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Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Fleet Management

I. Purpose

The purpose of this procedure is to provide guidelines for and outlines responsibilities for the management of the Fleet Management unit for the administration of the agency's vehicle fleet.

II. Fleet Management (5-ACI-3A-24)

- A. The Oklahoma Department of Corrections (ODOC) Fleet Management unit is the centralized unit responsible for the agency's fleet budget, inventory control and disposal systems, preventive maintenance (PM) programs and management of vehicle maintenance facilities.
- B. The administrator of Fleet Management will be responsible for:
 1. Developing and maintaining the budget for fleet operation;
 2. Purchasing all fleet vehicles;
 3. Analyzing maintenance costs and providing recommendations on fleet utilization and replacement;
 4. Tracking fleet usage and assignment of vehicles;
 5. Maintaining AssetWorks/M5, the agency's computer-based fleet management program;
 6. Maintaining Geotab, the agency's computer-based fleet performance program;
 7. Providing oversight for service, maintenance, and fleet performance of agency vehicles;
 8. Supervising the agency's PM schedules, to include monitoring and ensuring adherence to the PM schedules for all agency vehicles (5-ACI-3A-24); and

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9. Obtaining insurance and license plates.
- C. The chief Financial Officer or designee is responsible for:
1. Obtaining and issuing ComData fuel cards;
 2. Issuing individual ComData driver identification numbers (DINs); and
 3. Obtaining and maintaining vehicle titles.

III. Allocation, Acquisition, Receipt and Identification of Vehicles

A. Vehicle Allocation

The administrator of Fleet Management will work with the chief Financial Officer or designee to maintain a master inventory of automobiles, pick-ups, vans, trucks, and buses assigned to each facility/unit of the agency (OAC 260:75-1-2).

Agency vehicles are allocated to facilities/units based on operational need as determined by the agency director or designee.

B. Acquisition of Vehicles

1. Vehicles will be obtained as outlined in [OP-120103](#) entitled "Acquisitions and Dispositions."
 - a. An Office of Management and Enterprise Services (OMES), Division of Capital Assets Management (DCAM) form ([DCAM/FLEET MGMT FORM 016](#)) entitled "Vehicle Acquisition Request" must be completed by the administrator of Fleet Management and forwarded to the agency director for signature.
 - b. The Contract and Acquisitions unit will submit the [DCAM/FLEET MGMT FORM 016](#) to the DCAM Fleet Management Department for prior approval.
 - c. When approved, the purchase order will be executed by the Contracts and Acquisitions unit.
2. In addition to the specifics about the vehicle, The "Vehicle Acquisition Request" must include:
 - a. The statutory authority for the agency to acquire vehicles (47 O.S. §156 A.);

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- b. A list of any options requested above the standard equipped vehicle with justification for the options;
- c. The intended use and justification for the vehicle;
- d. Indication of whether or not the vehicle is available on the statewide contract for compressed natural gas (CNG) vehicles;
- e. Whether the agency intends to acquire a CNG vehicle, and if not, is the request seeking to acquire any other alternative fuel vehicle (i.e., E-85, LPG to meet EPA Standards for state fleets and if not, justify why.);
- f. Whether the vehicle will replace an existing vehicle or is an expansion to the fleet. Information on the vehicle being replaced must be provided;
- g. Whether the purpose of the vehicle has changed since the last replacement;
- h. The supplier of the vehicle; and
- i. A statement that the agency has sufficient funds to acquire and maintain the vehicle.

C. Vehicle Receipt and Identification

Vehicles will be received by the administrator of Fleet Management or designee. Prior to acceptance of the vehicle, the receiver will inspect items listed on and complete the “ODOC Fleet Vehicle Receiving Checklist” ([Attachment A](#), attached).

IV. Fleet Vehicle Assignment/Reassignment/Surplus

A. Initial Assignment of Vehicles

Fleet managers will initiate the “Fleet Vehicle Assignment/Reassignment/Surplus Form” ([Attachment L](#), attached) and complete all applicable sections prior to submitting to the administrator of Fleet Management for approval.

B. Replacement/Surplus

The fleet managers will request a vehicle assignment to the facility/unit, replacement of a vehicle currently assigned to the facility/unit, or allocate to surplus a vehicle currently assigned to the facility/unit by completing the “Fleet Vehicle Assignment/Reassignment/Surplus Form” ([Attachment L](#),

attached).

1. This form will be submitted by the requesting fleet manager to the administrator of Fleet Management for initial approval, who will ensure the request of a vehicle does not exceed the number of allocated vehicles for the requesting facility/unit, as authorized by the agency director.

V. Vehicle Fuel Cards, Insurance, Titles and License Plates

Prior to issuance of the fleet vehicle, the chief Financial Officer or designee will obtain ComData fuel cards and titles, and the fleet management unit will obtain insurance and license plates.

