

**CHAPTER: 400**

**Physical Plant/Facilities**

**DEPARTMENT ORDER:**

**405 – Vehicles/Vehicle Maintenance**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**FM**

**Arizona  
Department  
of  
Corrections  
Rehabilitation  
and Reentry**

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**Department Order Manual**

**ACCESS**

**Contains Restricted Section(s)**

A handwritten signature in black ink, appearing to read "David Shinn", is written over a horizontal line.

**David Shinn, Director**

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## **STANDARDS** *[Revision – November 22, 2021]*

**American Correctional Association (ACA) Standards: 5-ACI-3A-24, 5-ACI-3A-25, 5-ACI-3A-26, and 5-ACI-3A-27**

## **PURPOSE**

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

## **RESPONSIBILITY** *[Revision – November 22, 2021]*

**Assistant Director for Facilities Management shall ensure all vehicles and equipment shall be entered into a database system.**

## **PROCEDURES**

### **1.0 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 the Glossary of Terms, shall prepare a Vehicle Purchase/Replacement/Transfer Request, Form 405-4, for the affected Assistant Director's approval.
- 1.2 The original Vehicle Purchase/Replacement/Transfer Request forms signed by the 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.

### **2.0 VEHICLE REGISTRATION AND INVENTORY REQUIREMENTS – The Fleet Manager shall:**

- 2.1 Ensure all vehicles are registered, inventoried and equipped with Department identification tags.
- 2.2 Maintain centralized vehicle information and ownership records, in document form and/or in the appropriate computerized Fleet Management System (FMS) to include:
  - 2.2.1 The total number of state vehicles assigned to the Department and each institution/Division.
  - 2.2.2 The current classification of each vehicle.
    - 2.2.2.1 **Vehicles are classified as follows: auto, passenger van, light duty pickup, medium duty pickup, sport utility vehicle, bus, minivan, C3-8 (heavy duty truck), heavy duty pickup, Svan (service van).** *[Revision – November 22, 2021]*
  - 2.2.3 The current and total operating costs of each vehicle.

### 3.0 VEHICLE MARKINGS

- 3.1 All motor vehicles, except exempt vehicles, purchased or leased for more than six months by the Department shall bear the following Department designation/markings: ***[Revision - November 22, 2021]***

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- 3.2 Vehicle designation markings shall be:
- 3.2.1 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.
    - 3.2.1.1 Individual letters shall not exceed two inches in height.
    - 3.2.1.2 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.
  - 3.2.2 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 **Assistant** Director for **Facilities Management**.
    - 3.2.2.1 **Transport vehicle may have roof markings for ID by air support. *[Revision - November 22, 2021]***
    - 3.2.2.2 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.
    - 3.2.2.3 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.
- 3.3 Decals shall be ordered through Arizona Correctional Industries (ACI).
- 3.4 Use of advertising material on Department buses and vans shall be approved by the **Assistant** Director for **Facilities Management**.
- 3.4.1 Advertising material shall be limited to Department career opportunities and ACI advertising.
    - 3.4.1.1 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.
  - 3.4.2 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.
  - 3.4.3 Advertising material may be painted or adhered directly to the body of any vehicle.

## 4.0 CONSTRUCTION EQUIPMENT

- 4.1 Operation of Construction Equipment by Fully Trained, Qualified Operators – Wardens and Bureau Administrators or designees shall:
- 4.1.1 Ensure a training curriculum is in effect meeting Occupational Safety and Health Administration (OSHA) and American National Standards Institute (ANSI) standards.
  - 4.1.2 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.
  - 4.1.3 Maintain a list of all fully trained, qualified operators (employees and inmates) which specifies:
    - 4.1.3.1 Each type of construction equipment for which they are fully trained and qualified.
    - 4.1.3.2 The type and length of applicable training/experience of each fully trained, qualified operator.
- 4.2 Institution/Division Responsibilities for Construction Equipment – Wardens and Bureau Administrators or designees shall:
- 4.2.1 Maintain construction equipment in a safe, operable condition.
  - 4.2.2 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.
  - 4.2.3 Be notified by the Equipment Shop Supervisor or Equipment Repair Technician of unsafe and/or not repairable equipment.
    - 4.2.3.1 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.
  - 4.2.4 Transfer unsafe or not repairable equipment through the Central Office Inventory Unit for disposal by the ADOA Surplus Property Management Office.
  - 4.2.5 Delete equipment from the institution/Division's inventory list when the equipment is transferred to the ADOA Surplus Property Management Office for disposal.
- 4.3 Institution/Division Responsibility for Borrowing Construction Equipment – Wardens and Bureau Administrators or designees shall: ***[Revision – November 22, 2021: subsections 4.3.1 thru 4.3.1.4]***
- 4.3.1 **Utilize the construction equipment reservation system to request equipment. Indicate date and duration and intended use for which the equipment is needed.**

