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:

**Automotive Resources Incorporation (ARI) Insights:** ARI Insights is a management information and accountability system implemented by the state (DOAS Fleet Management) to account for the location, maintenance, acquisition and retirement, and other information surrounding state vehicles.

**Department of Administrative Services (DOAS):** A State of Georgia agency that provides regulatory assistance in areas such as State Purchasing, Risk Management, Fleet Management and Surplus Property.

**Fleet Management Section (FMS):** The fleet (vehicle) management section of the Office of Assets and Property Management.

**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.

**State Fuel Card Program:** Cards issued by Wright Express (WEX) for refueling state operated vehicles. This program is operated in conjunction with a statewide contract.
Wright Express (WEX): WEX is a data management service corporation that specializes in providing state-of-the-art tools to manage fuel cost for commercial and government fleet management.

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:
   a. Is specially equipped or has special features related to the job;
   b. Has special features or equipment that make it impractical to transfer between the state vehicle and a personal vehicle;
   c. Is used to transport equipment that is too large or heavy for a personal vehicle; or
   d. Is driven in sites or location or under conditions that would endanger personal vehicles.

B. The use and security of facility vehicles must be maintained at all times. In secure facilities, each facility Director will ensure local operating procedures provide for vehicle keys to be maintained in the control room and issued to assigned staff. (See DJJ 8.12, Key Control.)

C. State vehicles will be used efficiently. Employees will carpool when possible. Employees shall not individually drive state vehicles to the same meeting for the sole purpose of increasing state business miles

D. Authorization for Overnight Use of Vehicles:
1. Assigned vehicles will not be driven to and from employee residences unless authorization is pre-approved by the Commissioner or designee. Approval is based on the following conditions:
   a. 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;
   b. The employee works out of his/her residence and usually travels to different work sites on successive days; or
   c. 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.

2. 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. 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:
   a. Has special equipment other than a radio or cellular telephone;
   b. 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
   c. 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.

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

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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 radios and/or cellular telephones rather than vehicles equipped with radios or cellular telephones.

E. Documentation of Vehicle Assignments:

1. Employees assigned a vehicle will submit a Motor Vehicle Assignment and Use Authorization Form (MV-1) (Attachment A) annually to their office/division Director to justify the vehicle assignment, no later than the end of the fiscal year (June 30th).

2. The office/division Director will send a copy of the Motor Vehicle Assignment and Use Authorization Form to the Department of Administrative Services (DOAS).

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.

F. The Office of Assets and Property Management, Fleet Management Section (FMS) 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.

G. Monthly Record of Operating Activities, Commuting Activities & Costs:

1. A Motor Vehicle Log (Attachment B) will be maintained for each vehicle owned or leased by 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 who drive state 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 assigned vehicles.

a. DOAS will issue memoranda to individual employees detailing the valuation from such use of the state vehicle.

b. 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.

c. The Internal Revenue Code also requires that employees record the number of commuter trips to and from home.

d. Commuting Mileage criteria: All trips made by an employee between their workstation to home and return to the workstation without responding to some emergency during the time off will be counted as commute miles. Vehicles approved because of emergency use or specially equipped and used for a related mission will report the number of callouts occurring as well as the location of the callout during the month. The number of callouts will be recorded on the Monthly Assigned Vehicle Utilization Report (Attachment C).

e. State Business Mileage criteria: Miles driven exclusively for conducting state business will be reported as state business miles. Employees who work out of their home or travel to different work sites on successive days will count all miles as state business.

H. 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 through ARI and authorized repair vendors in its network.

I. The Commissioner 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 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 placed on the inside of the hood and trunk lid).

5. All requests for confidential plates will be submitted 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.

J. 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 I. above.

1. No unofficial stickers, decals or other markings will be affixed to DJJ owned vehicles.

2. Certain public service message stickers may be periodically authorized by DOAS (e.g., “Report My Driving” public safety message).

K. State Fuel Card Program:

1. Red state fuel cards will be assigned to facilities and may be used only to refuel facility equipment such as lawn maintenance equipment. On an “as needed” basis, and only upon approval from the Director of Assets and Property Management, the red state fuel card may also be used to refuel rental trucks used for transporting state property (but not daily/weekly or monthly rental vehicles).

