

1004 VEHICLE AND FLEET SERVICE POLICY

I. Legislative Authority:

This policy is written in accordance with legislation passed by the Arkansas General Assembly, (Arkansas Code: § 19-4-902, § 19-4-905, § 19-4-907, § 22-8-101, § 22-8-208, and § 22-8-209); Governor's Executive Order 10-14; and by the authority of the director of the Arkansas Department of Human Services.

II. Purpose:

The intent of this policy is to insure vehicles assigned to all divisions of the Arkansas Department of Human Services are operated and maintained in a safe, consistent, and efficient manner. The rules and regulations in this policy represent the minimum obligations of all divisions within the Arkansas Department of Human Services.

III. Applicability:

This policy applies to all Arkansas Department of Human Services vehicles, all state and contract employees who drive state vehicles or personal vehicles on state business and employees assigned to administer the Arkansas Department of Human Services vehicle program. Procedures concerning the Acquisition and Disposal of Arkansas Department of Human Services vehicles may be found in Chapter 707 of the Arkansas Department of Human Services Administrative Procedure Manual.

IV. Failure to Comply:

All Arkansas Department of Human Services employees are subject to disciplinary action as provided within DHS Policy 1084, Employee Discipline: Conduct/Performance for failure to comply with this policy.

V. Department of Human Services Vehicle Fleet Manager:

The Office of Finance and Administration, Central Support Unit, Vehicle Fleet Manager is the liaison between all Department of Human Services divisions and the Department of Finance and Administration as it relates to the care, efficient use and reporting requirements of all Department of Human Services vehicles.

VI. Division Vehicle Coordinator:

Each division shall appoint a Division Vehicle Coordinator who is responsible for all vehicles assigned to their division. Division Vehicle Coordinators are responsible for:

- (a) Providing state transportation to employees within their division who are traveling on state business;

- (b) The acquisition and disposal of vehicles per Chapter 707 of the Arkansas Department of Human Services Administrative Procedures Manual;
- (c) Providing information to the Department of Human Services Fleet Manager for the addition and removal of drivers to and from the Vehicle Fleet Service Application, and fuel card application;
- (d) Annual license renewals;
- (e) Daily reporting of vehicle use and maintenance in Vehicle Fleet Service Application and monthly closeout reports;
- (f) Processing complaints of vehicle misuse received from the general public; and
- (g) Ensuring all applicable reports are completed and filed immediately following an accident involving a state vehicle. Arkansas Department of Human Services Division Directors may require Division Vehicle Coordinators to perform additional duties not specified in this policy.

VII. Vehicles:

(a) Vehicle Assignment:

All state-owned vehicles are the property of the state of Arkansas and are administered by the Arkansas Department of Finance and Administration. The number of vehicles entrusted by the Department of Finance and Administration to the care and management of the Department of Human Services is determined by the Arkansas General Assembly. The number and type assigned to each division within Department of Human Services is based on annual miles driven and the mission of each division.

(b) Pooled Vehicles:

- (1) With the exception of vehicles that are federally financed for a specific task or those approved by the Governor's Office for a specific job function, all Arkansas Department of Human Services vehicles shall be pooled;
- (2) Pooled vehicles must be available for use by all qualified employees traveling on state business; and
- (3) Pooled vehicles must remain on state property when not in authorized use.

(c) Vehicle Rotation:

- (1) To maximize the use of vehicle assets, divisions shall rotate high mileage vehicles with low mileage vehicles annually; and

- (2) Vehicles may be rotated from one division to another by the Arkansas Department of Human Services Director to meet the needs of the Department of Human Services.

(d) Vehicle Reservation Request

A vehicle reservation request should be submitted to the Division Vehicle Coordinator as soon as a driver is aware that a vehicle will be needed. All reservations for Department of Human Services' vehicles are made in the Vehicle Fleet Service Application.

(e) Mileage Reimbursement:

Mileage reimbursement for the use of personal vehicles for official business travel is only authorized if a Department of Human Services state vehicle is not available.

VIII. Vehicle Insurance:

All Arkansas Department of Human Services vehicles are insured under the state group policy. Each vehicle within the Department of Human Services fleet will carry full coverage unless a low book value requires liability only. The book values of all Department of Human Services vehicles shall be reviewed annually by the Department of Human Services Vehicle Fleet Manager and insurance coverage adjusted accordingly:

- (a) The Department of Human Services Vehicle Fleet Manager shall coordinate the purchase and annual payment of insurance premiums. Each division will be billed for its portion of the Department of Human Services premium at the beginning of each fiscal year; and
- (b) Insurance coverage for the use of personal vehicles on state business is the responsibility of the owner or driver.