- 4.3.1.1 **Fleet Managers shall review the reservation and if acceptable, confirm the reservation with the requestor.**
- 4.3.1.2 **Fleet staff shall document the equipment's condition with photos before the equipment is picked up or delivered to the requestor.**
- 4.3.1.3 **Upon return of the equipment, fleet staff shall document the equipment's condition through photos noting any damage or mechanical issues with the equipment.**
- 4.3.1.4 **Fleet staff shall contact the institution/Division management if there is any damage to the equipment. If there is damage to the equipment beyond normal wear and tear the borrowing facility shall be responsible for the cost of repairs to the equipment. Additionally, if it is determined the equipment damage is due to negligence or abuse by the operator a disciplinary process may be initiated.**
- 4.3.2 Inform the borrowing institution/Division in writing of all preventative maintenance, such as oil changes and belt replacements.
  - 4.3.2.1 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.
- 4.3.3 Allow only fully trained, qualified operators with appropriate operator permits, or CDLs if required, to operate construction equipment.
- 4.3.4 Maintain borrowed equipment in a safe, operable condition during the loan period.
- 4.3.5 Perform and document the routine, preventative maintenance prescribed by the lending institution/Division, in accordance with manufacturers' recommended maintenance schedules.
- 4.3.6 Repair or replace damaged equipment.
- 4.3.7 Return borrowed equipment in the same condition as received.
- 4.3.8 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.

**5.0 AUTHORIZED DRIVERS CONDUCTING STATE BUSINESS {5-ACI-3A-24} [Revision – November 22, 2021]**

- 5.1 Authorized drivers conducting state business, including those driving personal vehicles as defined in the Glossary of Terms shall:
  - 5.1.1 Possess a current, valid Arizona Driver's License, to include a CDL where applicable.
  - 5.1.2 Pass the online Defensive Driving course in accordance with the Annual Training Plan.
  - 5.1.3 Complete the online Van Dynamics course, as applicable.

- 5.1.4 Possess a current, valid Operator's Vehicle Qualification Card form.
  - 5.1.5 Obey speed limits and other traffic laws and drive courteously.
  - 5.1.6 Wear seatbelts at all times when the vehicle is moving.
  - 5.1.7 Ensure all passengers are properly seated and seatbelts are secured.
  - 5.1.8 Not drink alcoholic beverages before or while driving.
  - 5.1.9 Not take medication which may cause drowsiness, or if impaired in some other way.
  - 5.1.10 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.).
- 5.2 Authorized drivers shall have a valid CDL, with proper endorsements and a current Arizona CDL Medical Examiner Card prior to operating commercial vehicles:
- 5.2.1 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.
  - 5.2.2 Designed to carry 16 or more people, including the driver.
  - 5.2.3 Used to haul placardable hazardous materials.
- 5.3 Driving a State Vehicle
- 5.3.1 Wardens and Bureau Administrators or designees shall ensure the following:
    - 5.3.1.1 A current, valid Arizona Driver's License is presented each time a state vehicle is assigned to an authorized driver.
    - 5.3.1.2 A current, valid Operator's Vehicle Qualification Card form each time a state van is assigned to an authorized driver.
  - 5.3.2 **Civilian personnel** or **official** volunteers conducting business with the state may be passengers in state vehicles. *[Revision - November 22, 2021]*
  - 5.3.3 Authorized drivers conducting state business using a state vehicle shall:
    - 5.3.3.1 Report all missing or inoperable seatbelts to the Equipment Shop Supervisor/Vehicle Service Coordinator for immediate replacement or repair.
    - 5.3.3.2 Comply with the inspection, preventive maintenance and repair program, in accordance with this Department Order.
    - 5.3.3.3 Not smoke in the vehicle, in accordance with in Department Order #109, Smoking and Tobacco Regulations.
    - 5.3.3.4 Present a current, valid Driver's License and an Operator's Vehicle Qualification Card form to check out state vans.