A. ComData Fuel Cards

1. The ComData fuel card provides the ability to purchase fuel at a reduced cost, pay for emergency repairs, and provide general maintenance for the agency fleet. The cards are specific to each vehicle and will be used only for expenditures related directly to that vehicle. Use of a single card to purchase fuel, repairs, or maintenance for multiple vehicles is prohibited.
2. The ComData fuel card will be ordered via the online portal (www.iconnectdata.com) by the chief Financial Officer or designee.
3. All ODOC drivers are assigned a driver identification number (DIN) to use in conjunction with the ComData fuel card. Each employee is responsible for the safekeeping of their DIN and will not share it with others.
 - a. The chief Financial Officer or designee will be responsible for assigning ComData DINs. Employees must call the chief Financial Officer or designee at 405-425-7443 during normal business hours, between 8:00 a.m. and 5:00 p.m., Monday through Friday, to be assigned a DIN.
 - b. If an employee needs assistance with their DIN, they must call the chief Financial Officer or designee at 405-425-7443 during normal business hours, between 8:00 a.m. and 5:00 p.m., Monday through Friday.
 - c. If assistance is needed with their DIN outside of normal business hours, the administration security staff can be contacted at 405-425-2555 for a temporary DIN. After being issued a temporary DIN, the employee will contact the chief Financial Officer or designee the next business day to receive a new, confidential DIN.

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- d. Administration security staff will contact the chief Financial Officer or designee the following business day after a temporary DIN has been issued to replenish their list of temporary DINs. Administration security staff will maintain at least three temporary DINs to issue in case of an emergency.
4. Although the ComData card may be used at any location accepting a credit card, it is preferred that fuel be obtained at stations classified as "Level 3" fuel stations. A list of these stations can be found at <https://oklahoma.gov/omes/services/fleet-management/fueling-stations.html>. Purchasing from these vendors provides the agency with reduced cost and enhanced card security.
5. When using the ComData card to purchase fuel, employees will be prompted for an accurate mileage reading to be entered at the time of fueling.
6. General maintenance such as oil changes, tire rotations, car detailing, etc., can be paid by using the ComData card for that specific vehicle.
7. The ComData card may be used for emergency repairs in cases where employees are stranded or may become stranded if the repairs are not made.

Repairs over \$500 require approval of the administrator of Fleet Management.
8. All receipts will be maintained by the facilities/units and compared to billing charges each month to ensure proper and lawful usage of the fuel cards.
 - a. All associated costs with transactions will be recorded in AssetWorks/M5 by the affected facility/unit, to include the use of bulk fuel (gallons used/mileage).
 - b. "Failed Transactions" will be resolved by the affected facility/unit within five working days after the expenditure/transaction.

B. Insurance

All state-owned vehicles are insured through the State of Oklahoma.

A copy of the Certificate of Self Insurability Vehicle Liability (74 O.S. 85.58A) (2-CO-1B-11, 5-ACI-1B-17, 5-ACI-3A-27, 4-ACRS-1B-04, 4-ACRS-7D-28, 4-APPFS-3D-27, 4-APPFS-3H-03) will be placed in the glove box of each

vehicle inside the Helpful Information Packet.

C. Title

All titles for vehicles owned by the agency will be titled in the name of "State of Oklahoma 131-DOC." The chief Financial Officer or designee will facilitate the acquisition of and maintain titles.

1. New and Used Vehicles

Within five working days of delivery of the vehicle, the chief Financial Officer or designee will:

- a. Complete an "Application for Oklahoma Certificate of Title for a Vehicle" at <https://oklahoma.gov/content/dam/ok/en/tax/documents/forms/motor-vehicle/general-forms/701-6.pdf>;
- b. Receive a copy of the odometer statement and vehicle invoice from the fleet management unit;

The chief Financial Officer or designee will use their purchase card (with unit number and class funding) to pay for the title fee and appropriate waste tire fee (per tire). Title fees and waste tire fees are outlined on the Oklahoma Tax Commission (OTC) website under Motor Vehicle/Fees at <https://oklahoma.gov/tax/motor-vehicles/taxes-fees-penalties.html>).

D. License Plates

The Fleet Management unit will obtain and issue all license plates for vehicles owned by the agency,

1. Confidential License Plates

The agency director must approve all requests for confidential license plates in writing, which are submitted by the requestor through their chain-of-command, to the administrator of Fleet Management. All request/approvals will be maintained by the administrator of Fleet Management (paper or electronically). If the confidential license plate is removed from the original vehicle or the vehicle is reassigned, the chief Financial Officer or designee will be notified within five working days. Upon receipt of notification, this information will be forwarded to the OTC.

2. State Government License Plates

- a. Upon receipt of documents required to obtain a valid title, the fleet management unit will issue a state license plate to be attached to the vehicle.
- b. If a permanent license plate requires replacement due to damage and/or is no longer legible, the fleet management unit will be contacted for a replacement license plate.
- c. All state government license plates placed on department vehicles will specifically be the ODOC-designed license plate. Blind license plates will be of the state-issued design.

E. Vehicle Control Numbers

Vehicle control numbers will be issued when the ODOC state license plate is issued. When received, the vehicle control number decals are placed on the back bumper on the left side. The number issued will remain with the vehicle until it is sold or destroyed.

