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PURPOSE

This Department Order establishes specific guidelines for inventorying, purchasing, operating, maintaining and using vehicles for state business.

PROCEDURES

405.01 PURCHASE/ASSIGNMENT OF VEHICLES

1.1 To request the transfer, purchase and replacement and/or the purchase of additional vehicle(s), equipment, carts and trailers, authorized staff as defined in this Department Order, shall prepare a Vehicle Purchase/Replacement/Transfer Request, Form 405-4, for the affected Division Director/Assistant Director's approval.

1.2 The original Vehicle Purchase/Replacement/Transfer Request forms signed by the Division Director/Assistant Director approving vehicles shall be sent to the Fleet Manager prior to being given to the Engineering and Facilities Bureau Administrator for final disposition.

1.2.1 The Fleet Manager shall submit a written request on behalf of the Department to the Arizona Department of Administration (ADOA) Vehicle Alternative Fuel Coordinator for approval/endorsement for all vehicle purchases.

405.02 VEHICLE REGISTRATION AND INVENTORY REQUIREMENTS - The Fleet Manager shall:

1.1 Ensure all vehicles are registered, inventoried and equipped with Department identification tags.

1.2 Maintain centralized vehicle information and ownership records, in document form and/or in the appropriate computerized Fleet Management System (FMS) to include:

1.2.1 The total number of state vehicles assigned to the Department and each institution/Division.

1.2.2 The current classification of each vehicle.

1.2.3 The current and total operating costs of each vehicle.

405.03 VEHICLE MARKINGS

1.1 All motor vehicles, except exempt vehicles, purchased or leased for more than six months by the Department shall bear the following Department designation/marking:

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STATE OF ARIZONA
DEPARTMENT OF CORRECTIONS

1.2 Vehicle designation markings shall be:

1.2.1 Made of adhesive decal material on a clear background with bright white lettering and placed in the lower left corner of the vehicle's rear window glass in order to not interfere with an authorized driver's ability to see and safely operate the vehicle.

1.2.1.1 Individual letters shall not exceed two inches in height.

1.2.1.2 If the vehicle does not have a rear window, the decal shall be mounted on the vehicle's rear bumper with black or bright white lettering so as to contrast with the color of the bumper.

1.2.2 The only authorized markings on state vehicles. Any other markings and designs shall be approved in advance by the Fleet Manager with final approval by the Division Director for Administrative Services.

1.2.2.1 Markings such as Vehicle Identification Numbers (i.e., T-102, DB05, S-15) shall not be authorized. All vehicles shall be identified by their license plate and all vehicle key sets shall have the vehicle's license plate number on them to match the vehicle.

1.2.2.2 Construction Equipment shall be identified by its Equipment Number (i.e., E-101, E-356, etc.). The "E" number shall be assigned by the Fleet Manager. Equipment key sets shall have the key set number along with the equipment number.

1.3 Decals shall be ordered through Arizona Correctional Industries (ACI).

1.4 Use of advertising material on Department buses and vans shall be approved by the Division Director for Administrative Services.

1.4.1 Advertising material shall be limited to Department career opportunities and ACI advertising.

1.4.1.1 ACI may advertise for marketing purposes on the sides of delivery and installation trucks, or any other high profile vehicles frequently utilized on Arizona highways identified by the ACI General Manager.

1.4.2 Billboards shall be mounted to the sides of vehicles only and shall not interfere with the full operations of any windows, doors or emergency exits.

1.4.3 Advertising material may be painted or adhered directly to the body of any vehicle.

405.04 CONSTRUCTION EQUIPMENT

1.1 Operation of Construction Equipment by Fully Trained, Qualified Operators - Wardens and Bureau Administrators or designees shall:

1.1.1 Ensure a training curriculum is in effect meeting Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) standards.

1.1.2 Ensure all operators have completed all required training and possess an Operator's Vehicle Qualification Card, Form 405-6, or a Commercial Driver's License (CDL) if required.

1.1.3 Maintain a list of all fully trained, qualified operators (employees and inmates) which specifies:

1.1.3.1 Each type of construction equipment for which they are fully trained and qualified.

1.1.3.2 The type and length of applicable training/experience of each fully trained, qualified operator.

1.2 Institution/Division Responsibilities for Construction Equipment - Wardens and Bureau Administrators or designees shall:

1.2.1 Maintain construction equipment in a safe, operable condition.

1.2.2 Adhere to the manufacturer's recommended maintenance schedules and fully document all maintenance activities, including the service date, the type of service performed, and the name and position of the person who performed the service. Documentation may include information contained in the FMS.

1.2.3 Be notified by the Equipment Shop Supervisor or Equipment Repair Technician of unsafe and/or not repairable equipment.

1.2.3.1 Unsafe and/or not repairable equipment shall be removed from service and "red-lined" until repairs are completed or final disposition of the equipment is known. "Red-lined" equipment may be replaced, if required, with a like unit to ensure the institution/Division's continuing operational needs are met.

