

II. Fleet Management

A. Oklahoma Department of Corrections (ODOC) Fleet Management Unit is the Centralized Unit responsible for the agency's fleet budget, inventory control and disposal systems, preventive maintenance programs and management of vehicle maintenance facilities.

B. Director of Fleet Management will be responsible for:

1. Developing and maintaining the budget for fleet operation;
2. Purchasing all fleet vehicles;
3. Analyzing maintenance costs and providing recommendations on fleet utilization and replacement;
4. Track fleet usage and assignment of vehicles;
5. Develop and maintain a computer based fleet management program;
6. Direct repair, service and maintenance of agency vehicles;
7. Develop and supervise agency preventive maintenance schedules; and
8. Obtaining insurance and license plates.

C. The ODOC Business Services Unit is responsible for:

1. Obtaining "Comdata" fuel cards;
2. Issuing Driver Identification Numbers; and
3. Obtaining vehicle titles.

III. Allocation, Acquisition, Receipt and Identification of Vehicles

A. Vehicle Allocation

The ODOC director of Fleet Management will work with a designee selected by the director of Business Services to maintain a master inventory of automobiles, pick-ups, vans, trucks, and buses assigned to each facility/unit of the agency ([OAC 260:75-1-2](#)).

Agency vehicles are allocated to facilities/units based on operational need as determined by the agency director or designee.

B. Acquisition of Vehicles

1. Vehicles will be obtained as outlined in [OP-120103](#) entitled "Acquisitions and Dispositions."
 - a. An Office of Management and Enterprise Services (OMES), Division of Capital Assets Management (DCAM) form ([DCAM/FLEET MGMT FORM 016](#)) entitled "Vehicle Acquisition Request" must be completed by the facility/unit requesting the vehicle and sent with the requisition to the Contract and Acquisitions Unit.
 - b. The Contract and Acquisitions Unit will submit the [DCAM/FLEET MGMT FORM 016](#) to the DCAM Fleet Management Department for prior approval.
 - c. When approved, the purchase order will be executed by the Contracts and Acquisitions Unit.
2. In addition to the specifics about the vehicle, The "Vehicle Acquisition Request" must include:
 - a. The statutory authority for the agency to acquire vehicles (47 O.S. §156 A.);
 - b. A list of any options requested above the standard equipped vehicle with justification for the options;
 - c. The intended use and justification for the vehicle;
 - d. Indication of whether or not the vehicle is available on the statewide contract for compressed natural gas (CNG) vehicles;
 - e. Whether the agency intends to acquire a CNG vehicle, and if not, is the request seeking to acquire other Alternative Fuel Vehicle (i.e., E-85, LPG to meet EPA Standards for state fleets and if not, justify why.)
 - f. Whether the vehicle will replace an existing vehicle or is an expansion to the fleet. Information on the vehicle being replaced must be provided;
 - g. Whether the purpose of the vehicle has changed since the last replacement;
 - h. The supplier of the vehicle; and

- i. A statement that the agency has sufficient funds to acquire and maintain the vehicle.

C. Vehicle Receipt and Identification

Vehicles will be received at by the Fleet Management Unit. Prior to acceptance of the vehicle, the receiver will inspect items listed on and complete [Attachment A](#) entitled "ODOC Fleet Vehicle Receiving Checklist."

IV. Vehicle Fuel Cards, Insurance, Titles and License Plates

Prior to issuance of the fleet vehicle, the Business Services Unit will obtain fuel cards and titles, and the Fleet Management Unit will obtain insurance and license plates.

