

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 12-10	Policy # 2.11
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References: ACA Standards: 4-JCF-2A-24 O.C.G.A. §50-19-1, et seq. OPB & DOAS Policy Memorandum, 2-20-92	
Chapter 2: FINANCIAL SERVICES	Effective Date: 4/15/12 Scheduled Review Date: 4/15/14	
Subject: ASSIGNMENT AND USE OF STATE VEHICLES	APPROVED:	
Attachments: A – Motor Vehicle Task Description B – Motor Vehicle Log	 <hr/> L. Gale Buckner, Commissioner	

## I. POLICY:

Department of Juvenile Justice owned and operated motor vehicles shall be used only for conducting official business of the State of Georgia. State vehicles shall be utilized to ensure the economical and cost-effective performance of state business. Department vehicles shall be operated in compliance with all applicable laws, regulations, and ordinances.

## II. DEFINITIONS:

**State Business Miles:** Miles incurred while conducting state business. Miles driven between employees' residences and their workstations will not be counted as state business miles. Miles incurred by an employee who works out of his/her residence and usually drives to different sites are considered state business miles.

## III. PROCEDURES:

- A. Vehicles will be assigned to individual employees only when the assignment is necessary to conduct state business and when utilizing rental vehicles or reimbursing employees for use of their personal vehicle is not cost effective. The following conditions must be met for assignment of a state vehicle to an employee:
1. New assignments of a state vehicle will be based upon the anticipated use of the vehicle for at least 14,000 annual state business miles.
  2. Beginning with the first year of vehicle assignment, the employee must drive a minimum of 14,000 state business miles annually. The assignment of the vehicle will be revoked if, after a year of assignment, an employee has not driven 14,000 state business miles, and the employee fails to drive at least 3,500 state business miles in the next quarter.
  3. An employee driving less than 14,000 state business miles annually may be assigned a state vehicle if the vehicle:

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- Is specially equipped or has special features related to the job;
  - Has special features or equipment that make it impractical to transfer between the state vehicle and a personal vehicle;
  - Is used to transport equipment that is too large or heavy for a personal vehicle; or
  - Is driven in sites or location or under conditions that would endanger personal vehicles.
- B. State vehicles will be used efficiently. Employees will carpool when possible. Multiple employees individually driving state vehicles to the same meeting for increasing state business miles will be expressly forbidden.
- C. Authorization for Overnight Use of Vehicles:
1. Assigned vehicles will not be driven to and from employee residences unless:
    - The vehicle is for emergency use or is specially equipped and used for a related mission such as a law enforcement vehicle or an emergency services vehicle and the vehicle is rarely driven to a central work site from the employee's home;
    - The employee works out of his/her residence and usually travels to different work sites on successive days;
    - There is no overnight security at the employee's work site where there is clear evidence of vandalism or thefts and vehicle security cannot be obtained nearby at modest cost; or
    - The employee must travel directly to a remote site of sufficient distance for the employee to be on travel status from his or her residence the following day, or the employee will suffer great inconvenience by having to return a vehicle at the end of a workday during which the employee used the vehicle in an authorized manner.
  2. Any exceptions require the approval of Office of Planning and Budget (OPB).
  3. An employee who is on-call after normal work hours will be authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his/her normal reporting site when called to duty and if the vehicle:
    - Has special equipment other than a radio or cellular telephone;
    - Is used to transport equipment that is too large or too heavy or has special features which make it impractical to be transferred between a state and personal vehicle or between a vehicle and a fixed location; or
    - Is required to be driven under conditions that would endanger a personal vehicle.
  4. The number of employees in a work unit who are assigned on-call responsibilities each evening, weekend, or holiday and are required to drive a state vehicle will be kept to a minimum.