1.2.4 Transfer unsafe or not repairable equipment through the Central Office Inventory Unit for disposal by the ADOA Surplus Property Management Office.

1.2.5 Delete equipment from the institution/Division's inventory list when the equipment is transferred to the ADOA Surplus Property Management Office for disposal.

1.3 Institution/Division Responsibility for Borrowing Construction Equipment - Wardens and Bureau Administrators or designees shall:

1.3.1 Inform the borrowing institution/Division in writing of all preventative maintenance, such as oil changes and belt replacements.

1.3.1.1 The borrowing institution/Division's shall perform preventative maintenance during the loan period and provide documentation of the performed preventative maintenance when the borrowed equipment is returned.

1.3.2 Allow only fully trained, qualified operators with appropriate operator permits, or CDLs if required, to operate construction equipment.

1.3.3 Maintain borrowed equipment in a safe, operable condition during the loan period.

1.3.4 Perform and document the routine, preventative maintenance prescribed by the lending institution/Division, in accordance with manufacturers' recommended maintenance schedules.

1.3.5 Repair or replace damaged equipment.

1.3.6 Return borrowed equipment in the same condition as received.

1.3.7 Notify the lending institution's Warden or Bureau Administrator or their designee immediately if borrowed equipment is not in a safe operating condition when received and document the current condition and status.

405.05 AUTHORIZED DRIVERS CONDUCTING STATE BUSINESS

1.1 Authorized drivers conducting state business, including those driving personal vehicles as defined in this Department Order shall:

1.1.1 Possess a current, valid Arizona Driver's License, to include a CDL where applicable.

1.1.2 Pass the online Defensive Driving course every four years in accordance with the Annual Training Plan.

1.1.3 Complete the online Van Dynamics course.

1.1.4 Possess a current, valid Operator's Vehicle Qualification Card form.

1.1.5 Obey speed limits and other traffic laws and drive courteously.

1.1.6 Wear seatbelts at all times when the vehicle is moving.

1.1.7 Ensure all passengers are properly seated and seatbelts are secured.

1.1.8 Not drink alcoholic beverages before or while driving.

1.1.9 Not take medication which may cause drowsiness, or if impaired in some other way.

1.1.10 Comply with the United States (US) Department of Transportation, Federal Highway Administration, Federal Motor Carrier Safety Regulations (FMCSR) and Arizona Revised Statutes (A.R.S.).

1.2 The Arizona State Employee Drivers Record Application (ASEDRA) Administrator shall ensure employees have their Motor Vehicle records check conducted at least annually, in accordance with Department Order #404, Fire, Safety and Loss Control.

1.3 Authorized drivers shall have a valid CDL, with proper endorsements and a current Arizona CDL Medical Examiner Card prior to operating commercial vehicles:

1.3.1 With a Gross Vehicle Weight Rating (GVWR) of 26,001 lbs. and above, or a combination vehicles with a GVWR greater than 26,000 lbs.

1.3.2 Designed to carry 16 or more people, including the driver.

1.3.3 Used to haul placardable hazardous materials.

1.4 Driving a State Vehicle

1.4.1 Wardens and Bureau Administrators or designees shall ensure the following:

1.4.1.1 A current, valid Arizona Driver's License is presented each time a state vehicle is assigned to an authorized driver.

1.4.1.2 A current, valid Operator's Vehicle Qualification Card form each time a state van is assigned to an authorized driver.

1.4.2 Private persons conducting business with the state may be passengers in state vehicles.

1.4.3 Authorized drivers conducting state business using a state vehicle shall:

1.4.3.1 Report all missing or inoperable seatbelts to the Equipment Shop Supervisor/Vehicle Service Coordinator for immediate replacement or repair.

1.4.3.2 Comply with the inspection, preventive maintenance and repair program, in accordance with this Department Order.

1.4.3.3 Not smoke in the vehicle, in accordance with in Department Order #109, Smoking and Tobacco Regulations. Smoking is prohibited in all state vehicles.

1.4.3.4 Present a current, valid Driver's License and an Operator's Vehicle Qualification Card form to check out state vans.

1.4.3.4.1 In accordance with Department Order #601, Administrative Investigations and Employee Discipline, all persons who currently have their Driver's License revoked, suspended or require a Vehicle Interlock Device (Breath Analyzer) to operate any vehicle due to a conviction for Driving Under the Influence (DUI) shall not be allowed to operate any state vehicle at any time.

1.4.4 Authorized drivers shall use only state vehicles to transport inmates, in accordance with Department Order #705, Inmate Transportation.

1.5 Drivers Inspection, Maintenance and Record-Keeping of State Vehicles

1.5.1 General Vehicle Assignments – Authorized drivers shall be responsible for:

1.5.1.1 Checking all safety equipment (i.e., seat belts and door locks) before driving the vehicle. Defective equipment shall be reported to the Equipment Shop Supervisor, Equipment Repair Lead Technician or the Vehicle Service Coordinator. The vehicle shall not be operated until defects are corrected.

