

## **1004 VEHICLE AND FLEET SERVICES**

### **I. Legislative Authority**

This policy is written in accordance with legislation passed by the Arkansas General Assembly, (Arkansas Code Ann. § 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 DHS.

### **II. Purpose**

The intent of this policy is to ensure that vehicles assigned to all divisions of DHS 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 DHS.

### **III. Applicability**

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

### **IV. Failure to Comply**

All DHS employees are subject to disciplinary action as provided within DHS Policy 1084 “DHS Employee Discipline” for failure to comply with this policy.

### **V. DHS Vehicle Fleet Manager**

The Office of Procurement (OP), Central Support Unit (CSU), Vehicle Fleet Manager is the liaison between all DHS divisions and the Department of Finance and Administration (DFA) as it relates to the care, efficient use and reporting requirements of all DHS vehicles.

### **VI. Point of Contact (POC)**

Each division shall appoint a Division Point of Contact (POC) who is responsible for all vehicles assigned to their Division; each Division POC is responsible for:

- (a) Providing state transportation to employees within their division who are traveling on state business;
- (b) Acquiring and disposing of vehicles per Chapter 707 of the DHS Administrative Procedures Manual;
- (c) Entering new drivers in the Travel Reservation and Integrated Payment System (TRIPS) (CSU Fleet Manager will add new drivers into Wright Express (WEX) for fleet fueling expense payments);

- (d) Renewing annual licenses;
- (e) Daily reporting of vehicle usage and maintenance in the DHS TRIPS online application as well as providing monthly closeout reports;
- (f) Processing complaints regarding vehicle misuse received from the general public, as well as processing all close-out procedures for vehicle usage and reservations; and
- (g) Ensuring all applicable reports are completed and filed immediately following an accident involving a state vehicle. DHS Division Directors may require the Division POC 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 DFA. The number of vehicles entrusted by DFA to the care and management of DHS is determined by the Arkansas General Assembly. The number and type assigned to each division within DHS 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 DHS 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 efficient use of vehicle assets, divisions shall rotate high mileage vehicles with low mileage vehicles annually; and at the discretion of the CSU Fleet Manager a vehicle shall be reassigned or relocated to another division based on demand and underutilization. (1,000 or lower monthly/12,000 or lower annually).
- (2) **Vehicles may be rotated from one division to another by the DHS Fleet Manager to meet the needs of the agency.**

### (d) Vehicle Reservation Request

A vehicle reservation request should be submitted by a driver to the DHS TRIPS online application as soon as a driver is aware that a vehicle will be needed. All reservations for DHS vehicles are made in the DHS TRIPS online application.

(e) Mileage Reimbursement

Mileage reimbursement for the use of personal vehicles for official business travel is only authorized if a DHS state vehicle is not available or if a special emergency exception as defined by the DHS TRIPS online application exists and is approved by the travel supervisor. Each division will be responsible for their own mileage reimbursement.

VIII. Vehicle Insurance

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

- (a) The DHS Vehicle Fleet Manager shall coordinate the purchase and annual payment of insurance premiums. Each division will be billed for its portion of the DHS 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 DHS 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) The Division POC should process repair requests and is responsible for the repair of damaged vehicles through the DHS OP Central 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;

- (2) Driver records for Arkansas resident drivers shall be obtained by submitting an Authorization to Obtain Traffic Violation Record (Form VSP-1) to DFA, Division of Driver Services.
  - (3) If your job duties require you to drive, then VSP forms will need to be filled out with your division's HR representative.
- (b) Non-Resident Drivers
- (1) DHS employees who 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 DFA, Division of Driver Services. This request must be submitted every six (6) months for non-resident drivers.

## XII. Driver Registration

- (a) All DHS employees must be registered in the DHS TRIPS online application, State Vehicle Safety System, and fuel card application of current vendor;
  - Division Point of Contact (POC) enters employee information in the DHS TRIPS online application; and
  - The CSU Fleet Manager enters employee information in WEX.
- (b) To register a driver in the DHS TRIPS online application and the fuel card application, Division POC shall submit the driver's name, AASIS number and driver's license number with expiration date to the DHS Vehicle Fleet Manager. Divisions must also submit a waiver request for DHS 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 with 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 POC 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 DFA 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;

(b) Fuel Card Use

- (1) Fuel cards may only be used for the purchase of fuel, oil changes or emergency towing; or car wash and detailing if the vendor accepts it.
- (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. Drivers whose employee numbers consist of five (5) digits will add an extra digit, a zero (0), at the end of their employee number; and,
- (3) Drivers must record the fuel mileage, number of gallons purchased and the cost of fuel in the DHS TRIPS online application immediately at the end of the trip or return of vehicle.

#### XV. Misuse of Vehicles

The DHS Vehicle Fleet Manager shall notify the Division POC whenever there is a reported misuse of an agency vehicle. The Division POC 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 DHS Vehicle Fleet Manager within ten 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,
- (4) The DHS Vehicle Fleet Manager must be notified by either the immediate supervisor or the Division POC immediately following a reported accident.

(b) 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 DHS Vehicle Fleet Manager.

XVII. Record Keeping and Reporting

(a) Document Maintenance

Other than the vehicle title which will be maintained in the Fleet Management Office, CSU, each Division POC 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 vehicle book must be assigned to each vehicle and must contain the most current vehicle registration, 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 DHS must be maintained in the safe located in the DHS Office of Procurement (OP), Central Support Unit (CSU).

(b) Vehicle Usage Reports

Each driver must enter vehicle mileage, fuel and maintenance data in the DHS TRIPS online application. All information for the month must be entered by the 5th day of the month following.

(c) Vehicle Maintenance Records

Vehicle maintenance records shall be recorded in the DHS TRIPS online application for each vehicle assigned to DHS. 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.

## 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 Division POC, 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 (or lives) of the driver (or the public.)

### (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 Ark. Code Ann. § 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 (Ark. Code Ann. § 27-51-1609); and,
  - (2) In a highway work zone when a highway worker is present (Ark. Code Ann. § 27-51-1610).