2. State fuel cards will only be used for the vehicle to which it is assigned. Each state fuel card will reflect the department vehicle number for which it is assigned. The correct mileage, based on actual odometer readings, must be entered at the pump when fueling and using the card. Fuel cards will be used for
both state owned and Enterprise Leased vehicles. State fuel cards will never be used to fuel a vehicle that is not reflected on the card.

3. The Fleet Management Section (FMS) Operations Manager is the program administrator for the state fuel card program. FMS is responsible for requisitioning, receiving and distributing all state fuel cards.

4. Employees required to drive state vehicles will be issued a Gas Personal Identification Number (Gas PIN) that can be used with any fuel card assigned by Wright Express (WEX) to vehicles in the DJJ fleet pool with the following prohibitions:
   a. Gas PINs shall not be shared;
   b. Gas PINs serve as the “electronic signature” of the person to whom it is assigned;
   c. Gas PINs will not be written down or affixed to the fuel card; and
   d. Compromised PINs must be reported and cancelled immediately.

5. FMS will upload all reports for each facility/program Director to review all charges. The facility/program Director is responsible for reviewing and reporting all discrepancies to FMS regarding the state fuel cards monthly. FMS will investigate and resolve all issues regarding unauthorized charges.

6. Failure to follow state and DJJ guidelines and improper or fraudulent use of the card may result in disciplinary action, up to and including dismissal and/or criminal prosecution.

L. Safety/Inspection Checklist:

The driver of any DJJ owned or leased vehicle will complete the Safety/Inspection Checklist (Attachment D) prior to operating the vehicle. The intent is to document the condition of the vehicle prior to operation as well as to ensure that the safety equipment (such as windshield wipers, lights, horn and tires) is operational. The driver will visually inspect the exterior of the vehicle and document signs of damage. The driver will inspect the interior of the vehicle and document signs of damage. The driver will start the vehicle and check the instrument panel for indications of problems that may make the vehicle unsafe to operate. The driver will report these findings to the AOC/AOM or the immediate supervisor and to ARI (if unsafe conditions are found) by calling 1-800-CAR-CARE (227-2273). This document will be submitted to the Fleet Management Section (FMS) at the end of each month.

M. Unauthorized Vehicle Use:
1. Vehicles are not authorized to be used for any personal trips unrelated to state business for which they are assigned. The following uses of state vehicles are prohibited:
   a. Any use for personal purposes other than commuting which has been authorized;
   b. Transport of hitchhikers;
   c. Transport of cargo that has no relation to the performance of official state business;
   d. Transport of hazardous materials such as acids, explosives, weapons, ammunitions, or highly flammable materials, except by specific authorization or in an emergency;
   e. Except when in an official business travel status, transport of other employees from work centers to restaurants, cafes or drugstores;
   f. Attending sporting events including hunting and fishing other than those activities which are part of your official duties; or
   g. Transporting any political campaign literature or matter or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.

2. The following is a list of activities not approved while on state business:
   a. Smoking is not permitted by any occupant of a state vehicle;
   b. Personal property shall not be attached to a state vehicle;
   c. Bumper stickers not supplied or approved by the Office of Fleet Management (OFM) shall not be placed on state vehicles;
   d. Travel or tasks that are beyond the vehicles rated capabilities;
   e. Personal pets will not be allowed on state vehicles; or
   f. Non-state employee passengers not on state business or specifically approved for travel by the Commissioner.

N. Driver’s Check Reporting/Training:

DOAS and OFM monitors the driving trends of state vehicle operations. This monitoring is reported through the “Driver’s Check” system whereby a report is received from a caller
who has dialed the “Report My Driving” telephone number on the reflective “yellow” decal on the rear bumper of a state licensed vehicle. The report is managed by a 7-digit number that uniquely identifies the vehicle. The caller, at the time of the report, is required to complete a series of questions that describe the driving behavior observed. Once the immediate supervisor receives the report the supervisor will instruct the employee driving the vehicle to complete an on-line training session with a test. The immediate supervisor is responsible for submitting the test results to FMS. FMS is responsible for forwarding the test results to the DOAS representative to close the report.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

- Process for maintaining vehicle keys.