- 5.3.3.4.1 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.
- 5.3.4 Authorized drivers shall use only state vehicles to transport inmates, in accordance with Department Order #705, Inmate Transportation.
- 5.4 Drivers Inspection, Maintenance and Record-Keeping of State Vehicles
  - 5.4.1 General Vehicle Assignments – Authorized drivers shall be responsible for:
    - 5.4.1.1 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.
    - 5.4.1.2 Completing a Vehicle Trip Ticket, Form 405-8, as appropriate for the vehicle type.
    - 5.4.1.3 Submitting completed Vehicle Trip Ticket forms to the Equipment Shop Supervisor, Equipment Repair Lead Technician or Vehicle Service Coordinator immediately after using a vehicle.
  - 5.4.2 Authorized commercial vehicle drivers shall be responsible for the following inspection, maintenance and record keeping requirements:
    - 5.4.2.1 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; this shall be kept on file by the commercial vehicle driver's supervisor for three years.
    - 5.4.2.2 Retaining a legible copy of the last DVIR booklet in the commercial vehicle for a period of 30 calendar days.
    - 5.4.2.3 Verifying all required repairs, as documented in the DVIR booklet, are completed prior to resuming operation of the commercial vehicle.
  - 5.4.3 Authorized drivers assigned vehicles for Extended Dispatch, such as domicile vehicles as defined in the Glossary of Terms, shall:
    - 5.4.3.1 Use one Vehicle Trip Ticket form per week, as appropriate for the vehicle type, and shall mark:
      - 5.4.3.1.1 "EXTENDED DISPATCH" on the Vehicle Trip Ticket form under destination.



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

5.4.3.2 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.

5.4.3.3 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.

5.4.4 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.

**6.0 USE OF PERSONAL VEHICLES ON STATE BUSINESS** – Employees driving personal vehicles on state business shall provide their personal vehicle information, insurance company, policy number, and dates of coverage on the ADOA Risk Management Authorized Driver Identification form. Upon request, authorized drivers shall provide supervisors with evidence of liability insurance. **{5-ACI-3A-27}** *[Revision - November 22, 2021]*

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

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

6.2.1 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).

6.2.2 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.

6.3 Employees using personal vehicles for authorized travel status on state business shall submit the Employee Travel Claim, ADOA Form GAO-503-AEZ, in accordance with Department Order #310, Travel. By signing the Employee Travel Claim form, employees certify liability insurance was in effect for the vehicle when used to conduct state business.

**7.0 ARIZONA STATE EMPLOYEE DRIVERS RECORD APPLICATION (ASEDRA)**

7.1 Upon request, employees shall complete an ADOA Risk Management Authorized Driver Identification Form, providing their name, Employee Identification Number (EIN), driver's license number, and date of birth.

7.2 In accordance with Department Order #105, Information Reporting and Department Order #501, Employee Professionalism, Ethics and Conduct, authorized drivers shall submit an Information Report (IR), Form 105-2, to their supervisor and the appropriate/necessary documentation for the following:

- 7.2.1 Revoked, suspended or cancelled license.
- 7.2.2 Special detailed driving restrictions including, but not limited to:
  - 7.2.2.1 Work/employment restrictions.
  - 7.2.2.2 Medical restrictions.
  - 7.2.2.3 Alcohol/drug restrictions.
  - 7.2.2.4 Ignition Interlock Device restriction.
  - 7.2.2.5 Driving Under Influence (DUI).
- 7.3 Upon receipt of the notification and documentation detailed in 7.2 through 7.2.2.5 of this section, the supervisor shall immediately prepare a Significant Incident Report, Form 105-3, in accordance with Department Orders #105, Information Reporting and #501, Employee Professionalism, Ethics and Conduct, and provide a copy to the Warden/Bureau Administrator. The supervisor shall take immediate action, relative to the employee's restrictions, limiting the employee's ability to drive on state business.
- 7.4 The ASEDRA Coordinator shall review the Motor Vehicle Record (MVR) database of all authorized drivers maintained by the Arizona Department of Transportation (ADOT), Motor Vehicle Division (MVD) at least annually.
- 7.5 Suspended, Restricted or Revoked Driver's License
  - 7.5.1 The ASEDRA Coordinator shall forward a list of employees whose driver's licenses have been suspended, restricted or revoked to the appropriate Assistant Director or designee and Employee Relations.
  - 7.5.2 The appropriate Assistant Director shall forward to the appropriate Warden/Bureau Administrator the list of employees assigned to their area who have had their driver's license suspended, restricted or revoked.
  - 7.5.3 Authorization to drive on state business shall be suspended effective the date of the driver's license suspension, restriction or revocation and shall remain in effect until proof is provided as to the date of the driver's license reinstatement.
- 7.6 Points/Driving Restrictions/Defensive Driving Training Requirement – The ASEDRA Coordinator shall provide the Assistant Director's Human Resources Liaisons a list of employees required to take Defensive Driving training or who may be imposed driving restrictions due to an accumulation of points as reported in the ASEDRA database.
  - 7.6.1 Five or less points – Employees with five or less points shall be considered to have an acceptable record for operating a standard motor vehicle. Supervisors of employees driving personal vehicles on state business shall conduct insurance inquiries annually by requesting employees provide their most current proof of insurance card.
  - 7.6.2 Six or seven points – Employees with six or seven points shall be considered conditional drivers.

- 7.6.2.1 Wardens/Bureau Administrators shall notify employees they are required to successfully complete Defensive Driving training or similar action designed to improve their driving skills within three months of the ASEDRA Coordinator's notification.
- 7.6.2.2 The Department shall consider similar action to be successful completion of the MVD Traffic Survival School or the online Computer Based Training (CBT) Defensive Driving Course on the Human Resources (HRIS) (Your Employee Services) YES website.
- 7.6.2.3 Employees shall provide a printed completion certificate for the Defensive Driving Course to the Warden/Bureau Administrator's Office through their supervisor.
- 7.6.2.4 Supervisors of employees driving personal vehicles on state business shall conduct insurance inquiries at least twice a year by requesting employees provide their most current proof of insurance card.
- 7.6.3 Eight or more points – Employee with eight or more points shall be considered High-Risk drivers. Corrective action shall include approval/denial from the Warden/Bureau Administrator to continue to drive on state business using the High-Risk Driver Authorization, Form 405-2. Employees who have not taken Defensive Driving training within the past six months shall take remedial Defensive Driver training and provide a completion certificate or transcript to their supervisor.
  - 7.6.3.1 The Employee shall complete the High-Risk Driver Authorization form, and submit it to his/her supervisor for recommendation and the Warden/Bureau Administrator's for disposition.
- 7.6.4 Employees not authorized to drive on state business and who do so shall be subject to discipline in accordance with Department Order #601, Administrative Investigations and Employee Discipline, in addition to discipline that may have already been imputed (i.e., for a DUI).
- 7.7 Delegation of Authority – The duties specified above for the Warden may be delegated to the Deputy Warden of Operations.
- 8.0 IGNITION INTERLOCK DEVICES** – Employees ordered by a court to install an ignition interlock device on vehicles they operate shall not be allowed to operate state-owned, leased, or privately owned/leased vehicles used for state business. This ban remains in effect until proof, by and from the employee is provided indicating the court of jurisdiction has rescinded the order and reinstated unrestricted driving rights. This total ban refers to all motorized vehicles, electric or combustion-powered, state or personal vehicle on state business.
- 9.0 CITIZEN COMPLAINTS** – Citizen complaints received by the Department shall be forwarded to the **Inspector General's office for review and action**. The citizen who initiated the complaint shall be afforded notification of the action taken by the Department; however, the name of the employee(s) shall not be disclosed. The following citizen complaint categories shall be used: ***[Revision - November 22, 2021]***

- 9.1 Unsafe lane changes – The vehicle was reported to have changed lanes without leaving adequate clearance creating a near accident and/or three or more lane changes were reported within one mile.
- 9.2 Speeding – The vehicle was reported speeding in excess of the posted speed limit.
- 9.3 Aggressive Driving – The operator was reported as verbally abusive, disrespectful, aggressive, angry, threatening and/or combative.