The vehicle control number on unmarked vehicles with confidential license plates will be placed inside the trunk or rear hatch.

F. Inventory

The chief Financial Officer or designee will place newly acquired vehicles on the agency inventory as outlined in [OP-120801](#) entitled "Asset Management."

G. Identification of Vehicle

1. State Identification

- a. The authorized ODOC decals will be placed on each newly acquired fleet vehicle by the Fleet Management unit as outlined in "ODOC Fleet Vehicle Decal Placement Instructions Checklist" form ([Attachment B](#), attached). Decals will be applied on each side of vehicles and will be clearly visible and distinguishable.
- b. Replacement decals and instructions for removal of old decals and placement of new decals will be requested through the Fleet Management unit.
- c. Vehicles assigned as defined in Section V. A. items 1. and 2. of this procedure, those used by probation and parole, and other administrative vehicles, as authorized in writing by the agency director, are exempt.

VI. Use of Agency Vehicles (5-ACI-3A-24)

No state vehicle, owned or leased, may be used for any unauthorized travel or non-ODOC business reasons with the exception of commuting as authorized by law and in accordance with this procedure. Nothing in this procedure is intended to prohibit employees from using state vehicles for authorized business purposes and in the performance of assigned duties and responsibilities.

A. Commuting in State-Owned/Leased Vehicles (47 O.S. § 156.1)

It is unlawful to ride to or from an employee's place of residence in a state-owned/leased vehicle unless in the performance of the employee's official duties except as provided in law and this procedure.

1. ODOC Authorization (47 O.S. § 156.1(B)(5))

The agency director may permit himself, department heads, emergency responders, or other employees to use state-owned vehicles to provide transportation to and from their residence in the performance of their official duties.

2. Governor Authorization (47 O.S. § 156.1(A))

Essential employees, as designated by the agency director and approved by the Governor, may drive to or from their residences in state-owned/leased vehicles.

a. Within 30 days of an employee being designated as "essential," the agency director will submit the recommendation, name and title of employee, to the Governor for approval.

3. Emergency Response Authorization (47 O.S. § 156.1(B)(1))

Employees designated as emergency responders will submit the completed "Request for Authorization to Use State Vehicle for Emergency Response" ([Attachment C](#), attached) through their chain of command, to the agency director for approval.

The agency director may authorize an employee to use a state-owned/leased vehicle to drive between the assigned place of employment and residence if the employee regularly uses the state vehicle to respond to emergencies after normal working hours and the round trip distance does not exceed 75 miles; or

a. The employee's residence and assigned place of employment are within the same county.

- b. Required recordkeeping for Emergency Response Authorization ONLY: The list of employees designated to respond to an emergency and authorized to use state-owned/leased vehicles pursuant to Section VI. A. 1. b. item (1) of this procedure will be maintained electronically and reviewed annually for validation of continued emergency response duties and eligibility under the law.
- (1) The administrator of Fleet Management will keep a monthly record of:
 - (a) All participating employees;
 - (b) The number of emergency calls received; and
 - (c) The number of times that a state vehicle was used in the performance of such emergency calls.
 - (2) The administrator of Fleet Management will maintain the electronic records above with a summary report provided to the chief of Operations by March 1 of each year.
 - (3) Upon review/approval, the chief of Operations will submit the validated list to the agency director.
 - (4) The agency director will submit the status report as outlined in section VI. item B. of this procedure.
- c. The employee applying for use of a vehicle under this section must not be otherwise compensated for time commuting from home to their regularly scheduled worksite.
- d. All completed request forms will be maintained by the administrator of Fleet Management, with evidence of the copies forwarded as indicated on the form.
- e. The administrator of Fleet Management will review the logs monthly and may provide recommendation for the continued use of the vehicle by indicating such on the "Monthly Emergency Response Log" ([Attachment D](#), attached) if warranted. Information related to a negative recommendation will be provided in writing to the chief of Operations, for consideration by the agency director.
- f. The agency director will provide notification to the affected employee, through the facility/unit head, using the

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“Notification of Authorization to Use State Vehicle for Emergency Response Has Been Rescinded Effective:” memorandum ([Attachment G](#), attached). Distribution will be as indicated on the form by the affected facility/unit head.

- g. In the event the employee is no longer authorized to use a state vehicle for emergency response, the supervisor will contact the administrator of Fleet Management within five days.

4. Temporary Assignment (47 O.S. § 156.1.B)

The agency director or designee may authorize an employee to drive between the employee’s residence and a specific work location, other than the assigned place of employment, for a period not to exceed 60 days if such use results in a monetary savings to the agency.

- a. The facility/unit head may request authorization by submitting a description of the temporary assignment project, the justification for the use of the state vehicle and an account of the anticipated savings through the chain of command to the agency director or designee using a “Request for Temporary Authorization to Use State Vehicle” ([Attachment E](#), attached).
- b. The facility/unit head will submit a “Monthly Log of Temporarily Assigned State Vehicles” ([Attachment F](#), attached) through the chain of command to the Business Services office by the fifth working day of each month.
- c. Records of the authorizations and logs will be submitted and maintained in accordance with Section V. A. item 2. of this procedure.
- d. The use of state vehicles for temporary assignments is not subject to any distance or area restrictions.
- e. Supervisors may authorize employees to keep vehicles overnight on a limited basis when authorized to travel to a work location other than their permanent work location when such action will result in monetary savings to the agency.