IX. Vehicle Preventative Maintenance:

All vehicles assigned to the Arkansas Department of Human Services shall be maintained in good working condition. Each division will establish a preventive maintenance program by which each vehicle assigned to them will be inspected on a quarterly schedule. The inspection will include at a minimum the windshield wipers, lights, tires, fluid levels, belts, and battery. The division may, at its discretion, have other parts or components of the vehicle inspected.

X. Vehicle Repairs:

- (a) Divisions should process requests for repair of damaged vehicles through

the Department of Human Services, Office of Finance and Administration, Contract Support Section, Commodities Purchasing Unit or the institutional purchasing unit or business; and

- (b) The anticipated cost to repair a vehicle shall not exceed thirty (30%) of the book value of the vehicle.

XI. Driver Qualifications:

(a) Resident Drivers:

- (1) Employees will present and maintain evidence of a valid driver's license in accordance with applicable Arkansas State Laws; and
- (2) Driver records for resident drivers shall be obtained by submitting an Authorization to Obtain Traffic Violation Record (Form VSP-1) to State of Arkansas Department of Finance and Administration, Division of Driver Services.

(b) Non-Resident Drivers:

- (1) Arkansas Department of Human Services employees that maintain a residence within states that border Arkansas shall present and maintain evidence of a valid driver's license in accordance with the applicable state laws where they reside; and
- (2) Driver records for non-resident drivers shall be obtained by submitting an Authorization to Obtain Traffic Violation Record (Form VSP-2) to Department of Finance and Administration Division of Driver Services. This request must be submitted every six (6) months for non-resident drivers.

XII. Driver Registration:

- (a) All Arkansas Department of Human Services Employees must be registered in the Department of Human Services Vehicle Fleet Service Application, State Vehicle Safety System, and fuel card application of current vendor;
- (b) To register a driver in the Vehicle Fleet Service Application and the fuel card application, Division Vehicle Coordinators shall submit the driver name, AASIS number and driver's license number with expiration date to the Department of Human Services Vehicle Fleet Manager. Divisions must also submit a waiver request for Department of Human Services employees that reside outside the state; and

- (c) Employees moving to Arkansas from another state must obtain a valid Arkansas driver's license within 30 days of establishing residence.

XIII. Vehicle Use:

- (a) State Laws

Drivers must comply will all applicable state, county and municipality laws.

- (b) Traffic Violation:

- (1) Drivers shall report traffic violations to their supervisor within twenty-four (24) hour of their occurrence or by the following business day. Failure of a driver to report these violations may result in revocation of their driving privileges;
- (2) Supervisors are required to inform their division vehicle coordinator of any traffic violations, in which their direct reports are involved, as well as any suspension, revocation, or other adverse action relating to the employee's driver's license; and
- (3) All fines relating to parking or traffic violations shall be paid by the employee who was driving the vehicle at the time of the citation.

- (c) Commuting:

Drivers must be granted a waiver by the Director of the Department of Finance and Administration prior to commuting to and from work in a state vehicle.

XIV. Fuel:

- (a) Authorized Purchases:

- (1) Drivers operating a state vehicle shall only use self-service gasoline pumps. Drivers shall use fuel cards assigned to the vehicle they are driving;
- (2) When available and economically feasible, drivers of diesel-powered vehicles and operators of diesel equipment owned or leased by Arkansas Department of Human Services shall use diesel fuel containing a minimum of two-percent biofuel by volume; and
- (3) If the vehicle operates on other sources of energy i.e. natural gas or electric, the driver shall use the most cost-effective alternative that is reasonably available.

- (b) Fuel Card Use:

- (1) Fuel cards may only be used for the purchase of fuel, oil changes or emergency towing;
- (2) When purchasing fuel, drivers will be prompted to input the mileage of the vehicle at the time of fueling and a six (6) digit number consisting of their employee number. Employee numbers consisting of five (5) digits will have an extra number added as designated by the Department of Human Services Fleet Manager to be added to the end; and
- (3) Drivers must record the fuel mileage, number of gallons purchased and cost of fuel in the vehicle log book immediately following the purchase.

XV. Misuse of Vehicles:

The Arkansas Department of Human Services Vehicle Fleet Manager shall notify Division Vehicle Coordinators whenever a misuse of a Department of Human Services vehicle is reported. The Division Vehicle Coordinator will in turn notify the Division Director. Divisions are required to thoroughly investigate a complaint and take corrective action if required. Responses must be provided to the Arkansas Department of Human Services Vehicle Fleet Manager within seven calendar days, describing the circumstances and any corrective or disciplinary actions taken.