1.5.1.2 Completing a Vehicle Trip Ticket, Form 405-8, as appropriate for the vehicle type.

1.5.1.3 Submitting completed Vehicle Trip Ticket forms to the Equipment Shop Supervisor, Equipment Repair Lead Technician or Vehicle Service Coordinator immediately after using a vehicle.

1.5.2 Authorized commercial vehicle drivers shall be responsible for the following inspection, maintenance and record keeping requirements:

1.5.2.1 Submitting a completed Driver's Vehicle Inspection Report (DVIR) for Commercial Motor Vehicle booklet, Form 405-14, to the Equipment Shop Supervisor, Equipment Repair Lead Technician or the Vehicle Service Coordinator immediately after inspection and completion of the booklet, which shall be kept on file by the commercial vehicle driver's supervisor for three years.

1.5.2.2 Retaining a legible copy of the last DVIR booklet in the commercial vehicle for a period of 30 calendar days.

1.5.2.3 Verifying all required repairs, as documented in the DVIR booklet, are completed prior to resuming operation of the commercial vehicle.

1.5.3 Authorized drivers assigned vehicles for Extended Dispatch, such as domicile vehicles as defined in this Department Order, shall:

1.5.3.1 Use one Vehicle Trip Ticket form per week, as appropriate for the vehicle type, and shall mark:

1.5.3.1.1 "EXTENDED DISPATCH" on the Vehicle Trip Ticket form under destination.

1.5.3.1.2 Ending mileage at the end of the week entered under arrival mileage.

1.5.3.2 Perform driver maintenance on a weekly schedule in accordance with this Department Order. If driver maintenance is needed before the end of the week, the authorized driver shall submit an interim Vehicle Trip Ticket form.

1.5.3.3 Submit completed Vehicle Trip Ticket forms to the Equipment Shop Supervisor, Equipment Repair Lead Technician, or Vehicle Service Coordinator at the end of each week.

1.5.4 Each shift assigning vehicles shall prepare one Vehicle Trip Ticket or DVIR form as appropriate for the vehicle type (i.e., commercial or non-commercial) each day for rotation and for emergency vehicles operated on various shifts by more than one person.

405.06 USE OF PERSONAL VEHICLES ON STATE BUSINESS

1.1 Supervisors shall allow employees to use personal vehicles if a state vehicle is unavailable.

1.2 Employees wanting to use a personal vehicle to conduct state business when a state vehicle is unavailable shall:

1.2.1 Receive prior written authorization from their supervisor to use a personal vehicle. The supervisor shall advise the employee the state shall not accept liability for any damage to their personal vehicle or injury to another individual(s).

1.2.2 Comply with the state of Arizona's motor vehicle financial responsibility laws. Employees are not covered by state insurance when using a personal vehicle to conduct state business.

1.3 Employees using personal vehicles for authorized travel status on state business shall submit the Employee Travel Claim, DOA Form GAO-503-EZ, in accordance with Department Order #505, Employee Benefits, for the mileage driven to their supervisor within ten workdays after travel. By signing the Employee Travel Claim form, employees certify liability insurance was in effect for the vehicle when used to conduct state business.

1.3.1 Supervisors shall sign and forward approved Employee Travel Claim forms to the Budget Unit Supervisor.

1.3.2 The Budget Unit Supervisor shall approve claims for mileage from claimants who obtained prior written approval from their supervisor.

405.07 VEHICLE ACCIDENTS ON STATE BUSINESS

1.1 Authorized drivers on state business involved in an accident shall:

1.1.1 Stop, render appropriate assistance, and provide required identification and information to each person involved in the accident.

1.1.2 Promptly report the accident to the appropriate law enforcement agency for investigation.

1.1.3 Immediately advise the Equipment Shop Supervisor, Equipment Repair Lead Technician or Vehicle Service Coordinator of the accident and whether or not the vehicle can be driven.

1.1.4 Cooperate with the law enforcement agency in relating the events of the accident without expressing an opinion about responsibility or fault for the accident.

1.1.5 Within two hours of an accident that involves a death or within eight hours of an accident that involves injury to any persons, submit an ADOA Risk Management Division Automobile Loss Report, Form RMD-VAF1 to ADOA Risk Management. If they are unable to do so because of injuries from the accident, the authorized driver's immediate supervisor shall do so with as much information as possible. A follow-up report must be submitted as soon as new information becomes available.

1.1.6 Report the accident within 24 hours of the accident through the chain of command, to the institution/Division's Risk Management Coordinator using an ADOA Risk Management Division Automobile Loss Report form. These forms:

1.1.6.1 Shall be located in the vehicle's glove box or in another document compartment of a state vehicle.

1.1.6.2 May be obtained from the institution/Division's Risk Management Coordinator.

1.1.6.3 Shall be photocopied and distributed to institution/Division Risk Management Coordinator as soon as possible.

1.1.7 Wardens and Bureau Administrators shall ensure appropriate staff support is available to take vehicles for repair estimates, preferably the driver of the vehicle at the time of the accident. Fleet staff may assist as needed if other appropriate staff is unavailable in obtaining estimates for repairs. Estimates shall be submitted to the institution/Division Risk Management Coordinator within 72 hours of the date of the accident.

