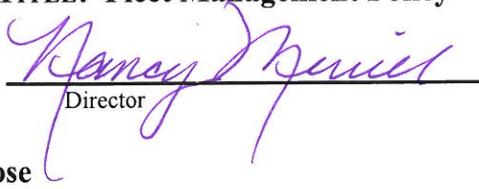


Retype	New	Revision
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE: Fleet Management Policy**

**APPROVAL**

  
\_\_\_\_\_  
Director

**FISCAL**

\_\_\_\_\_  
Policy Owner

**1. Purpose**

Idaho Department of Parks and Recreation (IDPR) is committed to providing safe and reliable vehicles that meet the needs of our widely varying working conditions. Within the constraints of our available budgets and legislative direction, this Agency intends to govern the proper use, safety, and inspection of the vehicles under our control. Through regular monitoring; accurate and timely information management; and appropriate rotation, replacement, or disposal of vehicles this Agency will minimize the total cost of each vehicle during its lifespan and ensure the maximum amount of safety for agency employees.

**2. Definitions**

**2.1. Motor Pool Vehicles**

Single and multi-user vehicles used for official transportation purposes.

**2.2 Special Purpose Vehicles**

Vehicles used for designated purposes such as dump trucks, flatbed trucks, and garbage trucks. Special Purpose Vehicle designation requires the approval of the Director or Deputy Director.

**2.3 Reviewable Criteria**

Vehicle Maintenance and Repair Log will be reviewed to assist in the decision making process for the proper use, placement, replacement, and disposal of agency vehicles. Items will include but are not limited to the following:

- overall vehicle miles
- year of the vehicle
- condition of the vehicle
- vehicles current use
- quarterly and annual vehicle miles
- current vehicle value.
- 

**2.4 Office of Performance and Evaluation (OPE) Average Use**

The OPE has established the annual mileage use of 6,000 miles. The 6,000 annual miles will be used to evaluate the department's fleet to provide recommendations to the Director and Deputy

Director.

## **2.5 Fleet Coordinators**

Staff located in each park or program who is responsible for collecting and reporting vehicle information to the Park or Program Manager.

## **3. Fleet Management Points of Contact**

Fleet inventory monitoring will be managed by the Fiscal's Fleet Inventory Manager (FIM). This individual will be responsible for the collection of mileage, vehicle status data, tracking of vehicles moved within the agency, and generate an agency wide report on a quarterly basis. All reports will be maintained on a centralized network for viewing and be available from the FIM upon request.

The FIM is also responsible for tracking agency property and will also manage the daily operations of the HQ Motor Pool. Tasks will include ordering of new and replacement vehicles, titling, insuring, and manage the disposal of agency vehicles.

Region and Program Managers will be responsible for vehicles assigned to their respective parks and programs with the assurance that routine maintenance and repairs to damaged vehicles are being performed. Tracking and performance of routine maintenance schedules will be completed by the park or program staff with the records being maintained by the Region and/or Program Managers. If vehicles are cost-shared between programs, one program will be assigned as the primary custodian to ensure all routine maintenance and repairs are performed on the vehicle.

Region and Program Fleet Coordinators will be responsible for gathering and reporting to their Region and Program Managers accurate information pertaining to their vehicles on a monthly basis or as requested.

## **4. Marking of Vehicles**

To comply with Idaho Statute 49-2426, Marking of Vehicles, all IDPR vehicles under control or custody of the department shall be indelibly and conspicuously lettered on each side. The lettering shall not be less than one and one-half (1 ½) inches high with words "State of Idaho" or "Idaho" with the name or logo of the agency. IDPR shall include Idaho in the title of the department and utilize the department logo. The logos must be permanently attached to the vehicle. The logo will be removed prior to disposing of the vehicle.

## **5. Vehicle Use**

Because of the specific types of work that a large portion of the fleet inventory is used for the fleet will be identified by two (2) categories to assist in the reviewing and determining the replacement, retention, movement, or disposal of vehicles. The two (2) categories are:

- Motor Pool
- Special Purpose

Vehicle Maintenance and Repair Log will be used to collect information on the use of all IDPR vehicles. Information will be compiled on the last working day of the month and submitted to the Program and Region Managers for review. Any specific items (required maintenance or repairs) that are identified and require action should be addressed. Vehicle Maintenance and Repair Log should include the following:

- Mileage
- Frequency of Use
- Preventative Maintenance
- Operational Cost
- Condition (Safety and Ability to Perform)
  - Body
  - Mechanical

Each quarter the FIM will request from the Region and Program Managers the mileage and any new items of interest pertaining to their vehicles that could impact the future use of a vehicle. The reporting of information to the FIM should be completed no later than the 15<sup>th</sup> of the month following the end of the quarter.