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5. When employees can interchangeably be assigned functions or assignments and no clear-cut geographical assignments are necessary for the on-call work, such assignments should be rotated among the work unit so that only one or the minimum number of employees will be designated as on-call. Only those employees actually on-call and who meet the terms of this policy will be authorized to drive state vehicles to and from their residences.
  6. An employee who uses a pooled vehicle may drive the vehicle home after work hours if the employee must travel directly to a remote work site (of sufficient distance for the employee to be on travel status) from his or her home the following morning. If an employee will suffer great inconvenience by having to return a state vehicle at the end of a workday, the employee may be granted permission to drive the vehicle home.
  7. No employee will be authorized to drive a state vehicle to and from his/her residence solely on the justification that it enables the employee to be in radio or telephone contact with the office (as opposed to employees charged with the responsibility of directing the work of other employees who are so equipped). Such employees will be provided with pagers, radios and/or cellular telephones rather than vehicles equipped with radios or cellular telephones.
- D. Documentation of Vehicle Assignments:
1. Employees assigned a vehicle will submit a Motor Vehicle Assignment and Use Authorization Form (Attachment A) annually to their office/division Director to justify the vehicle assignment.
  2. The office/division Director will send a copy of the Motor Vehicle Assignment and Use Authorization Form to the Division of Administrative Services.
  3. The Motor Vehicle Assignment and Use Authorization Form will be filed in each vehicle's central administrative file and the employee's official personnel file.
- E. Facility/program vehicles will be used for official business in accordance with this policy.
- F. DOAS or other vehicles will not be rented without permission of the unit supervisor and will be based on need and budget considerations.
- G. The Division of Administrative Services will maintain automated records of vehicle assignments of all fleet vehicles and those assigned to individual employees and all such records required by the OPB directive.
- H. Monthly Record of Operating Activities, Commuting Activities & Costs:
1. A Motor Vehicle Log (Attachment B) will be maintained for each vehicle owned by

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DJJ. Completed forms for each vehicle will be maintained in the administrative file for each vehicle.

2. Summary mileage and cost information will be documented on the Motor Vehicle Log for vehicles confined to use by a program, such as a YDC or RYDC, with multiple uses.
  3. All employees, including the Commissioner, who drive vehicles to and from their residence (commuting miles) are considered by the Internal Revenue Code to have derived imputed income from such use of their vehicles.
    - a. The Division of Administrative Services will issue memoranda to individual employees detailing the valuation from such use of the state vehicle.
    - a. DJJ will withhold associated taxes and FICA based on records of commuting activity and will report such income on employees' W-2 forms and pay the employer's share of any owed FICA.
    - b. The Internal Revenue Code also requires that employees record the number of commuter trips to and from home.
- I. Employees who are assigned vehicles on a twenty-four hour basis will be responsible for arranging for routine maintenance and necessary repairs of the assigned vehicle. Employees will follow state guidelines (Department of Administrative Services (DOAS) Georgia Fleet Management Manual and related fiscal guidelines) to ensure proper payment for services received. Other vehicles will be properly maintained per manufacturer specifications and repaired as needed. Designated personnel will monitor the condition and maintenance status of DJJ vehicles and will ensure the provision of necessary maintenance and repairs.
- J. The Commissioner of DJJ will identify those vehicles that, upon review of mission and intended use, justify a request for issuance of a confidential license plate.
1. The Commissioner of DJJ may request confidential license plates for vehicles assigned to sworn law enforcement personnel involved in investigative work when it is shown that confidential plates and an unmarked car contribute to job effectiveness and employee safety and security.
  2. Additionally, the Commissioner may request a confidential license plate for his/her assigned vehicle.
  3. No other DJJ vehicles will be considered for confidential plates.
  4. Vehicles that are provided with confidential tags will be exempt from the requirement to display other required decals and markings (vehicle numbers will be

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placed on the inside of the hood and trunk lid).

5. The Commissioner will forward all requests for confidential plates to the Department of Revenue. The Commissioner will base such requests on the mission and use of each vehicle as it relates to the criteria established by the Department of Revenue and OPB and related Georgia law.
  6. If a vehicle with a confidential license plate is transferred to another employee or a use that does not meet established criteria supporting the continued use of a confidential plate, the plate will be replaced with a government plate and the vehicle marked with required decals and other markings.
- K. In accordance with O.C.G.A. §50-19-2(a), all DJJ vehicles will be appropriately marked with state or Departmental seal decals and identification/inventory numbers. The only vehicles exempt from this requirement will be those approved for confidential license plates, as outlined in Section K. above.
1. No unofficial stickers, decals or other markings will be affixed to DJJ owned vehicles. Certain public service message stickers may be periodically authorized by the Division of Administrative Service (e.g., “Report My Driving” public safety message).

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**