1.2 In case of an on duty accident in a personal vehicle:

1.2.1 The Department shall not reimburse an employee for any physical damage to the vehicle.

1.2.2 Authorized drivers may file claims with their own insurance company to cover damages or liability.

1.2.3 Costs exceeding personal insurance limits for liability shall be covered by the state's self-insurance program.

1.3 Volunteers driving on state business shall be considered employees for insurance purposes.

1.4 State employees who are passengers in a personal vehicle involved in an accident while on state business may file liability claims against the vehicle owner's insurance for both medical payments and liability.

405.08 EMERGENCY VEHICLE USE

1.1 Division Directors, Assistant Director, Wardens, Deputy Wardens and Bureau Administrators or designees shall ensure authorized drivers of emergency vehicles:

1.1.1 Maintain a valid Arizona Driver's License with Commercial endorsements, as applicable to the emergency vehicle being operated.

1.1.2 Observe motor vehicle traffic laws governing the operation of emergency vehicles, to include "ambulance chase" vehicles.

1.1.3 Receive specialized response vehicle training specific to the emergency vehicle to be operated.

1.1.4 Maintain control of the emergency vehicle at all times and give due regard to the safety of others.

1.1.5 Notify radio dispatchers when emergency vehicles are used to respond to emergencies.

1.2 Firefighters and other person(s) operating emergency vehicles necessary to the preservation of life or property shall be exempt. Vehicles shall be equipped with audible and visual signals.

405.09 DOMICILE VEHICLES/EXEMPT LICENSE PLATES

1.1 The Director may designate employees to have domicile vehicles. A monthly fee of $100.00 after tax shall be required for domicile vehicle usage. The Domicile Vehicle Payroll Deduction Authorization, Form 405-16, shall be signed by the employee and the affected Division Director/Assistant Director to start and stop the payroll deductions. Employees assigned a domicile vehicle are encouraged to use the vehicle to car pool with employees residing near their regularly traveled route.

1.2 The Division Directors/Assistant Director shall ensure:

1.2.1 The Payroll Unit is advised the start and end date of domicile vehicle assignments using the Domicile Vehicle Payroll Deduction Authorization form.

1.2.2 Records are maintained of all domicile vehicle assignments.

1.2.3 Domicile vehicles shall only be used for normal state business, emergencies and direct travel between the point of duty and the place of residence.

1.3 Wardens and Bureau Administrators or designees shall provide the Fleet Manager a monthly list by the 15th of the month of all staff authorized a Domicile Vehicle, which shall include the employee's name, title, work location and license plate for each vehicle.

1.4 Upon receipt of an employee's approved Domicile Vehicle Payroll Deduction Authorization form, the Payroll Unit shall deduct $100.00 per month from the after tax wages of the employee and add $3.00 to the employee's taxable income for each day the employee commutes using a domicile vehicle. Employees residing in state-owned property and Arizona Peace Officer Standard and Training (AZ POST) employees designated as law enforcement officers shall be exempt from the $3.00 taxable domicile vehicle income requirement.

1.4.1 Employees wishing to decline the use of a domicile vehicle shall submit this request to their Division Director/Assistant Director through their chain of command using the Domicile Vehicle Payroll Deduction Authorization form.

1.4.2 Employees shall report the number of days the vehicle was not used to commute to/from residence and duty post using the Domicile Vehicle Report, Form 405-5. The Domicile Vehicle Report form shall be forwarded to the Payroll Unit no later than the 5th day of the following month.

1.5 The Director may request the Governor approve the use of an exempt license plate on vehicles driven by certain employees.

1.5.1 Employees may be assigned exempt license plates when:

1.5.1.1 Conducting investigations or activities of a confidential nature, to include those responsibilities of the Director, Deputy Director, Division Directors or Assistant Director.

1.5.1.2 In designated Inspector General Units.

1.5.1.3 Transporting high-risk inmates or confidential informants.

1.5.1.4 Conducting surveillance of suspected illegal inmate or staff activity.

1.5.1.5 Coordinating activities with local law enforcement agencies related to the surveillance and arrest of fugitives.

1.5.2 Written justification for assignment of exempt license plates shall be submitted, through Administrative Services, to the Director or designee for approval or disapproval.

405.10 EQUIPMENT SHOP SUPERVISORS/EQUIPMENT REPAIR LEAD TECHNICIANS/VEHICLE SERVICE COORDINATORS RESPONSIBILITIES

1.1 Wardens and Bureau Administrators or designees shall appoint a Vehicle Service Coordinator for their areas of operations. The Fleet Manager shall appoint an Equipment Shop Supervisor or, if appropriate, an Equipment Repair Lead Technician for each repair facility.

1.2 Wardens and Bureau Administrators or designees shall ensure all vehicles are made available and delivered to the repair facility when they are informed of vehicles due for service.