A. "Comdata" Fuel Card

1. The fuel card provides the ability to purchase fuel at a reduced cost, pay for emergency repairs, and provide general maintenance for the agency fleet. The cards are specific to each vehicle and will be used only for expenditures related directly to that vehicle. Use of a single card to purchase fuel, repairs, or maintenance for multiple vehicles is prohibited.
2. The fuel card will be ordered via the online Comdata portal (www.iconnectdata.com) by designee(s) selected by the director of Business Services. This process will be followed when requesting fuel cards:
 - a. Select "Unit" as the vehicle type;
 - b. Use "131" in the additional information field; and
 - c. In the vehicle identification field, use the last six digits of the vehicle identification number (VIN).
3. All ODOC drivers are assigned a Driver Identification Number to use in conjunction with the fuel card. Each employee is responsible for the safekeeping of their Driver Identification Number and it will not be shared with others.
 - a. The Business Services Unit will be responsible for assigning Driver Identification Numbers. An employee must call the designee as appointed by the director of Business Services during normal business hours between 8:00 a.m. and 5:00 p.m. Monday through Friday, to be assigned a Driver Identification Number. The contact number is (405) 425-7443.
 - b. If an employee needs assistance with their assigned Driver

Identification Number, they must call the designee as appointed by the director of Business Services during normal business hours between 8:00 a.m. and 5:00 p.m. Monday through Friday. The contact number is (405) 425-7443.

- c. If assistance with their assigned Driver Identification Number outside of normal business hours, the administration security staff can be contacted at (405) 425-2555. After being issued a temporary Driver Identification Number, the employee will contact the designee, as appointed by the director of Business Services the next business day to receive a new, confidential Driver Identification Number.
 - d. Administration security staff will contact Business Services the following business day after Driver Identification Number has been issued to replenish the used Driver Identification Number. Administrations security staff will maintain at least three (3) Driver Identification Numbers to issue in case of an emergency.
4. Although the fuel card may be used at any location accepting a credit card, it is preferred that fuel be obtained at stations classified as "Level 3" fuel stations. A list of these stations can be found at http://www.ok.gov/DCS/Fleet_Management/index.html. Purchasing from these vendors provide the agency with reduced cost and enhanced card security.
 5. When using the fuel card to purchase fuel, employees will be prompted for an accurate mileage reading to be entered at the time of fueling.
 6. General maintenance such as oil changes, tire rotations, car detailing, etc. can be paid by using the "Comdata" fuel card for that specific vehicle.
 7. The fuel card may be used for emergency repairs in cases where employees are stranded, or may become stranded, if the repairs are not made.

Repairs over \$500 require approval of the director of Fleet Management.
 8. All receipts will be maintained by the facilities/units and compared to billed charges each month to ensure proper and lawful usage of the fuel cards.

Fuel cards must be ordered and received prior to a vehicle being placed into operation. Fuel cards are specific to each vehicle and will be used only for expenditures related directly to that vehicle.

Section-12 Fiscal Management	OP-120401	Page: 6	Effective Date: 11/15/2018
------------------------------	-----------	---------	----------------------------

B. Insurance

All state owned vehicles are insured through the State of Oklahoma Certificate of Self Insurability Vehicle Liability. (74 O.S. 85.58A) (2-CO-1B-11, 4-4041, 4-4198, 4-ACRS-1B-04, 4-APPFS-3D-27) A copy of the Certificate of Liability will be placed in the glove box of each vehicle inside the Helpful Information Packet.

C. Title

All titles for vehicles owned by the agency will be titled in the name of "State of Oklahoma 131-DOC." The Business Services Unit will facilitate the acquisition of and maintain titles.

1. New and Used Vehicles

Within five working days of delivery of the vehicle, the Business Services Unit will:

- a. Complete an "Application for Oklahoma Certificate of Title for a Vehicle" (<http://www.tax.ok.gov/mvforms/701-6.pdf>);
- b. Receive a copy of the odometer statement the vehicle invoice from the fleet management unit;
- c. The unit's purchase card (with unit number and class funding) will be used to pay for the title fee and appropriate waste tire fee (per tire). Title fees and waste tire fees are outlined on the Oklahoma Tax Commission's (OTC) website under Motor Vehicle /Fees at:

<http://www.tax.ok.gov/motvehfees.html>).