## **6. Vehicle Repair and Maintenance**

An efficient repair and maintenance program is required to ensure all equipment is kept in a safe and fully operational condition. Regular maintenance and repairs will extend the life and overall usefulness of each vehicle.

Vehicles and all accessories purchased will be maintained in accordance with the manufacturers' recommendations with a focus on items such as oil changes, tire rotations, brake inspections, etc. Seasonal use vehicles will receive necessary maintenance at the discretion of Region and Program Managers.

The Region and Program Manager to whom the vehicle is assigned is the responsible party for ensuring that their vehicles receive routine maintenance and repairs in a timely manner.

If a vehicle is assigned to a specific region, park, or program and damage occurs to the vehicle while being utilized by an employee from another area of the agency, the cost of repairs will be assigned to that employees Region, Park, or Program.

All damage to agency vehicles must immediately be reported to that Region or Program's Fleet Coordinator.

## **7. Vehicle Reassignments**

After completion of the quarterly "Fleet Management Report" the FIM will review the Vehicle Maintenance and Repair Log provided. The FIM will identify vehicles that have not been used or used sparingly in comparison to other vehicles in the identified Park or Program and request justification for the lower miles.

If it is determined that a vehicle is not being utilized properly or is being kept as a "spare" vehicle, a recommendation will be made to the Director and Deputy Director to move the vehicle to an area where it will be utilized. If an area cannot be found then a recommendation for disposal will be made.

If a Park or Program Manager makes the decision to move a vehicle, IDPR Form #30-45 "Disposal/Transfer Request" will need to be completed and forwarded to the FIM. The FIM will be required to update the change in location to both the Fleet Management Report and Fixed Asset Accounting (FAS) program.

## **8. Vehicle Disposal**

IDPR vehicles will be indentified for replacement at a minimum of 10 years or 100,000 miles. Replacement will be based on available funding and prioritization. Exceptions may apply based on safety, operational issues, or other factors.

Higher mileage or older vehicles may be retained based on an acceptable cost per mile basis or other reviewable criteria. Written justification for retention of the vehicle will be placed in the vehicle's file housed in Fiscal to document its extension of service.

Upon receipt of a new replacement vehicle, the old vehicle identified as being replaced will need to be disposed of according to the state rules. The manager of the replaced vehicle will need to notify and coordinate with the Fleet Inventory Manager in advance on the plan to dispose of the vehicle. A vehicle that has been replaced by a new vehicle through the budget process cannot be retained by the agency.

## **9. Use of State Vehicles**

The use of state vehicles is for official state business. Personal or other non-official business is strictly prohibited. Individuals who are not on state business may not operate or ride in a state conveyance unless prior written approval has been granted by the Director or designated representative(s). Supporting documentation must be attached to the travel expense voucher.

State and local traffic laws must be observed at all times. Any employee committing an infraction of such laws may be personally liable for any damage if the employee is acting outside the course and scope of official duty, and may be subject to disciplinary action. Any employee committing an infraction of such laws may be requested to attend a defensive driving course.

Employees shall be personally liable for any fines arising from infractions of state and local traffic laws including parking tickets. State vehicles may be operated only by individuals who possess a valid operator's license. Seat belts must be worn at all times while operating or riding in state vehicles. Smoking is prohibited in all state vehicles.

#### **10. Headquarters Motor Pool Vehicles**

The receptionist will keep the schedule of Headquarters vehicle reservations at their workstation.

Vehicles will be reserved on a first come, first served basis. Employees with scheduling issues are expected to take care of these issues at the lowest level possible.

The vehicle is to be returned to the motor pool and checked back in within the period originally scheduled. If the driver cannot comply with the proper return times it will be the driver's responsibility to make arrangements for someone to return and check in the vehicle within these guidelines. In the event the driver is delayed and will not be able to return the vehicle as scheduled, the driver will immediately notify the headquarters receptionist to ensure the reservation schedule is properly updated.

All employees that utilize motor pool vehicles will be assigned a gas card PIN to ensure the proper tracking and billing of fuels purchased. Motor pool vehicles are to be returned with a minimum of a half tank of fuel.

As a common courtesy, vehicles should be cleaned both inside and outside prior to return to the motor pool. Drivers may use a full service car wash facility and pay with their P-Card. If the employee does not have a P-Card, personal funds may be used and reimbursed on their travel forms.