1.3 Equipment Shop Supervisors, Equipment Repair Lead Technicians and Vehicle Service Coordinators shall:

1.3.1 Ensure vehicles receive preventative maintenance and repairs in accordance with this Department Order.

1.3.2 Provide Wardens and Bureau Administrators or designees a list of vehicles that are due and/or past due for service at the beginning of each month.

1.3.3 Provide vehicle assignment, classification, location or other information to the Division Director for Administrative Services or the Fleet Manager upon request.

1.3.4 Supply comprehensive and timely vehicle data to the Fleet Manager in accordance with reporting requirements.

1.3.5 Establish and maintain Motor Vehicle Record files in a centralized location, to include FMS information, in accordance with Department Order #103, Correspondence/Records Control. Motor Vehicle Record files shall:

1.3.5.1 Be retained for three years after the vehicle is retired from service and disposed of by the ADOA Surplus Property Management Office.

1.3.5.2 Contain, at a minimum, the following documents:

1.3.5.2.1 Applicable Vehicle Trip Ticket forms for three months after it was created.

1.3.5.2.2 Types A, B, C, D, E and F FMS Preventative Maintenance records.

1.3.5.2.3 FMS Vehicle Repair Work Order records, with corresponding Vehicle Trip Ticket or DVIR booklet page to include the actual cost of parts, material, labor hours or outside service labor costs.

1.3.5.2.4 Accident reports.

1.3.5.2.5 Vehicle emission test results.

1.3.5.2.6 Vehicle transfer documentation.

1.3.6 Ensure Motor Vehicle Record files, all keys, Voyager Card, and any pertinent information accompanies vehicles when transferred within the Department (i.e., from one institution/Division to another).

405.11 REPAIRING/ADDING ACCESSORIES TO STATE VEHICLES

1.1 The costs of repairs or the addition of special equipment to state vehicles shall be suitable in regard to the use, life expectancy and assignment of the vehicles and compatible with the Original Equipment Manufacturer (OEM) specifications.

1.1.1 Employees wanting to make additions, changes or adding accessories to vehicles shall submit written justification through the Equipment Shop Supervisor, Equipment Repair Lead Technician or Vehicle Service Coordinator to the Warden or Bureau Administrator for approval.

1.1.2 The Warden or Bureau Administrator may designate staff to approve any changes.

1.1.2.1 Changes to vehicles must not interfere with the manufacturer's safety equipment for that vehicle.

1.1.2.2 At no time shall in-house built equipment be installed in a vehicle. Items shall be purchased from an authorized manufacturer and designed specifically for the vehicle it was intended for without modification.

1.2 Repairs of vehicles shall not exceed factory OEM specifications.

405.12 MAINTENANCE AND REPAIR

1.1 The repair of personal, contractor's or college vehicles using Department staff, inmates, funds or equipment shall not be authorized.

1.2 Safety Inspection - Equipment Shop Supervisors, Equipment Repair Lead Technicians or Vehicle Service Coordinators shall:

1.2.1 Ensure motor vehicle safety inspections are completed when conducting all Preventive Maintenance.

1.2.2 Ensure all deficiencies discovered during motor vehicle safety inspections are corrected before returning the vehicle to service.

1.2.3 Comply with the Department's FMS Preventive Maintenance Schedule or the manufacturer's preventative maintenance requirements during the vehicle's warranty period and ensure preventative maintenance is performed as identified on the manufacturer's maintenance schedule. The appropriate information shall be recorded in the FMS each time a vehicle safety inspection is conducted for:

1.2.3.1 Type A - every 90 calendar days.

1.2.3.2 Type B - every 6,000 miles. Buses and C3-8 Trucks every 8,000 miles.

1.2.3.3 Type C - every 18,000 miles. Buses and C3-8 Trucks every 24,000 miles.

1.2.3.4 Type D - every 36,000 miles. Buses and C3-8 Trucks every 48,000 miles.

1.2.3.5 Type E Emissions inspections - in accordance with section 405.14, 1.4 of this Department Order.

1.2.3.6 Preventative Maintenance Services Type F Regulatory Inspections shall be a routine, specialized inspection and/or performance testing as required by various regulations (i.e., annual OSHA, USDOT-FMCSR, to include, man-lifts, forklifts and crane inspection and/or certification, etc.).

1.3 Repairs – Equipment Shop Supervisors, Equipment Repair Lead Technicians or Vehicle Service Coordinators shall:

1.3.1 Document the following in the FMS Vehicle Repair Work Order module:

1.3.1.1 All labor, materials, parts, components, costs and resources expended against a vehicle.

1.3.1.2 Work performed at a Department institution or at an outside vendor/contractor upon completion of repairs.

1.3.2 Evaluate all repairs, prior to expending any funds/resources, to receive full benefit from the Manufacturer's Warranty.