D. License Plates

The Fleet Management Unit will obtain and issue all license plates for vehicles owned by the agency,

1. Confidential License Tag

The agency director must approve all requests for confidential license tags. If the confidential license tag is removed from the original vehicle or the vehicle is reassigned, the Business Services Unit will be notified within five working days. Upon receipt of notification, this information will be forwarded to the Oklahoma Tax Commission.

2. State Government License Tags

- a. Upon receipt of documents required to obtain a valid title, the

Section-12 Fiscal Management	OP-120401	Page: 7	Effective Date: 11/15/2018
------------------------------	-----------	---------	----------------------------

Fleet Management Unit will issue a state license plate to be attached to the vehicle.

- b. If a permanent tag requires replacement due to damaged and/or is no longer legible, the Fleet Management Unit will be contacted for a replacement tag.
- c. All state government tags placed on department vehicles will specifically be the ODOC designed tag. Blind tags will be of the state issued design.

E. Division of Capital Assets Management (DCAM) Reporting

The Fleet Management Unit will complete [DCAM/FLEET FORM 017](#) entitled "Fleet Inventory Data Sheet" to add a vehicle to the state fleet system and submit to business Services Unit.

F. Vehicle Control Numbers

Vehicle control numbers will be issued when the ODOC state license plate is issued. When received, the vehicle control number decals are placed on the back bumper on the left side. The number issued will remain with the vehicle until it is sold or destroyed.

The vehicle control number on unmarked vehicles with confidential license plates will be placed inside the trunk or rear hatch.

G. Inventory

It is the responsibility of the Business Services Unit to place newly acquired vehicles on the agency inventory as outlines in [OP-120801](#) entitled "Property Inventory Control."

H. Identification of Vehicle

1. State Identification

- a. The authorized Department of Corrections decals will be placed on each newly acquired fleet vehicle by the Fleet Management Unit as outlined in "Fleet Vehicle Decal Placement Instructions Checklist" form ([Attachment B](#), attached). Decals will be applied on each side of vehicles and will be clearly visible and distinguishable.
- b. Replacement decals and instructions for removal of old decals and placement of new decals will be requested through the Fleet Management Unit.
- c. Vehicles assigned as defined in Section V. A. items 1. and 2., those used by probation and parole and other administrative

Section-12 Fiscal Management	OP-120401	Page: 8	Effective Date: 11/15/2018
------------------------------	-----------	---------	----------------------------

vehicles, as authorized in writing by the agency director, are exempt.

V. Use of Agency Vehicles

No state vehicle, owned or leased, may be used for any unauthorized travel or non-ODOC business reasons with the exception of commuting as authorized by law and in accordance with this procedure. Nothing in this procedure is intended to prohibit employees from using state vehicles for authorized business purposes and in the performance of assigned duties and responsibilities.

A. Commuting in State-Owned Vehicles (47 O.S. § 156.1)

It is unlawful to ride to or from an employee's place of residence in a state-owned/leased vehicle unless in the performance of the employee's official duties except as provided in law and this procedure.

1. Governor Authorization (47 O.S. § 156.1(A))

Essential employees, as designated by the agency director and approved by the Governor, may drive to or from their residences in state-owned/leased vehicles.

2. Emergency Response Authorization (47 O.S. § 156.1(B))

The agency director or designee will approve or deny the "Request for Authorization to Use State Vehicle For Emergency Response" by completing [Attachment C](#).

a. The agency director may authorize an employee to use a state-owned/leased vehicle to drive between the assigned place of employment and residence if:

(1) The employee regularly uses the state vehicle to respond to emergencies after normal working hours and the round trip distance does not exceed 75 miles; or

(2) The employee's residence and assigned place of employment are within the same county.

b. The list of emergency responder employees authorized to use these vehicles will be reviewed annually to validate continued emergency response duties and to verify eligibility under the law.

c. The employee applying for use of a vehicle under this section must:

(1) Not be otherwise compensated for the additional work hours; and

Section-12 Fiscal Management	OP-120401	Page: 9	Effective Date: 11/15/2018
------------------------------	-----------	---------	----------------------------

