

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
 DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
 DDS DIRECTOR'S OFFICE POLICY MANUAL

| Policy Type    | Subject of Policy  | Policy No. |
|----------------|--|------------|
| Administrative | Use of State Vehicles Purchased<br>with Incidental Funds | 1061       |

1. Purpose. This policy supplements DHS Policy 1004 which controls the use of State Motor Vehicles. Vehicles purchased from Incidental Funds (IF) are to be used for the direct support of the HDC individuals.
2. Scope. This policy applies to all vehicles and users of vehicles purchased through the DDS Incidental Fund Account.
3. Administrative Responsibilities.

The Superintendents of the Human Development Centers are responsible for: complying with this Policy on the use of State vehicles in their fleet purchased from Incidental Funds; allocating vehicle authorizations; managing IF vehicle use. Record keeping procedures will be in compliance with current policies and procedures.

4. Procedure.
  - A. Use:
    1. IF vehicles will be used only in the official conduct of Center operations with priority of direct and indirect support of individual services and programs.
    2. Under no circumstance will use of an IF for individual services be negated for use by Center employees for routine business/daily operations (i.e., maintenance employee driving to town for equipment/materials, etc.).
  - B. Maintenance and Services:
    1. IF vehicles will be maintained and serviced the same as other State motor vehicles.

Replacement Notation: This Policy replaces DDS Deputy Director's Office Policy Number 1061 dated May 18, 1990.

Effective Date: March 15, 1993

Sheet 1 of 2

References: Governor's Policy Director, Number 3, January 1986; DHS Policy 1004, September 15, 1987.

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
DDS DIRECTOR'S OFFICE POLICY MANUAL

| <u>Policy Type</u> | <u>Subject of Policy</u>                                 | <u>Policy No.</u> |
|--------------------|--|-------------------|
| Administrative     | Use of State Vehicles Purchased<br>with Incidental Funds | 1061              |

2. Costs associated from maintenance and service of IF vehicles will not be charged against the Incidental Fund Account, but will be charged to the same maintenance and service accounts for the Center's other State vehicles.

C. Other:

Trip consolidation, accident reporting, insurance coverage, and individual liability procedures established for other State vehicles will apply to IF vehicles.