

## **INTERNAL DOCUMENT**

The Agency of Administration (AOA), through Fleet Management Services (FMS), assigns and leases fleet vehicles to the Vermont Department of Corrections (DOC). The fleet vehicles are available to state employees for use for official state business. The use and maintenance of fleet vehicles are governed by both FMS and DOC policies. While this document provides direction taken directly from Fleet Management policies, staff should familiarize themselves with all FMS policies regarding [fleet vehicles](#), as well as any applicable [AOA bulletins](#).

The purpose of this document is to provide staff with a resource compiled of both FMS and DOC vehicle use policies. Specifically, this guidance document shall:

1. Provide instruction from FMS detailing various aspects of fleet vehicle use and maintenance; and
2. Promulgate DOC-specific procedures for use and care of fleet vehicles.

## **PROCEDURAL GUIDELINES**

1. General
  - a. All drivers and passengers using a fleet vehicle shall observe all motor vehicle regulations. Any penalties for motor vehicle violations while driving a state vehicle shall be the responsibility of the employee.
  - b. Signing Out a Fleet Vehicle:
    - i. The DOC shall maintain accurate records of fleet vehicle use.
      - 1) Employees shall record the details of their travel in the Trip Log assigned to, and kept in, each vehicle. This includes the following information:
        - a. Date;
        - b. Starting Location;
        - c. Driver's Name;
        - d. Purpose for Travel;
        - e. Odometer Start; and
        - f. Odometer End.
  - c. Fleet Cards:
    - i. FMS shall assign a fleet card to each vehicle. This card may be used to purchase fuel, oil, windshield washer fluid, and snow brushes.
      - 1) The fleet cards may also be used to pay for emergency roadside assistance.
      - 2) Each fleet card is to be used only for purchases for the vehicle to which the card is assigned.
    - ii. Fuel shall be purchased at locations that display the 'WEX' emblem.
    - iii. Staff shall be assigned a PIN to use when using the fleet cards to purchase fuel. Staff must input their PIN and the odometer reading before using the Fleet Card.

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- iv. Staff shall receive the fleet card upon picking up the keys to the vehicle.

**2. Maintenance**

Each DOC location (correctional facility, field office, and Central Office) shall identify one employee to be responsible for the routine scheduling of maintenance for the fleet vehicles leased to that site. That designated staff member shall [work with FMS](#) to coordinate all routine maintenance.

a. Oil Changes:

- i. FMS has predetermined criteria for when a fleet vehicle shall have the oil changed.

- 1) Vehicles running on regular oil shall be scheduled for an oil change every 5,000 miles, or every three months, whichever comes first.
- 2) Vehicles running on full synthetic oil shall be scheduled for an oil change every 10,000 miles, or every six months, whichever comes first.

b. General Maintenance:

- i. The DOC employee identified at each location shall coordinate any other general maintenance of vehicles with FMS.

- 1) The odometer reading shall trigger maintenance. Fleet vehicles shall be scheduled for maintenance every 30,000 miles.

c. Keeping Vehicles Clean:

- i. The employee using a fleet vehicle shall keep the fleet vehicle clean of any food, trash, or other debris.

**3. Accidents, Breakdowns, and Repairs**

a. Accidents:

- i. Employees involved in an accident while driving a state-owned vehicle shall report that accident as soon as possible to their supervisor, and the Risk Management Office (telephone number: 802-828-3821). Employees shall complete the following forms:

- 1) DMV “Report of a Motor Vehicle Crash”; and
- 2) Risk Management Division “[Automobile Accident or Loss Notice](#)”.

- ii. Staff shall contact law enforcement if:

- 1) There is significant damage to any vehicle; or
- 2) There is bodily injury to any person; or
- 3) There is damage to property other than a vehicle.

- iii. Staff shall immediately report any accident to the Office of Risk Management (802) 828-2899 if the accident results in:

- 1) Death; or
- 2) Serious bodily injury; or
- 3) Serious property damage.

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- iv. The DOC shall pay the \$500 collision coverage deductible.
- b. Breakdowns:
  - i. Staff shall report any mechanical problems to the FMS as soon as possible.
    - 1) The FMS is available during regular business hours (6:30am-5:00pm Monday-Friday) by telephone (802) 828-3821.
  - ii. If a fleet vehicle breaks down during normal business hours: staff shall report the incident to the FMS by calling 802-828-3821.
    - 1) The FMS shall arrange and pay for all necessary towing and repairs to fleet vehicles.
  - iii. If a fleet vehicle breaks down outside of normal business hours: each fleet vehicle shall contain instructions from the FMS regarding whom to contact. The FMS shall be responsible for the cost of this service and shall be billed directly from the service agency.
- c. Non-routine Repairs and Maintenance
  - i. Staff shall report all potential vehicle problems to the DOC employee identified at each location. The identified employee shall then notify the FMS as soon as possible.
  - ii. The FMS shall provide a list of Service Technicians.
  - iii. The FMS shall not be responsible for providing additional transportation in the event of a breakdown or accident. Staff may:
    - 1) Rent a vehicle through Hertz or Enterprise;
    - 2) Take a taxi; or
    - 3) Arrange their own transportation through friends, families, or co-workers.
- 4. Prohibited Actions
  - a. Drivers shall not use any handheld cellular device while the fleet vehicle is in operation.
    - i. Drivers may use a hands-free device, as allowed by Vermont State Law.
  - b. Drivers and passengers shall not smoke in any fleet vehicle.
  - c. Drivers shall not pick up any hitchhiker in any fleet vehicle.
  - d. Drivers shall not leave ignition keys in an unattended fleet vehicle.
  - e. Staff shall not leave fleet vehicles unlocked while unattended.
  - f. Staff shall not bring any animal or pet into a fleet vehicle without the permission of the Department of Buildings and General Services (BGS) Fleet Manager.
  - g. Staff shall not bring any firearms into a fleet vehicle unless:
    - i. They are required to do so for the performance of their official job duties; or
    - ii. The BGS Fleet Manager has granted prior written authorization.
  - h. Fleet vehicles shall not be used for any personal travel, or for travel unrelated to official state business.



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- i. Staff shall not transport any passengers not on official state business.
- j. All drivers and passengers shall wear seat belts while the vehicle is in operation.