XVI. Vehicle Accidents:

(a) Drivers involved in an accident shall:

- (1) Obtain the insurance packet from the vehicle log book and complete all applicable accident forms;
- (2) Notify the insurance company as soon as possible following a reported accident;
- (3) Report the incident to their immediate supervisor within twenty-four (24) hours of occurrence or by the following business day when operating a state vehicle and within seven days of occurrence when operating a private vehicle on state business; and

(b) Additional Notification:

The Department of Human Services Vehicle Fleet Manager must be notified by either the immediate supervisor or the Division Vehicle Coordinator immediately following a reported accident.

(c) At-Fault Accident:

Drivers involved in an at-fault accident must attend a defensive driving class within sixty (60) days. Written confirmation that the course has been completed must be sent to the Division Director and Department of Human Service Vehicle Fleet Manager.

XVII. Record Keeping and Reporting:

(a) Document Maintenance:

Other than the vehicle title, each Division Vehicle Coordinator shall maintain a file for each state owned vehicle assigned to his or her division. The file should contain copies of the current vehicle registration and fuel card, fuel and maintenance receipts, and any accident reports. A log book must be assigned to each vehicle and must contain the most current vehicle registration, usage log sheet or reservation forms, Arkansas proof of insurance card, fuel card, accident forms and instructions as to what to do in case of an accident. All titles for vehicles assigned to the Department of Human Services must be maintained in the safe located in the Arkansas Department of Human Services, Office of Finance and Administration, Central Support Unit.

(b) Vehicle Usage Reports:

Each Division Vehicle Coordinator must enter vehicle mileage, fuel and maintenance data in the Vehicle Fleet Service Application for all vehicles assigned to their division. All information for the month must be entered by the 10th day of the month following.

(c) Vehicle Maintenance Records:

Vehicle maintenance records shall be recorded in the Vehicle Fleet Service Application for each vehicle assigned to the Arkansas Department of Human Services. The date of all maintenance and maintenance inspections shall be recorded as well as the type of repair or inspection and the cost. All maintenance and inspection receipts shall be maintained by the division to which the vehicle is assigned.

(d) Personal Mileage Reimbursement Report:

State agencies are required to report all personal mileage driven in a state owned vehicle. If the personal mileage driven between an employee's official station and his or her residence is required by his or her division and approved by the Governor's office, no reimbursement to the state is necessary. In all other cases, the employee must reimburse the state for each mile driven in excess of ten miles

one-way for each trip taken between residence and official station, if authorized, and all other personal miles. This mileage must be reported quarterly (even if zero mileage) to the Department of Human Services Vehicle Fleet Manager on Form MV-4, State Vehicle Mileage Reimbursement. In addition, all divisions shall submit trip logs reflecting the personal mileage, along with reimbursement checks, to the Arkansas Department of Human Services, Office of Finance and Administration, Accounts Receivable, no later than the end of month following vehicle use. The Department of Human Services' Fleet Manager shall submit a MV-4 report to the Department of Finance and Administration quarterly.

XVIII. Safety:

(a) Unsafe Vehicles:

- (1) Drivers shall report any safety or maintenance problems they observe in the vehicles to their immediate supervisor and their DVC, as soon as possible; and
- (2) Vehicles identified as unsafe due to needed repairs or replacement of worn equipment will not be driven until repairs or replacements have been made. The vehicle must be towed to the repair facility if driving it would endanger the life of the driver.

(b) Safety Restraints:

- (1) All drivers, and all passengers six (6) years old and over or weighing sixty (60) pounds or more shall use seat belts at all times when in state vehicles and private vehicles used for state business; and
- (2) All children under age six years or who weigh less than sixty (60) pounds shall be restrained in approved child passenger safety seats.

XIX. Wireless Communications Device:

- (a) Texting, typing, messaging, emailing, or any internet usage on a handheld wireless device while driving is prohibited. See Arkansas Code §27-51-1504.
- (b) Using wireless devices while driving is a leading cause of accidental injury and death. For this reason, employees are strongly encouraged to pull over at the nearest safest location whenever it becomes necessary to use a wireless device.
- (c) Unless placing an emergency 911 call to summon police, fire, or emergency medical personnel, talking on a wireless device while driving is prohibited:

- (1) when passing a school building or school zone during school hours when children are present and outside the building. See Arkansas Code § 27-51-1609; and
- (2) in a highway work zone when a highway worker is present. See Arkansas Code § 27-51-1610.

XX. Replacement Notation: This replaces DHS Policy 1004, dated February 1, 2009.