1.3.2.1 Warranty repairs shall be performed at an authorized OEM repair facility.

1.3.2.2 Warranty repairs, regardless of cost/no-cost, shall be recorded in the FMS.

1.3.3 Comply with all OEM vehicle recalls. Completion of the OEM vehicle recall shall be documented in the vehicle's Motor Vehicle Record file and recorded on a FMS Vehicle Repair Work Order.

405.13 FUELING VEHICLES

1.1 Authorized drivers using state vehicles shall:

1.1.1 Be responsible for re-fueling vehicles before returning them to their base-location.

1.1.2 Obtain fuel at an institution or state of Arizona fuel facility (ADOA or Arizona Department of Transportation). Fuel purchased from retail/private vendors may be obtained as a last resort, when institution or state fuel is not available.

1.1.2.1 Only the lowest octane-rated unleaded gasoline shall be placed in vehicles designated to use unleaded gasoline.

1.1.2.2 Premium and mid-grade fuel shall not be purchased from retail/private vendors, unless a higher-octane fuel is required in accordance with the manufacturer's Vehicle Operators Manual.

1.2 <u>Bulk Fuel Operations</u>

1.2.1 Each Department owned gasoline and diesel tank shall be labeled "UNLEADED GASOLINE" and "DIESEL."

1.2.2 Pumps dispensing unleaded gasoline shall be equipped with a nozzle with an outside diameter not greater than 0.840 inch. Diesel nozzles shall be no less than one inch in diameter.

1.2.3 In instances when an automated fuel system is inoperable, each site dispensing bulk fuel shall maintain a record of vehicles receiving fuel on the Daily Gasoline and Fuel Dispensing Log, Form 405-3. The accounting of fuel shall:

1.2.3.1 Include the date, license plate number, type and amount of fuel received and odometer reading.

1.2.3.2 Be maintained on a manual log and/or a computerized fuel management system.

1.2.4 Equipment Shop Supervisors or Equipment Repair Lead Technicians of bulk fuel operations shall ensure fuel reserves are monitored and reordered with sufficient frequency to avoid depletion of fuel.

1.2.5 Electronic Inter Stichel Monitoring, manual tank gauging, inventory record keeping and reconciliation shall be performed daily.

405.14 VEHICLE EMISSION INSPECTIONS

1.1 All state vehicles within Area A (primarily Maricopa County), and Area B (primarily Pima County), shall be maintained and inspected to comply with state emissions laws and regulations.

1.1.1 Area A and B vehicles shall be subject to Inspection/Maintenance 240 Seconds (IM240) or OnBoard Diagnostics II (OBD II) regulations.

1.1.2 Vehicles outside of areas A and B shall be exempt from vehicle emissions testing.

1.2 Emissions waivers shall not be issued for state vehicles. State vehicles not passing emissions test shall be:

1.2.1 Repaired and retested if operational and cost effective.

1.2.2 Evaluated for further repairs and retesting if they fail the re-test.

1.2.3 Removed from service and retired for surplus disposal action immediately if found not to be cost effective to repair or they fail further retesting.

1.3 Vehicles Emissions Testing Requirement Guidelines - Vehicles based in and primarily operated within Maricopa County shall have an emissions test based upon the following criteria and guidelines:

1.3.1 State vehicles of the current model year and the previous four model years shall be exempt from emissions testing.

1.3.1.1 Non-exempt vehicles shall be emissions inspected in the sixth year after the vehicle model year, during the month of original acquisition. Thereafter, vehicles shall be re-tested every other year, on or before the date of the last test.

1.3.2 State vehicles beginning with model year 1981 through 1994 shall be emissions tested every two years.

1.3.3 Vehicles with a GVWR over 8,500 lbs. shall be emissions tested yearly.

1.4 Emissions Testing at a State Testing Station

1.4.1 Vehicles operated in Maricopa and Pima County shall be tested at authorized state contracted Emissions Testing Stations.

1.4.2 Based on the vehicle's assigned area, Wardens and Bureau Administrators or designees shall ensure appropriate support staff is made available to take vehicles to the designated testing facilities.

405.15 FUEL CREDIT CARDS - Fuel credit cards are issued corresponding to a specific Department fleet vehicle; not to employees. Wardens and Bureau Administrators or designees shall ensure fuel credit cards are inventoried and accounted for daily. Authorized drivers shall be responsible for fuel credit cards and for securing and protecting them from theft and extreme temperatures.

1.1 Authorized purchases using a fuel credit card may include:

1.1.1 Unleaded fuel with the lowest octane rating, unless specified by Vehicles Operator's Handbook/guide.

1.1.2 Diesel fuel.

1.1.3 Other fluids (i.e., engine oil, brake fluid, automatic transmission, coolant, and windshield washer fluid up to the capacity of the fluid reservoir).

1.1.4 Emergency vehicle repair items (i.e., fuses, belts, tire repair or headlamp).

1.1.5 A $50.00 maximum purchase. Exceptions shall be pre-authorized with the fuel retailer's service attendant. Example: commercial driver purchasing 100 gallons of diesel fuel for a Motorcoach.