- (2) Submit to the agency director or designee, through the chain of command, three months' of documentation verifying the dates and times the employee responded to an emergency after normal working hours utilizing the "Request for Authorization to Use State Vehicle for Emergency Response" form ([Attachment C](#), attached).
 - d. All completed request forms will be maintained in the agency director's or designee's office with copies forwarded as identified on the form.
 - e. An employee approved to commute for emergency responses must submit a "Monthly Emergency Response Log" ([Attachment D](#), attached) through the chain of command, to the Business Services Unit by the 5th working day of each month.
 - f. The agency director or designee will review the logs monthly and may rescind authorization by indicating such on the "Monthly Emergency Response Log" ([Attachment D](#), attached). Written notification that authorization has been rescinded will be provided to the employee through the facility/unit using the "Notification of Authorization to Use State Vehicle for Emergency Response Has Been Rescinded" memorandum ([Attachment G](#), attached) and distributed as indicated on the form employee's personnel file, a copy maintained in the agency director's or designee's office, and a copy forwarded to the central Human Resources and Payroll Unit.
 - g. The agency director will notify the Governor, President Pro Tempore of the Senate, and Speaker of the House annually of the names of those employees who have been approved to commute in state-owned vehicles.
3. Temporary Assignment (47 O.S. § 156.1.B)

The agency director or designee may authorize an employee to drive between the employee's residence and a specific work location, other than the assigned place of employment, for a period not to exceed 60 days if such use results in a monetary savings to the agency.

- a. The facility/unit head may request authorization by submitting a description of the temporary assignment project, the justification for the use of the state vehicle and an account of the anticipated savings through the chain of command to the agency director or designee using a "Request for Temporary Authorization to Use State Vehicle" ([Attachment E](#), attached).

Section-12 Fiscal Management	OP-120401	Page: 10	Effective Date: 11/15/2018
------------------------------	-----------	----------	----------------------------

- b. The facility/unit head will submit a “Monthly Log of Temporarily Assigned State Vehicles” ([Attachment F](#), attached) through the chain of command to the Business Services office by the 5th working day of each month.
- c. Records of the authorizations and logs will be submitted and maintained in accordance with Section V. A. item 2. of this procedure.
- d. The use of state vehicles for temporary assignments is not subject to any distance or area restrictions.
- e. Supervisors may authorize employees to keep vehicles overnight on a limited basis when authorized to travel to a work location other than their permanent work location when such action will result in monetary savings to the agency.

4. Status Notification

The agency director will notify the Governor, the President Pro Tempore of the Senate and the Speaker of the House of Representatives, in writing, of the names of the employees or the positions who have been authorized for emergency or temporary commuting use of a state vehicle (47 O.S. § 156.1.C.).

5. Cash Benefit and Income Reporting of State Vehicle Use

The Central Human Resources Unit will maintain a list of all jobs held by essential employees and emergency responders approved by the agency director/designee. Any employee, driver or passenger who uses a state vehicle for transportation to or from his/her residence and work for non-business reasons, derives a non-cash taxable benefit in the amount of \$3.00 per workday (\$1.50 each one way trip) from such use. This benefit will be reported as taxable income in accordance with the Internal Revenue Service (IRS) regulations and [OP-110120](#) entitled “Procedures for Time/Leave Sheets and Payroll Processing.”

- a. Commuting drivers will report an agency employee who is transported to or from work as a passenger by completing [Attachment F](#) entitled “Monthly Passenger Commuting Notification Form” of [OP-110120](#) entitled “Procedures for Time/Leave Sheets and Payroll Processing.”
- b. Commuting drivers will report any instance of workday commuting that was either less than or exceeded one roundtrip by completing [Attachment G](#) located in [OP-110120](#) entitled “Procedures for Time/Leave Sheets and Payroll Processing.”
- c. Employees who are assigned a state vehicle, but live on the facility grounds of their duty station are exempt from this

taxable income requirement.