5. Cash Benefit and Income Reporting of State Vehicle Use

The administrator of Fleet Management will provide a list of essential employees and emergency responders to the chief Financial Officer. Any employee, driver or passenger who uses a state vehicle for transportation to or from their residence and work for non-business

reasons, derives a non-cash taxable benefit in the amount of \$3.00 per workday (\$1.50 each one way trip) from such use. This benefit will be reported as taxable income in accordance with the Internal Revenue Service (IRS) regulations and [OP-110120](#) entitled "Procedures for Time/Leave Sheets and Payroll Processing."

- a. Commuting drivers will report an agency employee who is transported to or from work as a passenger in accordance with [OP-110120](#) entitled "Procedures for Time/Leave Sheets and Payroll Processing."
- b. Commuting drivers will report any instance of workday commuting that was either less than or exceeded one roundtrip by completing in accordance with [OP-110120](#) entitled "Procedures for Time/Leave Sheets and Payroll Processing."

Employees who are assigned a state vehicle and live on the facility grounds of their duty station are exempt from this taxable income requirement.

B. Status Notification

1. The administrator of Fleet Management will provide the agency director with a proposed update. The agency director will notify the Governor, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives, with a link to the electronic document listing the names of the employees or the positions who have been authorized for any use of a state vehicle. This will be completed by July 1 annually. (47 O.S. § 156.1.C.)
2. The agency director or designee will provide a status report to the State Fleet Manager through the administrator of Fleet Management for any vehicle leased and used for emergency response.

C. Official Use of Agency and Private Vehicles (5-ACI-3A-27, 4-ACRS-1B-03)

1. Authorized Drivers

No person is authorized to drive a state vehicle unless in the performance of job-related duties and responsibilities or for legitimate business reasons.

- a. Employees/volunteers must be authorized by the appropriate facility/unit head.
- b. Inmates may not, at any time, operate any vehicle that is street legal for the transportation of people or equipment.

- c. No agency employee or volunteer may drive a state vehicle unless in possession of a valid driver's license. Employees or volunteers conducting state business in a privately-owned vehicle must possess a valid driver's license.

2. Assigned Vehicles

State vehicles assigned to an individual not authorized for commuting will be parked at an agency location which benefits the agency and has been approved by the facility/unit head and the administrator of Fleet Management.

3. Personal Use

A state-owned or leased vehicle shall not be used for personal transportation to stores, shopping centers, lakes, parks, golf courses, athletic events, etc. (OAC 260:75-1-4(a)(1))

4. Transportation of Passengers

Passengers, other than state employees, shall not be permitted to drive or ride in state-owned or leased vehicles, unless authorized by the using agency and then only on official state business. (OAC 260:75-1-4(b) (1))

5. 15-Passenger Vans

No employee will drive or operate a 15-passenger van until the employee has completed a training course on preventing rollover crashes. An on-line training course is available and may be accessed through the Learning Management System (LMS) on the agency's Training webpage. Documentation of completion will be placed in the employee's training records.

6. Commercial Driver's License

- a. Vehicles Carrying 16 or More Passengers

Authorized drivers must possess a valid State of Oklahoma Class C permit or Class C Commercial Driver's License and are subject to drug and alcohol testing in accordance with [OP-110601](#) entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles."

- b. Vehicles Over 26,000+ Pounds

Authorized drivers must possess a valid State of Oklahoma Class B permit or Class B Commercial Driver's License and are subject to drug and alcohol testing in accordance with [OP-110601](#) entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles."

7. Alcohol/Drugs

No employee will drive, operate, or be in actual physical control of a state vehicle with any amount of illegal or intoxicating substance in their system and as prohibited by the agency's drug free workplace program, in accordance with [P-110300](#) entitled "Drug Free Workplace Program."

No employee may use, possess, or transport any illegal or intoxicating substance in a state vehicle.

8. Cell Phone Use

a. Use of hand-held devices while driving in state-owned or leased vehicles is prohibited. (Fleet Management Rule 260:75-1-4(a)(8))

b. Driving

(1) Cell phone use while operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise is prohibited. This does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

(2) Incidents of hand-held device use as described above may be disciplined within the full range of sanctions as outlined in [OP-110415](#) entitled "Progressive Disciplinary Procedures."

(3) Employees are also encouraged to comply with the agency's hand-held device use policy while off duty.

9. Funeral Attendance/Commemorative Events

Employees designated as the agency's representatives may use a state-owned/leased vehicle to attend an employee's funeral or the funeral of an employee's immediate family member, make condolence calls, provide visitation at home or treatment facility, or

to attend events commemorating or celebrating an employee's service or achievements during normal working hours, with a supervisor's written approval as required by [OP-110355](#) entitled "Procedures for Employee Attendance and Leave."