Upon return to headquarters, the driver will return to the receptionist the vehicle gas card, vehicle keys, and a properly completed vehicle log including any pertinent notations, departure and return mileage recorded, each gas purchase, oil, or other charges recorded with receipts for all expenditures.

#### **11. Agency Driver Responsibilities**

Prior to and after use of a vehicle it is the responsibility of the driver to do a complete walk around of the vehicle looking for any damage, fluid leaks, tire pressure issues, or any other item that could affect the proper use of the vehicle.

Prior to long road trips the driver should check the engine oil, coolant levels, hoses, belts, tires, windshield wipers, and any dashboard warning light for possible problems. Ensure the vehicles jack, jumper cables, and other safety equipment are in the vehicle. Bring any concerns to the attention of the vehicles Fleet Coordinator prior to use.

Prior to vehicle use ensure that an updated vehicle log and gas card is in the vehicle. The vehicle log is an official record for the vehicle. If a vehicle is damaged in any form, the driver will enter the damage into the vehicle log and notify the vehicle's Fleet Coordinator. Cost allocation information will be derived from the vehicle log.

## **12. Vehicle Damage Procedures**

Accident reports will be submitted by utilizing the Incident Reporting System (IRS) within 24 hours of any accident. Do not delay the reporting of an accident because of the inability to obtain a police report of the incident. When completing the Incident Report ensure the box for Risk Management is checked so the Fiscal may receive and review the Incident Report. The IRS report and the State of Idaho Auto Accident Report Guide must be completed. Employees shall not admit fault in any accident.

If an agency vehicle is involved in an accident with another vehicle it is the responsibility of the agency employee to provide information and a citizen's claim form to the other party involved as directed in the Insurance Packet that is located in each agency vehicles glove box. Employees shall not admit fault in any accident.

## **13. Fuel Purchases**

Purchase of fuel should be made by utilizing the fuel card assigned to each agency vehicle. All required coding and accounting are automatically completed when the gas card and the employee's gas card PIN are entered at the pump or service counter. The employee's P-Card is not to be used for fuel or any other purchases related to the Agency's fleet equipment. The state P-Card system does not capture sufficient detail for input into the Fleet Management System.

### **LINKS:**

#### **EXECUTIVE ORDER (if applicable):**

#### **OPE Report 02-02 Management of State Agency Passenger Vehicles:**

**<http://www.legislature.idaho.gov/ope/publications/reports/r0202.htm>**

#### **2003 Agency Response to Management of State Agency Passenger Vehicles:**

**<http://www.legislature.idaho.gov/ope/publications/reports/r0301f.htm>**

#### **2004 Follow Up to Report Management of State Agency Passenger Vehicles:**

**<http://www.legislature.idaho.gov/ope/publications/reports/r0401f.htm>**

#### **Idaho Statute 49-2426 Marking of Vehicles**

**<http://legislature.idaho.gov/idstat/Title49/T49CH24SECT49-2426.htm>**

**H. WITNESSES**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
  
Telephone \_\_\_\_\_  
Home \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
  
Telephone \_\_\_\_\_  
Home \_\_\_\_\_ Work \_\_\_\_\_

**I. STATE VEHICLE DAMAGES**

Vehicle ID No. \_\_\_\_\_  
Make and Model \_\_\_\_\_  
Year \_\_\_\_\_ License No. \_\_\_\_\_  
Estimate of Damages \$ \_\_\_\_\_  
List damaged parts \_\_\_\_\_

If not drivable, move to a State lot or a secure location.  
Where can vehicle be seen? \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**If accident involves serious injury or extensive property damage, contact Office of Insurance Management immediately. Call (208) 332-1869**

**5. Do not accept responsibility for the accident.**

Do be courteous. If the other party feels that the State driver is responsible for the accident, provide him/her with a "Citizen's Claim Procedure" form (small green sheet).

**6. Complete this form and send promptly to:**

Dept. of Administration  
Risk Management  
P.O. Box 83720  
Boise, ID 83720-0079

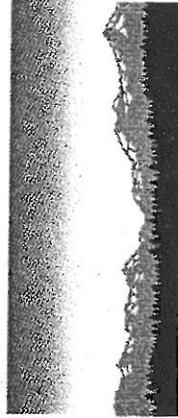
A copy of this report should also be sent to your department's safety coordinator.

