



# DEPARTMENT OF ADMINISTRATION

## Enterprise Policy

### DCAMM-FLEET OPERATIONS-2019

### DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

#### State Fleet Operations Policy

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#### 1. Purpose

- a. This policy governs the operations of State Fleet including the use, management, maintenance, and disposal of state-owned motor vehicles and related equipment.

#### 2. Applicability

- a. This policy shall apply to all State agencies as defined below. The State Fleet Operations (SFO) will be responsible for implementing this policy.

#### 3. Definitions

As used in this policy, the following terms shall mean:

- a. **"Commuting"** means driving a motor vehicle owned by a government body to and from an employee's workplace and residence.
- b. **"DCAMM"** is the Department of Capital Asset Management and Maintenance at the State of Rhode Island. DCAMM is the agency responsible for management, storage, disposition, and authorization of the disposal or redistribution of surplus State property.
- c. **"De minimis"** use pertains to the incidental personal use of a state-owned motor vehicle during the operators' travel on state business; e.g. stopping briefly at a bank for personal reasons that is on the route of travel to or from work.
- d. **"FA70"** is the title of the form for disposal of surplus vehicles, parts, equipment, and scrap. This form is available from State Fleet Operations upon request.
- e. **"Govdeals"** is the web-based public auction platform utilized by the State of Rhode Island and directed by DCAMM or the State Fleet Administrator to auction state-owned surplus or scrap vehicles and equipment.
- f. **"Light vehicle"** refers to passenger cars, pickup trucks, vans, sport utility vehicles, or any other vehicles included in state fleet operations' generic vehicle specifications. Categories of vehicles in this definition include, but are not limited to, the following:
  - (i) Passenger cars:
    - Pickup trucks
    - Vans
    - Sport Utility Vehicle

- Rental/lease vehicles
- (ii.) Other:
- Buses
  - Trailers
  - Motorcycles
  - Off-road equipment including mobile equipment and any of the following types of land vehicles, as well as any attached machinery or equipment:
    - Bulldozers, farm machinery including tractors, forklifts and other vehicles designed for use off public roads,
    - Street sweepers,
    - Backhoes, graders and other road construction equipment,
    - Snowmobiles.
- g. **"Lot"** shall refer to a predefined amount of materials, sold together for purposes of distribution.
- h. **"Scrap"** refers to vehicles or remnants of vehicles and equipment that through use, time, or accident are so damaged, used, missing parts, or consumed that they are not usable for the purpose for which they were originally intended
- i. **"State Fleet Operations"** (SFO) is a discrete unit of DCAMM within the Department of Administration designated by the Director of Administration to be responsible for implementing this policy.
- j. **"State Agency"** means department, commission, council, board, bureau, committee, institution, legislative body, agency, government corporation, including, the council on postsecondary education and council on elementary and secondary education or other establishment of the executive, legislative or judicial branch of the state.
- k. **"State Agency Head"** means the Chief Executive Officer of a State agency.
- l. **"State Fleet"** refers to all motor vehicles owned by the State of Rhode Island that have been allocated to State agencies and are under the control of the Office of State Fleet Operations.
- m. **"State-Owned Motor Vehicle"** refers solely to a State agency's passenger and motorized equipment, fleet, and attachments, where applicable, irrespective of the source of funds utilized to acquire the vehicle. In the case of vehicles leased by the state for state purposes, the vehicle shall be considered within the definition of "State-Owned Motor Vehicle".
- n. **"Surplus property"** means personal property that exceeds a State Agency's needs and is not required by the Agency in the foreseeable future. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another purpose.
- o. **"Winning Bidder"** is the individual who had the highest accepted bid for state property that was sold at auction.

- p. **"Work Place"** means the place that is described in a Department's database/records where an employee regularly performs his or her normal office functions or reports for duty at the beginning of a shift.