D. Roadside Assistance Program

The ODOC is enrolled in the State of Oklahoma Roadside Assistance Program, which provides 24-hour roadside assistance for drivers of fleet vehicles.

1. Each fleet vehicle will contain a brochure card for placement in the pouch containing other pertinent documents. Prior to placement of the card, vehicle information will be documented on the card, to include the license plate number, vehicle ID number, year/make/model of the car and the color.
2. Prompts are included on the brochure to call for road service.
3. Fleet vehicles will be towed to the nearest facility, not necessarily the originating location. If needed, the facility to which the vehicle was towed will provide the driver of the fleet vehicle with another vehicle, in good repair, to take to their final destination. The driver of the loaned vehicle will ensure the vehicle is returned to the appropriate facility within 24 business hours.

VII. Accidents/Incidents involving State Vehicles

A. Reporting

Any authorized driver of a state-owned/leased vehicle who is involved in a vehicle accident while operating any state owned/leased motor vehicle, owner reimbursed for use, or rented for performing duties assigned by the agency will report the accident to the facility/unit head no later than the next working day following the occurrence of the incident. For the purpose of the procedure, an "accident/collision" shall be defined as any impact, sudden contact and/or any other striking of an ODOC vehicle with any other vehicle, person and/or object while being operated or parked.

The facility/unit head will forward a copy of all accident reports, including color photos detailing the damage to the vehicle(s) and insurance information from the other party, to the risk management coordinator (RMC) with Environmental Health and Safety unit and the administrator of Fleet Management.

1. All motor vehicle accidents resulting in personal injury, damage to other vehicles, personal property, government property (outside of that on facility grounds) or damage to agency vehicles will require a

police report to be made. This does not include single vehicle accidents involving animals, striking debris/objects, damage by natural causes, etc. In the event that a police report is requested and the respective jurisdiction declines to respond, the driver will so note it on the accident reporting form, providing specifics on the date, time, respective jurisdiction, along with the name of the officer/official it was reported to.

2. Accident reports will include, the “Standard Liability Incident Report” ([DCAM/RISK MGMT – FORM 001](#)), the “Scope of Employment” ([DCAM/RISK MGMT - FORM 002](#)), and the “Vehicle Accident/Incident Report” ([Attachment H](#), attached). The “Scope of Employment” report will state in detail the duties that were being performed at the time of the accident and will be signed by the supervisor.
3. Any driver of a motor vehicle involved in an at-fault accident or accidents while functioning as an agent of the State and in which the driver acted negligently (and caused personal injury and/or property damage) shall be required to attend and successfully complete a Motor Vehicle Improvement (MVI) course. ([OAC 260:70-90-1\(3\)\(G\)](#))
4. Any driver of a motor vehicle, while functioning as an agent of the State that is involved in two at-fault accidents in a twenty-four (24) month period may be declared uninsurable by the OMES Risk Management Administrator for a period of three months following the second accident. In addition, the driver must successfully complete a Motor Vehicle Improvement (MVI) course. ([OAC 260:70-90-1\(3\)\(H\)](#))
5. All motor vehicle accidents involving state-owned/leased vehicles are subject to administrative review and investigation beyond that of any involved law enforcement to protect the interests of the State of Oklahoma. Failure for drivers to cooperate with such investigations/reviews may result in disciplinary action up and through the level of termination.
6. Employees who are determined “at-fault” in motor vehicle accidents (off or on facility grounds) will be subject to post-accident testing for both controlled substances and alcohol as soon as practical following any accident in accordance with [OP-110602](#) entitled “For-cause Drug and Alcohol Testing Program.” Results will be included in the accident investigation conducted by Environmental Health and Safety unit.

B. Vehicle Accident/Incident Review

As outlined in [OP-100401](#) entitled “Safety Awareness and Training,” all

accidents/incidents involving a state-owned/leased vehicle will be investigated. The RMC will be responsible for the review of all investigations.

1. The RMC will review all accidents/incidents, determine a classification to each accident/incident and provide a recommendation for any further action(s). The investigation, along with the "Accident Review Report" ([Attachment M](#), attached) will be forwarded to the chief of Operations, through the administrator of Environmental Health and Safety. The RMC's review process will include:
 - a. Review all accident investigations conducted by the Environmental Health and Safety unit/designee in accordance with [OP-100401](#) entitled "Safety Awareness and Training."
 - b. All aspects of the accident/incident will be taken into consideration in determining the appropriate classification and follow up action including, but not limited to:
 - (1) Injuries sustained (all parties);
 - (2) Violations of agency policy and/or state statutes; and
 - (3) Municipal ordinances.
2. Accident/Incident Classifications

The following classification will be used by the RMC when reviewing accidents/incidents:

- a. Non-Preventable Accident

An accident in which an employee operating a motor vehicle did not contribute to nor have a reasonable opportunity to avoid the accident. Non-preventable accidents may also include an incident where an ODOC vehicle is being used to push another vehicle, or like incident, and damage occurs. Vehicular contact of this type will be documented as an accident but may be classified as "non-preventable" if the involved employee(s) actions are reasonable and appropriate under the circumstances.