B. Official Use of Agency and Private Vehicles (4-ACRS-1B-03)

1. Authorized Drivers

No person is authorized to drive a state vehicle unless in the performance of job related duties and responsibilities or for legitimate business reasons.

- a. Employees/volunteers must be authorized by the appropriate facility/unit head.
- b. Inmates may not at any time operate any vehicle that is street legal for the transportation of people or equipment.
- c. No agency employee or volunteer may drive a state vehicle unless in possession of a valid driver's license. Employees or volunteers conducting state business in a privately-owned vehicle must possess a valid driver's license.

2. Assigned Vehicles

State vehicles assigned to an individual not authorized for commuting will be parked at an agency location which benefits the agency and approved by the facility/unit head and the director of Fleet Management.

3. Trip Logs

Each facility/unit is required to maintain a record of vehicle usage for each vehicle. The [DCAM/FLEET MGMT FORM-020](#) entitled "State of Oklahoma Vehicle Log" is provided by the Division of Capital Assets Management (DCAM) as an accepted method of recording trip information.

4. Personal Use

A state owned or leased vehicle shall not be used for personal transportation to stores, shopping centers, lakes, parks, golf courses, athletic events, etc. [\(OAC 260:75-1-4\(a\)\(1\)\)](#).

5. Transportation of Passengers

Persons, other than state employees, shall not be permitted to drive or ride in state owned or leased vehicles, unless authorized by the using agency and then only on official state business [\(OAC 260:75-1-4\(b\)\(1\)\)](#).

Section-12 Fiscal Management	OP-120401	Page: 12	Effective Date: 11/15/2018
------------------------------	-----------	----------	----------------------------

6. 15-Passenger Vans

No employee will drive or operate a 15-passenger van until the employee has completed a training course on preventing rollover crashes. An on-line training course is available and may be accessed through the Employee Development page on the agency's website. Documentation of completion will be placed in the employee's training records.

7. Commercial Driver's License

a. Vehicles Carrying 16 or More Passengers

Authorized drivers must possess a valid State of Oklahoma Class C permit or Class C Commercial Driver's License and are subject to drug and alcohol testing in accordance with [OP-110601](#) entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles."

b. Vehicles Over 26,000 Pounds

Authorized drivers must possess a valid State of Oklahoma Class B permit or Class B Commercial Driver's License and is subject to drug and alcohol testing in accordance with [OP-110601](#) entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles."

8. Alcohol/Drugs

No employee will drive, operate, or be in actual physical control of a state vehicle with any amount of illegal or intoxicating substance in his/her system and as prohibited by the agency's drug free workplace program, in accordance with [P-110300](#) entitled "Drug Free Workplace Program."

No employee may use, possess, or transport any illegal or intoxicating substance in a state vehicle.

9. Cell Phone Use

a. Use of hand-held devices while driving in state owned or leased vehicles is prohibited. ([Fleet Management Rule 260:75-1-4\(a\)\(8\)](#))

b. Driving-

(1) Operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle

Section-12 Fiscal Management	OP-120401	Page: 13	Effective Date: 11/15/2018
------------------------------	-----------	----------	----------------------------

with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

- (2) Incidents of hand-held device use as described above may be disciplined within the full range of sanctions as outlined in [OP-110415](#) entitled "Progressive Disciplinary Procedures."
- (3) Employees are also encouraged to comply with the agency's hand-held device use policy while off duty.

10. Funeral Attendance/Commemorative Events

Employees designated as the agency's representatives may use a state vehicle to attend an employee's funeral or the funeral of an employee's immediate family member, make condolence calls, provide visitation at home or treatment facility, or to attend events commemorating or celebrating an employee's service or achievements during normal working hours with a supervisor's written approval as required by [OP-110355](#) entitled "Procedures for Employee Attendance and Leave."

C. Roadside Assistance Program

The ODOC is enrolled in the State of Oklahoma Roadside Assistance Program to provide 24-hour roadside assistance for drivers of fleet vehicles.