## 10.0 VEHICLE ACCIDENTS ON STATE BUSINESS

- 10.1 Authorized drivers on state business involved in an accident shall:
  - 10.1.1 Stop, render appropriate assistance, and provide required identification and information to each person involved in the accident.
  - 10.1.2 Promptly report the accident to the appropriate law enforcement agency for investigation.
  - 10.1.3 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.
  - 10.1.4 Cooperate with the law enforcement agency in relating the events of the accident without expressing an opinion about responsibility or fault for the accident.
  - 10.1.5 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.
  - 10.1.6 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:
    - 10.1.6.1 Shall be located in the vehicle's glove box or in another document compartment of a state vehicle.
    - 10.1.6.2 May be obtained from the institution/Division's Risk Management Coordinator.
    - 10.1.6.3 Shall be photocopied and distributed to institution/Division Risk Management Coordinator as soon as possible.
  - 10.1.7 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.

- 10.2 In case of an on duty accident in a personal vehicle:
  - 10.2.1 The Department shall not reimburse an employee for any physical damage to the vehicle.
  - 10.2.2 Authorized drivers may file claims with their own insurance company to cover damages or liability.
  - 10.2.3 Costs exceeding personal insurance limits for liability shall be covered by the state's self-insurance program.
- 10.3 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.

## 11.0 EMERGENCY VEHICLE USE

- 11.1 Assistant Directors, Wardens, Deputy Wardens and Bureau Administrators or designees shall ensure authorized drivers of emergency vehicles:
  - 11.1.1 Maintain a valid Arizona Driver's License with Commercial endorsements, as applicable to the emergency vehicle being operated.
  - 11.1.2 Observe motor vehicle traffic laws governing the operation of emergency vehicles, to include "ambulance chase" vehicles.
  - 11.1.3 Receive specialized response vehicle training specific to the emergency vehicle to be operated.
  - 11.1.4 Maintain control of the emergency vehicle at all times and give due regard to the safety of others.
  - 11.1.5 Notify radio dispatchers when emergency vehicles are used to respond to emergencies.
- 11.2 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.

## 12.0 DOMICILE VEHICLES/EXEMPT LICENSE PLATES {5-ACI-3A-24} *[Revision - November 22, 2021]*

- 12.1 The Director may designate employees to have domicile vehicles. A monthly fee of \$100.00 after tax **may** be required for domicile vehicle usage. **Those positions which may be called 24 hours a day and required to respond to emergencies or provide direct support to critical incidents are exempted from this fee. This responsibility will be documented and acknowledged in writing by position. *[Revision - November 22, 2021]***
  - 12.1.1 The Domicile Vehicle Payroll Deduction Authorization, Form 405-16, shall be signed by the employee and the affected Assistant Director to start and stop the payroll deductions. In an effort to encourage travel reduction, employees assigned a domicile vehicle are authorized to use the vehicle to car pool with other state employees residing near their regularly traveled route. The following positions are authorized to have a domicile vehicle:

- 12.1.1.1 Complex Majors
  - 12.1.1.2 Deputy Wardens
  - 12.1.1.3 Wardens
  - 12.1.1.4 Regional Operations Directors
  - 12.1.1.5 Assistant Directors
  - 12.1.1.6 Other designated positions at the sole discretion of the Director
- 12.2 The Deputy Directors and Assistant Directors shall ensure:
- 12.2.1 The Payroll Unit is advised the start and end date of domicile vehicle assignments using the Domicile Vehicle Payroll Deduction Authorization form.
  - 12.2.2 Records are maintained of all domicile vehicle assignments.
  - 12.2.3 Domicile vehicles shall only be used for normal state business, emergencies and direct travel between the point of duty and the place of residence.
- 12.3 The Fleet Manager shall send a Domicile Vehicle Report on the 1st of each month, which shall include, at a minimum, the authorized employee's name, title, work location, type of vehicle assigned and license plate number.
- 12.3.1 The Deputy Directors and Assistant Directors shall verify the Domicile Vehicle Report for accuracy and update as necessary. The report shall be returned to the Fleet Manager by the 15th of the month.
- 12.4 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.
- 12.4.1 Employees wishing to decline the use of a domicile vehicle shall submit this request to their Assistant Director through their chain of command using the Domicile Vehicle Payroll Deduction Authorization form.
  - 12.4.2 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.
- 12.5 The Director may request the Governor approve the use of an exempt license plate on vehicles driven by certain employees.
- 12.5.1 Employees may be assigned exempt license plates when:
    - 12.5.1.1 Conducting investigations or activities of a confidential nature, to include those responsibilities of the Director, Deputy Directors, or Assistant Directors.