- b. Preventable Accident

An accident in which an employee operating a motor vehicle involved in a collision contributed to or had a reasonable opportunity to avoid the collision, and the collision resulted

only in minor property damage and no serious bodily injury.

c. Serious Preventable Accident

A preventable accident, which involves major property damage and/or serious bodily injury, or an employee who has operated their vehicle in a manner of reckless disregard for human life or safety.

d. Off Roadway Damage to an ODOC Vehicle/Equipment:

When an employee purposefully drives off the roadway, resulting in damage to an ODOC vehicle or equipment. In these instances, the employee is driving over terrain, which is not meant to be traversed by the vehicle/equipment being operated. If the employee chooses to drive off the roadway, causing damage, the action must be reasonable and justifiable and shall be classified as "Off Roadway Damage to an ODOC Vehicle/Equipment."

As a part of the review, the RMC recommendations will follow the guidelines outlined on the "Accident Review Report" ([Attachment M](#), attached) in determining if the employee's actions were reasonable, unreasonable, or unreasonable and reckless.

3. Disciplinary/Other Action

Employees may be subject to disciplinary action for preventable and serious preventable accidents, and off roadway damage determined to be unreasonable or unreasonable and reckless, and will be carried out under the procedures set out in [OP-110415](#) entitled "Progressive Disciplinary Procedures" and/or referred to the office of the Inspector General.

All formal disciplinary action recommendations and referrals for investigation will be reported to the agency director.

VIII. Vehicle Maintenance

A comprehensive preventive maintenance program as maintained in AssetWorks/M5, is vital to proactively avoid or reduce potential problems and maximize vehicle availability. The program is based on time, mileage, engine hours, gallons of fuel used, etc. The AssetWorks/M5 maintenance schedule will be used to schedule and report vehicle inspections, lubrication, adjustment, cleaning, testing, repair, and/or worn parts replacement, in accordance with "Preventive Maintenance Service for ODOC Fleet Vehicles" ([Attachment I](#), attached).

A. AssetWorks/M5 - Preventive Maintenance Program

AssetWorks/M5 will be utilized to:

1. Track all functions related to the maintenance of vehicle equipment, including repair and preventative maintenance work orders.
2. Track day-to-day financials, such as labor costs or fuel usage, as well as life-cycle costs.
3. Integrate with data from enterprise resource planning, AssetWorks Fuel Focus fuel management solution, and automatic vehicle location system when available.
4. Preventive maintenance, to include fluid changes and mechanical adjustments, on all vehicles and motorized equipment will be completed in accordance with manufacturer's schedules/recommendations and documented in accordance with this procedure.

Facility and department heads will notify the administrator of Fleet Management, in writing, of any employee with access to M5 who is no longer employed by the agency or no longer assigned duties associated with fleet management. Once notification is received, the administrator of Fleet Management will send notification to OMES to terminate said employee's account access.

B. Geotab – Fleet Performance Program

Geotab will be utilized through an Automatic Vehicle Locator (AVL) installed on most agency vehicles to:

1. Track driver safety when using an agency vehicle. Notifications will be sent to the administrator of Fleet Management from the AVL when a driver of an agency vehicle violates one or more of the following:
 - a. Harsh braking;
 - b. Hard acceleration;
 - c. Harsh cornering;
 - d. Failure to wear a seat belt;
 - e. And/or speeding - traveling more than ten miles per hour (m.p.h.) over the posted speed limit for more than a distance of five miles.

Once the administrator of Fleet Management receives a notification of these rule violations, an email will be sent to the driving employee's unit head outlining the rule violation(s). The unit head will send notification back to the administrator of Fleet Management confirming the issue has been addressed with the employee. A copy of the return email from the unit head will be stored in the employee's file on M5.

- f. Rule violations regarding speeding and failure to wear a seatbelt will be tracked via a point system overseen by the administrator of Fleet Management. Point records will be kept in the employee's electronic file on M5 under Employee Main. Points will be tracked over the course of the fiscal year, resetting to zero points every July 1st.

(1) Speeding/Failure to Wear a Seat Belt

One point will be given for each speeding violation occurrence and a half point will be given for each seat belt violation occurrence. If an employee reaches five points, the employee's department head will be notified. Unless mitigating factors are found five points warrants a letter of concern, ten points warrants a letter of reprimand, and 15 or more points may result in disciplinary action of suspension without pay, demotion or termination of employment.

- g. Reckless Driving

In accordance with 47 O.S. § 11-901, reckless driving occurs when a vehicle is driven in a careless or wanton manner without regard for the safety of persons or property. When driving, an employee shall not operate vehicles at a speed greater than will permit bringing the vehicle to a stop safely within the clear distance ahead. Any excessive speeds could be evidence of reckless driving. Excessive speed will include, but is not limited to, a vehicle going 20 m.p.h. over a posted speed limit. Evidence of reckless driving will result in immediate notice to the employee's department head. If no mitigating factors are found a letter of reprimand or other appropriate formal discipline should be issued for reckless driving.