**7. Obtain estimates of damage.**

If the State vehicle is covered by auto physical damage insurance, please obtain two estimates of repair costs and forward to Risk Management.

**Note:** Do not delay sending this accident report — send estimates separately.

Costs associated with this publication are available from Dept. of Administration in accordance with Section 60-202, Idaho Code. 07-945,700/200-9102



State of Idaho

**AUTO ACCIDENT REPORT GUIDE**



**1. Offer assistance to anyone injured.**

Do not move injured unless absolutely necessary.

**2. Notify the police.**

**3. Don't comment on accident.**

Give information as requested by police and provide all other information and comment to Office of Insurance.

**4. Fill out this form.**

Complete as much as possible at the accident site.

State Driver's Name \_\_\_\_\_ Which Agency Owns State Vehicle? \_\_\_\_\_  
 License # \_\_\_\_\_ Work Address \_\_\_\_\_  
 Work Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Agency Contact (If not driver) \_\_\_\_\_

**A. DESCRIPTION OF ACCIDENT**

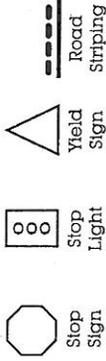
Date \_\_\_\_\_ Time \_\_\_\_\_  
 Place \_\_\_\_\_  
 Describe what happened \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Speed of your vehicle before accident.**

Speed of other vehicle before accident: \_\_\_\_\_  
 Did either driver signal? \_\_\_\_\_  
 If so, describe \_\_\_\_\_

Please show any traffic controls on diagram.

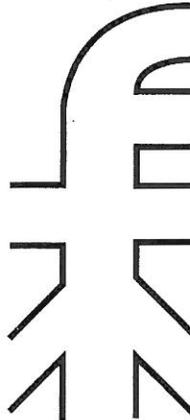
**Example:**



Weather \_\_\_\_\_  
 Visibility \_\_\_\_\_  
 Road condition \_\_\_\_\_

**B. DIAGRAM ACCIDENT**

Show where vehicles hit and where they stopped



Show pedestrian and path as: —○—  
 Use "X" to show point of impact.

**F. INJURED**

Name \_\_\_\_\_ Age \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_

Nature of Injury \_\_\_\_\_  
 This person was  
 In my vehicle  In other vehicle  
 Pedestrian

Name \_\_\_\_\_ Age \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_

Nature of Injury \_\_\_\_\_  
 This person was  
 In my vehicle  In other vehicle  
 Pedestrian

**G. POLICE & COMMENTS**

Name of Officer \_\_\_\_\_  
 Which police force? \_\_\_\_\_

What citations were issued and to whom?

Who do you think was at fault?

Why? \_\_\_\_\_

**E. OTHER PROPERTY DAMAGE**

Owner \_\_\_\_\_  
 Address \_\_\_\_\_  
 Describe Damage \_\_\_\_\_

**State of Idaho**  
**CERTIFICATE OF FINANCIAL RESPONSIBILITY**

**Assured:** The State of Idaho, its agencies, health districts,  
and permissive users of these vehicles.

**Covered Vehicles:** All owned and leased vehicles of the State of Idaho.

**Guaranteed By:** The Department of Administration, Risk Management  
Program, which self-retains the automobile liability  
exposure for the State of Idaho.

**Effective Date:** July 1, 2007

**Expiration Date:** Continuous



\_\_\_\_\_  
F.C. Coffin, Manager – Risk Management Program

**KEEP THIS CERTIFICATE IN VEHICLE AT ALL TIMES**  
**VALID ONLY IN STATE OWNED OR STATE LEASED VEHICLES**

**CITIZEN'S CLAIM PROCEDURE**

To assist you in filing a claim against the State Of Idaho or any of its employees or agencies, please be advised that you are required to submit a **Notice of Claim**. The claim must be filed within 180 days from the date the claim arose or should have been reasonably discovered. The claim must be submitted to the **Secretary of State**, whose address and fax number follow:

Mail: IDAHO SECRETARY OF STATE  
PO BOX 83720  
BOISE ID 83720-0080

FAX#: (208) 334-2282

The claim must accurately describe the time, place, conduct and circumstances from which the injury or damage arose. You should also attach repair estimates, bids, medical information or other documentation which will aid in processing your claim. Your name and mailing address must be included and be legible.