- 12.5.1.2 In designated Inspector General Units.
  - 12.5.1.3 Transporting high-risk inmates or confidential informants.
  - 12.5.1.4 Conducting surveillance of suspected illegal inmate or staff activity.
  - 12.5.1.5 Coordinating activities with local law enforcement agencies related to the surveillance and arrest of fugitives.
- 12.5.2 Written justification for assignment of exempt license plates shall be submitted, through **Facilities Management**, to the Director or designee for approval or disapproval.

### **13.0 EQUIPMENT SHOP SUPERVISORS/EQUIPMENT REPAIR LEAD TECHNICIANS/VEHICLE SERVICE COORDINATORS RESPONSIBILITIES**

- 13.1 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.
- 13.2 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.
- 13.3 Equipment Shop Supervisors, Equipment Repair Lead Technicians and Vehicle Service Coordinators shall:
- 13.3.1 Ensure vehicles receive preventative maintenance and repairs in accordance with this Department Order.
  - 13.3.2 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.
  - 13.3.3 Provide vehicle assignment, classification, location or other information to the **Assistant** Director for **Facilities Management** or the Fleet Manager upon request.
  - 13.3.4 Supply comprehensive and timely vehicle data to the Fleet Manager in accordance with reporting requirements.
  - 13.3.5 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:
    - 13.3.5.1 Be retained for three years after the vehicle is retired from service and disposed of by the ADOA Surplus Property Management Office.
    - 13.3.5.2 Contain, at a minimum, the following documents:
      - 13.3.5.2.1 Applicable Vehicle Trip Ticket forms for three months after it was created.
      - 13.3.5.2.2 Types A, B, C, D, E and F FMS Preventative Maintenance records.

13.3.5.2.3 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.

13.3.5.2.4 Accident reports.

13.3.5.2.5 Vehicle emission test results.

13.3.5.2.6 Vehicle transfer documentation.

13.3.6 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).

#### 14.0 REPAIRING/ADDING ACCESSORIES TO STATE VEHICLES

14.1 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.

14.1.1 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.

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

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

14.1.2.2 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.

14.2 Repairs of vehicles shall not exceed factory OEM specifications.

#### 15.0 MAINTENANCE AND REPAIR

15.1 The repair of personal, contractors or college vehicles using Department staff, inmates, funds or equipment shall not be authorized.

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

15.2.1 Ensure **annual** motor vehicle safety inspections are completed **on every vehicle assigned to the institution, as well as any time** preventive maintenance is conducted. **{5-ACI-3A-25} [Revision – November 22, 2021: Sections 15.2.1 and 15.2.2]**

15.2.2 Ensure all deficiencies discovered during motor vehicle safety inspections are corrected **immediately** before returning the vehicle to service. **{5-ACI-3A-26}**



- 15.2.3 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:
  - 15.2.3.1 Light Duty Vehicles – Auto, ½ Ton Pickup, Sport Utility Vehicle, and Mini Van under 8,600 lbs. GVWR
    - 15.2.3.1.1 Type A – every 8,000 miles or 365 calendar days
    - 15.2.3.1.2 Type B – every 16,000 miles or 730 calendar days
    - 15.2.3.1.3 Type C – every 32,000 miles or 930 calendar days
  - 15.2.3.2 Medium Duty Vehicles - Heavy Duty Pickup, Medium Duty Pickup, Passenger/Cargo Vans, and Service Bed Trucks from 8,601 to 19,500 lbs. GVWR
    - 15.2.3.2.1 Type A – every 8,000 miles or 365 calendar days
    - 15.2.3.2.2 Type B – every 24,000 miles or 730 calendar days
    - 15.2.3.2.3 Type C – every 48,000 miles or 930 calendar days
  - 15.2.3.3 Heavy Duty Vehicles - Buses, Semi Trucks, and Straight Trucks from 19,501 to 33,000 lbs. GVWR or more
    - 15.2.3.3.1 Type B – every 15,000 miles or 365 calendar days
    - 15.2.3.3.2 Type C – every 45,000 miles or 730 calendar days
  - 15.2.3.4 Type E Emissions inspections – in accordance with section 17.0, subsection 17.4
  - 15.2.3.5 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.).
- 15.3 Repairs – Equipment Shop Supervisors, Equipment Repair Lead Technicians or Vehicle Service Coordinators shall:
  - 15.3.1 Document the following in the FMS Vehicle Repair Work Order module:
    - 15.3.1.1 All labor, materials, parts, components, costs and resources expended against a vehicle.
    - 15.3.1.2 Work performed at a Department institution or at an outside vendor/contractor upon completion of repairs.
  - 15.3.2 Evaluate all repairs, prior to expending any funds/resources, to receive full benefit from the Manufacturer’s Warranty.