- h. Unauthorized Device Removal

Unauthorized removal of an AVL device from an agency vehicle will immediately result in a formal discipline unless mitigating circumstances exist and justify increasing or

decreasing the discipline level.

i. Exceptions

In accordance with 47 O.S. § 11-106, if the employee is acting with Emergency Response Authorization or is the driver of an authorized emergency vehicle pursuant to Statute speed over 90 m.p.h. will not automatically be considered reckless and exceptions to the discipline outlined above should be made. Supervisors should review these factors before issuing any disciplinary action.

2. Ensure maximum agency fleet performance by tracking engine light notifications, battery drain, unauthorized device removal, and engine abuse/over-revving. A notification will be sent to the administrator of Fleet Management when one or more of these occurs and the vehicle will be inspected for any potential repairs.
3. Provide fleet sustainability by monitoring preventable vehicle idling time through the Geotab website.
4. Provide real-time trip tracking and location of an agency vehicle. Overnight parking and overnight stops will also be monitored. Trip routes of a vehicle are automatically stored on the Geotab website.
5. Certain vehicles that do not leave facility property, such as farm trucks, perimeter vehicles, dump trucks, etc., will not have an AVL installed and will not be monitored through Geotab.

C. Maintenance, Repair, and Care (5-ACI-3A-26, 4-ACRS-1B-01M, 4-ACRS-1B-02, 4-APPFS-3H-01, 4-APPFS-3H-02)

1. All vehicles used on public roads will be in good repair.
2. In the event a vehicle is malfunctioning, a priority schedule will be afforded, and repairs will be completed upon detection of a problem. Vehicles will not be used again until repairs are made. Notification of all maintenance repairs will be forwarded within five working days to the agency fleet management unit.
3. Emergency repairs over \$500 require approval by the administrator of Fleet Management prior to repair.
4. All vehicle interiors will be kept clean of debris and trash at the end of each business day/end of travel. All vehicle exteriors and interiors must be kept clean of debris and dirt when feasible.

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D. Mandatory Contracts

ODOC will utilize mandatory statewide contracts for preventive maintenance items such as tires and batteries regardless of the purchase price, unless a written waiver (OMES-FORM-CP-109) is requested and approved in accordance with [OP-120103](#) entitled "Acquisitions and Dispositions."

IX. Vehicle Inspections

A. Annual Inspections (5-ACI-3A-25, 4-ACRS-1B-01M, 4-APPFS-3H-01)

A "State Vehicle Annual Safety Inspection" form ([Attachment J](#), attached) will be completed on all vehicles owned/leased or used in the operation of a facility/unit. The inspection and the form will be completed by a qualified shop, maintenance personnel or fleet specialist, as approved by the Fleet Management unit. The inspection will be completed within 12 months of the last annual inspection date. Documentation of these inspections will be maintained in the facility/unit maintenance department, with a copy provided to the Fleet Management unit.

B. Monthly Inspection

Facility/unit head will ensure all vehicles assigned to their operation have a vehicle monthly inspection conducted utilizing the "State Vehicle Monthly Safety Inspection" form ([Attachment K](#), attached.). The "State Vehicle Monthly Safety Inspection" form will be completed and submitted to the Fleet Management unit no later than the last day of the month.

C. Required Repairs (5-ACI-3A-26, 4-ACRS-1B-02, 4-APPFS-3H-02)

Safety repairs will be completed immediately upon detection of a problem. Vehicles will not be used until repairs are made.

X. Disposition of Vehicles

Vehicles which can no longer be used by the agency or vehicles deemed inoperable beyond reasonable cost of repair will be disposed of through the Division of Capital Assets Management, Surplus Property Division, with the approval of the administrator of the Fleet Management unit. Vehicles awarded to the agency as result of federal judicial forfeiture action/seizure cannot be sold for a period of two years from the date awarded. Methods of disposition include sale, transfer, salvage, or trade-in.

A. Request for Approval to Surplus Vehicle

1. A Division of Capital Assets Management "Surplus Property Transfer Form" ([DCAM-FORM-SS-001V](#)) and the "Fleet Vehicle

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Assignment/Reassignment/Surplus Form,” ([Attachment L](#), attached) will be forwarded to the fleet management unit, via e-mail, for all vehicles to be sold. No parts will be removed from the vehicle once approval is requested.

2. The Fleet Management unit will verify the information on the form and confirm that the title is available and in the name of ODOC. The form will then be sent to DCAM for approval.

B. Disposition of the Vehicle

Once approved, a designee from the Fleet Management unit will inform the facility/unit to proceed with the approved method of sale. At this point, all tags, decals, and other markings will be removed from the vehicle.

- a. If using the online auction, the facility/unit head or designee will make the vehicle available for public view.
- b. If the vehicle is to be transferred to DCAM surplus property to sell, it is the agency’s responsibility to bring the vehicle to DCAM.
- c. The ComData card, Pikepass, and all other agency property that is in or attached to the vehicle will be removed from the vehicle before leaving the possession of the agency. The ComData card will be deactivated, cut down the magnetic strip, and returned to the Fleet Management unit.