1.2 Drivers discovering that a fuel credit card is lost, stolen or damaged shall complete and forward an Incident Report, Form 105-2, to the Fleet Manager's office for card replacement.

1.3 The Fleet Manager shall:

1.3.1 Cancel the lost, stolen or damaged fuel credit card and request a replacement be issued.

1.3.2 Receive, review and process all requests for fuel credit cards, vehicle card transfers, etc.

1.3.3 Centrally maintain the Department fuel credit card inventory by institution and/or Bureau and document files.

1.3.4 Keep a current accounting of all fuel credit cards issued to the Department from the fuel credit card company, to include:

1.3.4.1 Fleet identification number, institution/Division assignment and date.

1.3.4.2 Reason issued, canceled, destroyed or replaced.

1.3.4.3 The fuel credit card company's vehicle identification number.

1.3.5 Review and approve the credit card company's invoice/statement for payment.

1.3.6 Notify the appropriate Business Administrators or Vehicle Service Coordinator when charges are incurred appearing unauthorized.

1.3.7 Be the single point of contact between the Department and the fuel credit card company.

1.4 The Vehicle Service Coordinator/Chief of Security shall:

1.4.1 Write and submit requests for fuel credit cards to the Fleet Manager. Fuel credit card requests shall include the vehicle:

1.4.1.1 License plate number.

1.4.1.2 Year, make and model.

1.4.2 Maintain accountability daily for all fuel credit cards issued to their respective institutions/Divisions by the Fleet Manager.

1.5 Department employees shall be responsible for the accountability and physical control of fuel credit cards. The cards shall be:

1.5.1 Transmitted between Fleet Administration, institution/Division and employees by means of a cover memorandum with return receipt acknowledgment required.

1.5.2 Stored/retained in a secure manner in accordance with Department Order #702, Key Control.

1.6 All fuel credit cards assigned to vehicles no longer in service or will be out of service due to long-term repair issues shall be given to the Equipment Shop Supervisor for safe keeping and will be removed from the Key/Credit Card inventory until the vehicle goes back into service.

1.7 If a vehicle is subject to surplus and pending delivery to the ADOA Surplus Property Management Office, the fuel credit card shall be cancelled and turned over to the Fleet Management Office upon the approval of the Request for Authorization to Dispose of Property, SP-101, by the ADOA Surplus Property Management Office.

DEFINITIONS

AUTHORIZED DRIVER - For the purpose of this Department Order, an employee whose job Position Description Questionnaire (PDQ) or similar document requires the use of a vehicle; an employee operating a state vehicle; a contract employee operating a vehicle where the state provides 100% of that vehicle's lease, rental or operational costs.

AUTHORIZED STAFF - Division Directors, the Assistant Director, Wardens, and Bureau Administrators or designees authorized to submit requests to purchase, transfer and reassign state vehicles.

BUDGET UNIT SUPERVISOR - A staff member responsible for: budget development or input; receiving budget allocations; developing or implementing controls for allocated funds; and approving or signing as the authority for expenditures, encumbrances and obligations of allocated funds.

CONSTRUCTION EQUIPMENT - Equipment, which:

- Is designed/constructed for site grading, debris removal, construction materials handling, construction equipment, materials transportation and trenching and other construction activities.
- Includes but is not limited to hoe/spreader equipment, all-terrain lift trucks and boom trucks.

DRIVER - Any employee, volunteer, inmate and contract vendor operating a state vehicle.

FLEET MANAGER - An employee designated by the Division Director for Administrative Services to coordinate all aspects of vehicle management for the Department.

FLEET MANAGEMENT SYSTEM - Refers to the FMS, Ron Turley and Associates Fleet Management System, RTA.

FUEL MANAGEMENT SYSTEM - Refers to Multi-force/fuel system.

FULLY TRAINED, QUALIFIED OPERATOR - An employee or inmate meeting the experience and training standards established by the OSHA and ANSI, who demonstrates the ability to operate construction equipment and who has a valid operator's permit corresponding to construction equipment type or a CDL if required. Example: lift-truck, crane, hoist, man-lift, etc.

PERSONAL VEHICLE - Any vehicle owned, rented or leased by the employee.

TRAVEL STATUS - A period during which an employee is conducting necessary state business away from the designated duty post with supervisory approval.

STATE VEHICLE - A vehicle owned, leased or rented vehicle classified in accordance with this Department Order that, for maintenance purposes, may be categorized as one of the following:

- Commercial Vehicle - Any vehicle with a Gross Vehicle Weight Rating (GVWR) over 26,001 lbs. and above, or a combination of vehicles with a GVWR greater than 26,001 lbs. or a vehicle which carries 16 or more passengers, including the driver or is used to haul placardable hazardous materials.

- Domicile vehicle - A vehicle authorized by the Director as outlined in section 405.09.

- Emergency vehicle - An ambulance or a fire truck operated by Department employees.

- Rotation vehicle - A vehicle assigned to a unit or office rather than to a specific employee. Example: motor pool and perimeter patrol vehicles, and those used by Duty Officers, Duty Engineers and Investigators.