- 15.3.2.1 Warranty repairs shall be performed at an authorized OEM repair facility.
- 15.3.2.2 Warranty repairs, regardless of cost/no-cost, shall be recorded in the FMS.
- 15.3.3 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.

## 16.0 FUELING VEHICLES

### 16.1 Authorized drivers using state vehicles shall:

- 16.1.1 Be responsible for re-fueling vehicles before returning them to their base-location.
- 16.1.2 Obtain fuel at an institution or state of Arizona fuel facility (ADOA or ADOT). Fuel purchased from retail/private vendors may be obtained as a last resort, when institution or state fuel is not available.
  - 16.1.2.1 Only the lowest octane-rated unleaded gasoline shall be placed in vehicles designated to use unleaded gasoline.
  - 16.1.2.2 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.

### 16.2 Bulk Fuel Operations

- 16.2.1 Each Department owned gasoline and diesel tank shall be labeled "UNLEADED GASOLINE" and "DIESEL."
- 16.2.2 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.
- 16.2.3 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:
  - 16.2.3.1 Include the date, license plate number, type and amount of fuel received and odometer reading.
  - 16.2.3.2 Be maintained on a manual log and/or a computerized fuel management system.
- 16.2.4 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.
- 16.2.5 Electronic Inter Stichel Monitoring, manual tank gauging, inventory record keeping and reconciliation shall be performed daily.

## 17.0 VEHICLE EMISSION INSPECTIONS

- 17.1 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.
  - 17.1.1 Area A and B vehicles shall be subject to Inspection/Maintenance 240 Seconds (IM240) or On-board Diagnostics II (OBD II) regulations.
  - 17.1.2 Vehicles outside of areas A and B shall be exempt from vehicle emissions testing.
- 17.2 Emissions waivers shall not be issued for state vehicles. State vehicles not passing emissions test shall be:
  - 17.2.1 Repaired and retested if operational and cost effective.
  - 17.2.2 Evaluated for further repairs and retesting if they fail the re-test.
  - 17.2.3 Removed from service and retired for surplus disposal action immediately if found not to be cost effective to repair or they fail further retesting.
- 17.3 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:
  - 17.3.1 State vehicles of the current model year and the previous four model years shall be exempt from emissions testing.
    - 17.3.1.1 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.
  - 17.3.2 State vehicles beginning with model year 1981 through 1994 shall be emissions tested every two years.
  - 17.3.3 Vehicles with a GVWR over 8,500 lbs. shall be emissions tested yearly.
- 17.4 Emissions Testing at a State Testing Station
  - 17.4.1 Vehicles operated in Maricopa and Pima County shall be tested at authorized state contracted Emissions Testing Stations.
  - 17.4.2 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.

**18.0 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.

- 18.1 Authorized purchases using a fuel credit card may include:

- 18.1.1 Unleaded fuel with the lowest octane rating, unless specified by Vehicles Operator's Handbook/guide.
  - 18.1.2 Diesel fuel.
  - 18.1.3 Other fluids (i.e., engine oil, brake fluid, automatic transmission, coolant, and windshield washer fluid up to the capacity of the fluid reservoir).
  - 18.1.4 Emergency vehicle repair items (i.e., fuses, belts, tire repair or headlamp).
  - 18.1.5 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 Motor coach.
- 18.2 Drivers discovering that a fuel credit card is lost, stolen or damaged shall complete and forward an Information Report, Form 105-2, to the Fleet Manager's office for card replacement.
- 18.3 The Fleet Manager shall:
- 18.3.1 Cancel the lost, stolen or damaged fuel credit card and request a replacement be issued.
  - 18.3.2 Receive, review and process all requests for fuel credit cards, vehicle card transfers, etc.
  - 18.3.3 Centrally maintain the Department fuel credit card inventory by institution and/or Bureau and document files.
  - 18.3.4 Keep a current accounting of all fuel credit cards issued to the Department from the fuel credit card company, to include:
    - 18.3.4.1 Fleet identification number, institution/Division assignment and date.
    - 18.3.4.2 Reason issued, canceled, destroyed or replaced.
    - 18.3.4.3 The fuel credit card company's vehicle identification number.
  - 18.3.5 Review and approve the credit card company's invoice/statement for payment.
  - 18.3.6 Notify the appropriate Business Administrators or Vehicle Service Coordinator when charges are incurred appearing unauthorized.
  - 18.3.7 Be the single point of contact between the Department and the fuel credit card company.
- 18.4 The Vehicle Service Coordinator/Chief of Security shall:
- 18.4.1 Write and submit requests for fuel credit cards to the Fleet Manager. Fuel credit card requests shall include the vehicle:
    - 18.4.1.1 License plate number.
    - 18.4.1.2 Year, make and model.

- 18.4.2 Maintain accountability daily for all fuel credit cards issued to their respective institutions/Divisions by the Fleet Manager.
- 18.5 Department employees shall be responsible for the accountability and physical control of fuel credit cards. The cards shall be:
  - 18.5.1 Transmitted between Fleet Administration, institution/Division and employees by means of a cover memorandum with return receipt acknowledgment required.
  - 18.5.2 Stored/retained in a secure manner in accordance with Department Order #702, Key Control.
- 18.6 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.
- 18.7 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 Property Disposal Request and Authorization, Form SP-101, by the ADOA Surplus Property Management Office.

**19.0 CENTRAL OFFICE PARKING** – Parking is provided for vehicles driven to work by employees who work at Central Office. Central Office parking lots are managed by the **Facilities Management** Division and parking control is provided by the Department of Administration.

- 19.1 The **Assistant** Director for **Facilities Management** shall appoint a Central Office Parking Coordinator responsible to:
  - 19.1.1 Issue parking facility access cards to Grade 20 and above employees who work in the 1601 or 1645 West Jefferson Street buildings, authorized to park in the Madison Street parking garage.
  - 19.1.2 Issue brown G parking placards to Grade 19 and below employees who work in the 1601 or 1645 West Jefferson Street buildings, authorized to park in the lot behind those buildings.
  - 19.1.3 Issue yellow G parking placards to all staff assigned to the 1831 West Jefferson Street building.
  - 19.1.4 Maintain a record of all placards and parking garage access cards issued to Central Office employees.
- 19.2 Central Office employees shall:
  - 19.2.1 Display parking placards or permits as required when parking on State property.
  - 19.2.2 Obtain new parking placards, permits, or garage access cards, if required, when moving to a different building.
  - 19.2.3 Surrender parking placards, permits, or garage access cards to the Central Office Parking Coordinator, supervisor, or Human Resources (HR) Liaison when no longer employed at Central Office or when they are no longer needed. Supervisors and HR Liaisons shall forward any collected placards, permits, and cards to the Central Office Parking Coordinator.

- 19.2.4 Comply with traffic and parking regulations and signage.
- 19.2.5 Park state-owned vehicles in the Madison Street parking garage.
- 19.3 Visitors to the 1601 and 1645 West Jefferson Street buildings shall park in available visitor spaces. This includes employees not assigned to Central Office but visiting on state business. Overflow parking is available in the Wesley Bolin Memorial Plaza parking lot. Visitors shall not park in employee or reserved spaces. Visitors to the 1831 West Jefferson Street building shall park in the visitor designated spaces.
- 19.4 Reserved Capitol Rideshare parking is available to employees who submit applications with the Capitol Rideshare Travel Reduction Coordinator and receive Rideshare placards to display in their vehicles. Applications can be submitted on-line at [www.capitolrideshare.com](http://www.capitolrideshare.com).

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **FORMS LIST**

- 405-2, High-Risk Driver Authorization
- 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

## **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