*See Idaho Code Title 6 Chapter 9 if additional information is needed.*

2007

State Of Idaho

IDAHO DEPARTMENT OF PARKS  
AND RECREATION  
**DISPOSAL/TRANSFER REQUEST**

Date \_\_\_\_\_

I. Permission is requested to dispose/transfer the following equipment or material:

Inventory Tag number	Description/serial number	BOE Designation**

II. Complete for transfer only:

Transfer from \_\_\_\_\_ to \_\_\_\_\_  
cost center/park cost center/park

The above property has been transferred as indicated, and we request the change be recorded on the IDPR FAS inventory listing.

_____	_____	_____	_____
signature		signature	
_____	_____	_____	_____
title	date	title	date

III. Complete for DELETION only:

Suggested disposal: \_\_\_ junking/cannibalization  
                                  \_\_\_ trade-in \_\_\_ lost/stolen\*  
                                  \_\_\_ public sale \_\_\_ other (explain)

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Requested by \_\_\_\_\_ title \_\_\_\_\_  
Park or program \_\_\_\_\_ date \_\_\_\_\_  
\*IDPR form 50-30 Accident/Incident must be attached.

IV. For FISCAL use only.

Transfer of IDPR property has been recorded: \_\_\_ to \_\_\_

Disposal of IDPR property approved \_\_\_ disapproved \_\_\_

Signature \_\_\_\_\_ Data entry done \_\_\_\_\_ Date \_\_\_\_\_

\*\* Board of Examiners Designations:  
Nominal value (zero value)  
Less than \$5,000 value  
\$5,000 or more value

If more space is needed for section I. additional sheets of paper may be attached.

IDPR 1234 **DRAFT...**

IDAHO DEPARTMENT OF PARKS AND RECREATION

**VEHICLE RETENTION JUSTIFICATION FORM**

This form must be completed to request and be granted approval to retain and continue to use an IDPR owned vehicle that does not meet mileage, frequency of use, or other standards for vehicle management, in accordance with IDPR and OPE requirements.

Vehicle Description \_\_\_\_\_

Model Year \_\_\_\_\_ VIN \_\_\_\_\_

License Number \_\_\_\_\_ Odometer Mileage \_\_\_\_\_

Vehicle condition \_\_\_\_\_

Intended use \_\_\_\_\_

Estimated mileage to be driven per year \_\_\_\_\_

Estimated number of months or years vehicle will be used as described above \_\_\_\_\_

Requested by \_\_\_\_\_ Title \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_

Approver comments: \_\_\_\_\_

Additional pages may be attached if needed.

copies to: Requester. Approver. Central vehicle file (HQ)

Vehicle Maintenance and Repair Log

Date	Mileage	Oil Level	Coolant	Belt	Fluid	Wash	AT Fluid	PS Fluid	Brake Insp.	Tires	97 Chev 4x4 Pickup	Wipers	Safety	Stamps	Clean	Washer	Washer	Body	Cost	Comments
4/1/99	43785	X																		4/7/99 Smog check
5/31/99	44350	X																		LOF USA Lub
6/30/99	44480																			NO LOF
7/1/99	44485																			cracked windshield
7/9/99	44500																			repaired
7/15/99	47638	X																		new tires, new shocks, brake job, alignment
8/17/99	48878	X																		Emission - pass
9/7/99	50090	normal																		Les Schwab, Broadway
10/8/99	50732																			new tires, new windshield - Safelite Auto Glass
5/23/2000	63233																			\$23.95 LOF USA Lub \$242.00 new windshield - Safelite Auto Glass \$31.28 fuel pump and filter replacement
8/31/2000	67298	X																		Transmission failed near Twin Falls. Pat Beale was towing a boat. Transmission rebuilt at AAMCO, Twin Falls. One year warranty
9/9/2000	67297																			\$1,489.00 AAMCO, Twin Falls. One year warranty
9/19/2000	67717																			
9/21/2000	67717																			
8/28/2001	79856	X																		new starter, new serpentine belt Calkley Moody
9/9/2001	85743	X																		\$305.93 new starter, new serpentine belt Calkley Moody
4/1/2002	92000																			\$20.99 LOF Miler car wash tube
4/12/2002	92406																			cleaned washer
6/12/2002	95160	X																		\$20.99 LOF Miler car wash tube
7/25/2002	97248																			cleaned washer
10/31/2002	97411	X																		\$31.99 LOF 10W30 Perzon Miler Express Lub. plus free car wash
																				\$15.00 Emissions Test. Clean Test Emissions Tested OK
																				\$493.86 new hiway tires. Brakes & shocks checked. Les Schwab Tire, Broadway.
																				\$29.99 full service oil change. Penz 10W30

Sample