- Van - A vehicle designed to carry 8 to 15 people and/or a van with a GVWR greater than 6500 pounds.

VEHICLE CLASSIFICATION - A designation of a **s**tate vehicle's use or purpose, for such purposes as inventory control, records maintenance and evaluation of replacement requests, as follows:

- Administrative - A compact, subcompact or intermediate vehicle used for administrative duties, such as for mail delivery and Parole Officer field supervision.

- Bus - A vehicle used to transport more than 16 occupants, including the authorized driver.

- Facility Support - A vehicle used in the maintenance of Department facilities.

- Transport - Any vehicle used to transport 15 or fewer occupants, including the authorized driver.

- Management - A full-size automobile used by the Director, Deputy Director, Division Directors, Assistant Director, and Wardens. An intermediate, compact or subcompact automobile used by Deputy Wardens, and Bureau Administrators.

- Security - A compact, subcompact or intermediate vehicle used within the institution for security purposes.

- Special Purpose - A vehicle needed for special requirements, which does not fit another classification. This may include a heavy duty truck, tractor, forklift, scooter, fire truck, ambulance or trailer.

VEHICLE MAINTENANCE - Activities performed on a vehicle to ensure it remains, or is repaired to be, safe and fully operational.

- Corrective - Unscheduled maintenance consisting of equipment repair and replacement of parts at an institution or by an authorized vehicle service vendor, to remedy defects and return the equipment to a fully operational condition. This includes Warranty Repairs and OEM Recalls.

- Driver - A casual inspection or observation of a vehicle, performed by the driver or by another person at the driver's request, to detect any obvious problems or malfunctions which may make the vehicle unsafe or prevent it from being driven. Inspection shall include tires, fluid levels, and lights.

- Preventive - Systematic scheduled inspection and mechanical servicing of a vehicle, conducted at an institution or by an authorized vehicle service vendor, in compliance with manufacturer's recommended service schedule. Typically, service intervals are based upon a vehicle's service miles or service time.

VEHICLE SERVICE COORDINATORS - Staff assigned or designated by Division Directors, Assistant Director, Wardens, Deputy Wardens, and Bureau Administrators to ensure assigned vehicles are properly maintained and accounted for.

{Original Signature on File}

Charles L. Ryan
Director

FORMS LIST

405-3, Daily Gasoline and Fuel Dispensing Log
405-4, Vehicle Purchase/Replacement/Transfer Request
405-5, Domicile Vehicle Report
405-6, Operator's Vehicle Qualification Card
405-8, Vehicle Trip Ticket
405-14, Driver's Vehicle Inspection Report (DVIR) for Commercial Vehicles (booklet)
405-16, Domicile Vehicle Payroll Deduction Authorization

CROSS-REFERENCE INDEX

Department Order #103, Correspondence/Records Control
Department Order #109, Smoking and Tobacco Regulations
Department Order #304, Equipment and Inventory System
Department Order #404, Fire Safety and Loss Control
Department Order #505, Employee Benefits
Department Order #509, Employee Training and Education
Department Order #520, Employee Travel Reduction
Department Order #601, Administrative Investigations and Employee Discipline
Department Order #702, Key Control
Department Order #705, Inmate Transportation

AUTHORITY

A.R.S. 28-101, Definitions
A.R.S. 28-624, Authorized Emergency Vehicles
A.R.S. 28-947 Special Restrictions on Lamps
A.R.S. 28-981, Vehicle Equipment; Safety Requirement
A.R.S. 28-982, Vehicle and Equipment Inspection; Notice of Repair or Adjustment
A.R.S. 28-983, Compliance with Inspection Laws, Operations Prohibited
A.R.S. 28-3001, Definitions
A.R.S. 28-5201, Definitions
A.R.S. 28-5202, Applicability
A.R.S. 28-5204, Administration and Enforcement; Rules
A.R.S. 28-5234, Exemption from Rules on Drivers' Qualification and Hours of Service; Definitions
A.R.S. 36-2217, Exemption from Regulation
A.R.S. 38-538, Designation of State and Political Subdivision Motor Vehicles: Definition
A.R.S. 38-538.01, State and Political Subdivision Vehicles; Patterns and Insignias; Violation; Classification
A.R.S. 38-538.02, Use of State Motor Vehicles; Personal Vehicle Reimbursement
A.R.S. 38-538.03, Exemptions
A.R.S. 38-538.04 Violation; Classification
A.R.S. 41-803, Operation of State Motor Vehicle Fleet; Public Service Announcements; Energy Conservation; Alternative and Clean Burning Fuels; Definitions
A.A.C. R2-10-102, Reporting Procedures
A.A.C. R2-10-107, Liability Coverage and Limitations
A.A.C. R2-10-207, Agency Loss Prevention Program Elements
A.A.C. R18-2-1017, Inspections of Government Vehicles
USDOT, FMCSR, Title 40, Section 396.
Section 531 of the Tax Reform Act of 1984