C. Updating Agency Inventory

The chief Financial Officer or designee will remove the vehicles from the agency inventory in accordance with [OP-120801](#) entitled “Asset Management.”

XI. Audits

A. Operational Audits

1. Fleet Management Unit

The chief of Operations will conduct an audit of the fleet management unit to ensure compliance with this procedure.

2. In accordance with [OP-130101](#) entitled, “Compliance Monitoring Program,” the Auditing and Compliance unit will conduct an annual audit of each facility’s compliance with this procedure.

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B. Financial Internal Audits

The agency's financial internal audit team will conduct an annual audit of the Fleet Management unit as outlined in [OP-120105](#) entitled "Financial Internal Audit Unit."

XII. Notice

- A. All employees will receive a copy of this procedure upon initial employment and at any time revisions are made. It is the responsibility of the employee to read this procedure and indicate in writing on the "Acknowledgment of Receipt and Understanding" ([Attachment N](#), attached) that the employee has read and understands this procedure.
- B. The "Acknowledgement of Receipt and Understanding" ([Attachment N](#), attached) will be filed as documentation in the employee's personnel field file.

XIII. References

Policy Statement P-110300 entitled "Drug Free Workplace Program"

Policy Statement P-120100 entitled "Management of State Funds and Assets"

OP-100401 entitled "Safety Awareness and Training"

OP-110120 entitled "Procedures for Time/Leave Sheets and Payroll Processing"

OP-110355 entitled "Procedures for Employee Attendance and Leave"

OP-110415 entitled "Progressive Disciplinary Procedures"

OP-110601 entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles"

OP-110602 entitled "For-Cause Drug and Alcohol Testing Program"

OP-120103 entitled "Acquisitions and Dispositions"

OP-120105 entitled "Financial Internal Audit Unit"

OP-120801 entitled "Asset Management"

OP-130101 entitled "Compliance Monitoring Program"

47 O.S. § 156A.

47 O.S. § 156.1

47 O.S. § 156.1A.

47 O.S. § 156.1B.

47 O.S. § 156.1C.

47 O.S. § 11-106

47 O.S. § 11-901

74 O.S. § 85.58A.

Fleet Management Rule 260:75-1-4(a)(8)

OAC 260:70-90-1(3)(G)

OAC 260:70-90-1(3)(H)

OAC 260:75-1-2.

OAC 260:75-1-4(a)(1)

OAC 260:75-1-4(b) (1)

www.icconnectdata.com

<https://oklahoma.gov/omes/services/Fleet-Management/fueling-stations.html>

<https://oklahoma.gov/content/dam/ok/en/tax/documents/forms/motor-vehicle/general-forms/701-6.pdf>

<https://oklahoma.gov/tax/motor-vehicles/taxes-fees-penalties.html>

XIV. Action

The facility/unit head and administrator of Fleet Management will be responsible for compliance with this procedure.

The chief of Operations will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure will be effective as indicated.

Replaced: OP-120401 entitled "Fleet Management" dated April 26, 2021

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Deleted: OP-120401 Revision-01 dated June 4, 2021

Deleted: OP-120401 Revision-02 dated August 31, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DCAM/FLEET MGMT FORM-016	“Vehicle Acquisition Request”	Web Link
DCAM/FLEET FORM-017	“Fleet Inventory Data Sheet”	Web Link
DCAM/FLEET MGMT FORM-020	“State of Oklahoma Vehicle Log”	Web Link
DCAM/RISK MGMT FORM-001	“Standard Liability Incident Report”	Web Link
DCAM/RISK MGMT FORM-002	“Scope of Employment”	Web Link
DCAM FORM SS- 001V	“Surplus Property Transfer Form”	Web Link
OTC Form	“Application for Oklahoma Certificate of Title for a Vehicle”	Web Link

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“ODOC Fleet Vehicle Receiving Checklist”	Attached
Attachment B	“ODOC Vehicle Decal Placement Instructions Checklist”	Attached
Attachment C	“Request for Authorization to Use State Vehicle for Emergency Response”	Attached
Attachment D	“Monthly Emergency Response Log”	Attached
Attachment E	“Request for Temporary Authorization to Use State Vehicle”	Attached
Attachment F	“Monthly Log of Temporarily Assigned State Vehicles”	Attached
Attachment G	“Notification of Authorization to Use State Vehicle for Emergency Response Has Been Rescinded Effective:”	Attached

Attachment H	“Vehicle Accident/Incident Report”	Attached
Attachment I	“Preventive Maintenance Service for ODOC Fleet Vehicles”	Attached
Attachment J	“State Vehicle Annual Safety Inspection”	Attached
Attachment K	“State Vehicle Monthly Safety Inspection”	Attached
Attachment L	“Fleet Vehicle Assignment/Reassignment/Surplus Form”	Attached
Attachment M	“Accident Review Report”	Attached
Attachment N	“Acknowledgement of Receipt and Understanding”	Attached