1. Each fleet vehicle will contain a brochure card for placement in the pouch containing other pertinent documents. Prior to placement of the card, vehicle information will be documented on the card, to include: license plate number, vehicle ID number, year/make/model of the car and the color.
2. Prompts are included on the brochure to call for road service.
3. Fleet vehicles will be towed to the nearest facility, not the originating location. If needed, the facility the vehicle was towed to will provide the driver of the fleet vehicle with another vehicle, in good repair, to take to their final destination. The driver of the loaned vehicle will ensure the vehicle is returned to the appropriate facility within twenty-four (24) business hours.

D. Accidents in State Vehicles

Any authorized driver of a state vehicle who is involved in a vehicle accident while operating a state-owned/leased vehicle will report the accident to the facility/unit head no later than the next working day following the occurrence of the incident. This will include accidents that do not involve other vehicles.

Section-12 Fiscal Management	OP-120401	Page: 14	Effective Date: 11/15/2018
------------------------------	-----------	----------	----------------------------

The facility/unit head will forward a copy of all accident reports to the Environmental Health and Safety Unit, Risk Management coordinator, and the director of Fleet Management. The director of Fleet Management will also receive photos detailing damage to the vehicles and insurance information from the other party.

1. All motor vehicle accidents resulting in personal injury, damage to other vehicles, personal property, state/federal property (outside of that on facility grounds) or estimated damage to department vehicles exceeding \$500 will require a police report to be made. This includes accidents involving animals, striking debris/objects, etc. In the event that a police report is requested and the respective jurisdiction declines to respond, the driver will so note it on the accident reporting form; providing specifics on the date, time, respective jurisdiction, along with the name of the officer/official it was reported to.
2. Accident reports will include, at a minimum, the "Standard Liability Incident Report" ([DCAM/RISK MGMT – FORM 001](#)), the "Scope of Employment" ([DCAM/RISK MGMT - FORM 002](#)), and the "Vehicle Accident/Incident Report" ([Attachment H](#), attached). The "Scope of Employment" report will state in detail the duties which were being performed at the time of the accident and will be signed by the supervisor.
3. Any driver of a motor vehicle involved in an at fault accident or accidents while functioning as an agent of the State and in which the driver acted negligently (and caused personal injury and/or property damage) shall be required to attend and successfully complete a Motor Vehicle Improvement (MVI) course. ([OAC 260:70-90-1\(3\)\(G\)](#))
4. Any driver of a motor vehicle, while functioning as an agent of the State that is involved in two at-fault accidents in a twenty four (24) month period shall be declared uninsurable by the Risk Management Administrator for a period of three (3) months following the second accident. In addition, the driver must successfully complete a Motor Vehicle Improvement (MVI) course. ([OAC 260:70-90-1\(3\)\(H\)](#))
5. All motor vehicle accidents involving departmental owned vehicles are subject to administrative review and investigation beyond that of any involved law enforcement to protect the interests of the State of Oklahoma. Failure for drivers to cooperate with such investigations/reviews may result in disciplinary action up and through the level of termination.

VI. Vehicle Maintenance

A comprehensive preventive maintenance program is vital to proactively avoid or reduce potential problems and maximize vehicle availability. The program is based on time, mileage, engine hours, gallons of fuel used, etc. A computerized maintenance schedule will be used to schedule and report vehicle inspections,

Section-12 Fiscal Management	OP-120401	Page: 15	Effective Date: 11/15/2018
------------------------------	-----------	----------	----------------------------

lubrication, adjustment, cleaning, testing, repair, and/or worn parts replacement, in accordance with [Attachment I](#) entitled "Preventive Maintenance Service for ODOC Fleet Vehicles" (attached).

A. Preventive Maintenance Software Program

1. The preventative maintenance software program will be utilized to track all functions related to the maintenance of vehicle equipment, including repair and preventative maintenance work orders.
2. The preventative maintenance software program will be used to track day to day financials, such as labor costs or fuel usage, as well as life-cycle costs
3. The preventative maintenance software program will integrate with data from enterprise resource planning, Asset works Fuel Focus fuel management solution, and automatic vehicle location system when available.
4. Preventive maintenance, to include fluid changes and mechanical adjustments, on all vehicles and motorized equipment will be completed in accordance with manufacturers schedules/recommendations and documented in accordance with the this policy.

B. Maintenance, Repair, and Care (4-ACRS-1B-01M, 4-ACRS-1B-02, 4-APPFS-3H-01, 4-APPFS-3H-02)

1. All vehicles used on public roads will be in good repair.
2. In the event a vehicle is malfunctioning, a priority schedule will be afforded, and repairs will be completed upon detection of a problem. Vehicles will not be used again until repairs are made. Notification of all maintenance repairs will be forwarded within five (5) working days to the agency fleet management unit.
3. Emergency repairs over \$500 require approval by the director of Fleet Management prior to repair.
4. All vehicle interiors must be kept clean of debris and trash at the end of each business day/end of travel. All vehicle exteriors and interiors must be kept clean of debris and dirt when feasible.

C. Mandatory Contracts

ODOC will utilize mandatory statewide contracts for preventive maintenance items such as tires and batteries regardless of the purchase price, unless a written waiver (OMES-FORM-CP-109) is requested and approved in accordance with [OP-120103](#) entitled "Acquisitions and Dispositions."

Section-12 Fiscal Management	OP-120401	Page: 16	Effective Date: 11/15/2018
------------------------------	-----------	----------	----------------------------

VII. Vehicle Inspections

A. Annual Inspections (4-ACRS-1B-01M, 4-APPFS-3H-01)

A State Vehicle Annual Safety Inspection form ([Attachment J](#), attached) will be completed on all vehicles owned, leased or used in the operation of a facility/unit. The inspection and the form will be completed by a qualified shop, maintenance personnel or fleet specialist, as approved by the Fleet Management Unit. The inspection will be completed within twelve (12) months of the last annual inspection date. Documentation of these inspections will be maintained in the facility/unit maintenance department, with a copy provided to the Fleet Management Unit.

B. Monthly Inspection

Facility/Unit Heads will ensure all vehicles assigned to their operation have a vehicle monthly inspection conducted utilizing the State Vehicle Monthly Safety Inspection form ([Attachment K](#), attached.) The State Vehicle Monthly Safety Inspection form will be completed and submitted to the Fleet Management Unit no later than the last day of the month.

C. Required Repairs (4-ACRS-1B-02, 4-APPFS-3H-02)

Safety repairs will be completed immediately upon detection of a problem. Vehicles will not be used until repairs are made.

VIII. Fleet Management

A. Facility/unit heads are responsible for providing all monthly costs for refueling and maintenance for each vehicle.

1. This information will be recorded on the "Fleet Management Monthly Report" and forwarded to the Fleet Management Unit no later than the 15th day of the following month.
2. A copy of the authorized Fleet Management Monthly Report can be obtained from the Fleet Management Unit. Fuel and maintenance data should be collected through the month or may be obtained from the fuel card provider.
3. These reports will be compiled by the Fleet Management Unit and forwarded to the Division of Capital Assets Management, Division of Fleet Management (DCAMDFM).

IX. Disposition of Vehicles

Vehicles which can no longer used by the agency or vehicles deemed inoperable beyond reasonable cost of repair will be disposed of through the Division of Capital Assets Management, Surplus Property Division, with the approval of the Fleet Management Unit. Vehicles awarded to the agency as result of federal judicial

Section-12 Fiscal Management	OP-120401	Page: 17	Effective Date: 11/15/2018
------------------------------	-----------	----------	----------------------------

forfeiture action/seizure cannot be sold for a period of two years from the date awarded. Methods of disposition include sale, transfer, salvage, or trade-in.

A. Request for Approval

1. A Division of Capital Assets Management “Surplus Property Transfer Form” ([DCAM-FORM-SS-001V](#)) will be forwarded to the Fleet Management Unit, via e-mail, for all vehicles to be sold. No parts will be removed from the vehicle once approval is requested.
2. The Fleet Management Unit will verify the information on the form and confirm that the title is available and in the name of ODOC. The form will then be sent to DCAM for approval.

B. Disposition of the Vehicle

Once approved, the Fleet Management Unit will inform the facility/unit to proceed with the approved method of sale. At this point, all tags, decals, and other markings must be removed from the vehicle.

1. If using the online auction, the facility/unit must make the vehicle available for public view.
2. If the vehicle is to be transferred to DCAM surplus property to sell, it is the agency’s responsibility to bring the vehicle to DCAM.
3. The fuel card, pike pass, and all other agency property that is in or attached to the vehicle is to be removed from the vehicle before leaving the possession of the agency. The fuel card is to be deactivated, cut down the magnetic strip, and returned to the Fleet Management Unit.

C. Updating Agency Inventory

The Business Services Unit will remove the vehicles from the agency inventory in accordance with [OP-120801](#) entitled “Property Inventory Control.”

X. References

Policy Statement No. P-110300 entitled “Drug Free Workplace Program”

Policy Statement No. P-120100 entitled “Management of State Funds and Assets”

OP-110120 entitled “Procedures for Time/Leave Sheets and Payroll Processing”

OP-110355 entitled “Procedures for Employee Attendance and Leave”

OP-110415 entitled “Progressive Disciplinary Procedures”

Section-12 Fiscal Management	OP-120401	Page: 18	Effective Date: 11/15/2018
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OP-110601 entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Vehicles"

OP-120801 entitled "Property Inventory Control"

OP-130107 entitled "Standards for Inspections"

21 U.S.C. § 881 (d), (e), (1)

63 O.S. § 2-508 (H and J)

47 O.S. § 11-902

47 O.S. § 156 and 156.1

74 O.S. § 78, 85.58A, 85.26 and 110.2

74 O.S. § 85.1 & Seq.

OAC 260:70

OAC 260:75

XI. Action

The facility/unit head will be responsible for compliance with this procedure.

The deputy Chief of Operations will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure will be effective as indicated.

Replaced: Operations Memorandum No. OP-120401 entitled "Fleet Management" dated September 28, 2015

Distribution: Policy and Operations Manual
Agency Website

<u>Attachment</u>	<u>Title</u>	<u>Location</u>
Attachment A	“ODOC Fleet Vehicle Receiving Checklist”	Attached
Attachment B	“ODOC Vehicle Decal Placement Instructions Checklist”	Attached
Attachment C	“Request for Authorization to Use State Vehicle for Emergency Response”	Attached
Attachment D	“Monthly Emergency Response Log”	Attached
Attachment E	“Request for Temporary Authorization to Use State Vehicle”	Attached
Attachment F	“Monthly Log of Temporarily Assigned State Vehicles”	Attached
Attachment G	“Notification of Authorization to Use State Vehicle for Emergency Response Has Been Rescinded”	Attached
Attachment H	“Vehicle Accident/Incident Report”	Attached
Attachment I	“Preventive Maintenance Service for ODOC Fleet Vehicles”	Attached
Attachment J	“State Vehicle Annual Safety Inspection”	Attached
Attachment K	“State Vehicle Monthly Safety Inspection”	Attached
<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DCAM/FLEET MGMT FORM-016	“Vehicle Acquisition Request”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=15465
DCAM/FLEET FORM-017	“Fleet Inventory Data Sheet”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=15004
DCAM/FLEET MGMT FORM-020	“State of Oklahoma Vehicle Log”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=10913

Section-12 Fiscal Management	OP-120401	Page: 20	Effective Date: 11/15/2018
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DCAM/RISK MGMT FORM-001	“Standard Liability Incident Report”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=14595
DCAM/RISK MGMT FORM-002	“Scope of Employment”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=13992
DCAM FORM SS- 001V	“Surplus Property Transfer Form”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=11680
OTC Form	“Application for Oklahoma Certificate of Title for a Vehicle”	http://www.tax.ok.gov/mvforms/701-6.pdf