#### **4. Procedures for Compliance**

Each State agency head must enforce the efficient use of State Vehicles within the agency's control and comply with the following procedures:

##### **a. Authorization and Permissions**

- (i.) Each State agency head must designate in writing, to the Director of Administration and State Fleet Operations, a contact person for that state agency. The contact person or their designee-
  1. Shall be knowledgeable of all State Fleet Operations' policies and procedures,
  2. Shall approve all purchase requisitions for new vehicle acquisitions for such State agency, and;
  3. Perform other administrative duties including the review of the bi-weekly billing issued to the user State agency by State Fleet Operations.
- (ii.) Each State agency head must designate in writing to the Director of Administration and SFO, one or more agency fleet maintenance coordinator(s) who are responsible for requesting work orders for vehicle repairs. Such repair requests must be submitted to SFO for approval.
  1. The coordinator shall be responsible for ensuring that the agency's vehicles are properly maintained and that vendors have properly completed authorized repairs and/or maintenance.
  2. The coordinator shall ensure that fluid levels are regularly inspected, and fluids added when low (engine oil, transmission fluid, engine coolant and window washer fluid).
  3. The coordinator share ensure that all State vehicles pass any required emission or safety standards to qualify for a valid inspection sticker.

##### **b. Operation and Compliance**

- (i.) Operators must use a State-Owned Motor Vehicle only for state agency business and within the scope of the operator's employment/authority. Personal use of a state-owned motor vehicle by an authorized employee is allowable only if such personal use is de minimis
- (ii.) Operators shall not allow any unauthorized person to operate a State-Owned Motor Vehicle.
- (iii.) Operators must observe all traffic laws, including but not limited to the following:
  1. Speeds must be kept within the posted limits.
  2. Operators and passengers must wear safety belts.
  3. Smoking is prohibited in State-owned motor vehicles.

4. Operating a State-owned motor vehicle under the influence of alcohol or drugs is prohibited.
  5. Cell phone use is prohibited during the operation of a state-owned motor vehicle, however, a hands-free device may be used in lieu of a cell phone.
- (i.) Before operating a state-owned motor vehicle, the operator is responsible for checking that the vehicle is in good operating condition and that all necessary safety equipment and control devices are in good condition. If the operator has any concerns about the safety or operation of the vehicle, their concerns should be reported to their supervisor immediately. SFO will provide a standard form for operators to report unsafe vehicle conditions.

**c. Display, Marking, and Registrations**

- (i.) All State-Owned Motor Vehicles shall comply with R.I. Gen. Laws § 42-11.3-3 relating to identification and markings of such vehicles. No equipment, decoration or advertisement shall be affixed to a State-Owned Motor Vehicle without prior written approval from State Fleet Operations.
- (ii.) No state agency, other than the Department of Administration and the Rhode Island State Police, is authorized to apply directly to the Registry of Motor Vehicles for registration plates for State-Owned Motor Vehicles, including, but not limited to, confidential plates.
- (iii.) Vehicles having confidential plates must keep the non-confidential state plate in the trunk of the vehicle.
- (iv.) In the event plates are stolen, SFO should be contacted and a "Stolen Plate Affidavit" should be submitted.
- (v.) In the event plates are missing, SFO should be contacted and a "Missing Plate Affidavit" should be submitted.
- (vi.) "Stolen" and "missing" license plate affidavits must be signed by an agency director.

**d. Inspections and Maintenance**

Each State agency must ensure that all operators of a State-owned motor vehicle within that agency are aware of this policy and possess the appropriate license to operate the type of vehicle assigned. The agencies must:

- (i.) Maintain a record of up-to-date licenses of all authorized operators of State vehicles
- (ii.) Ensure that federal requirements are met under the Federal Energy Policy Act (EPACT) for the purchase of alternative fueled vehicles.
- (iii.) Ensure that all State-owned motor vehicles in the agency's possession are properly inspected as required by state and federal law.
- (iv.) Ensure that new vehicles delivered directly to the agency are inspected and conform to bid specifications. New vehicles not conforming to bid specifications should not be accepted by the State agency at time of delivery.

- (v.) Ensure that all State vehicles are serviced at proper intervals, as described in the vehicle manufacturers recommended service schedule and kept in safe operating condition.
- (vi.) Notify SFO of the need for any necessary repair(s) within twenty-four (24) hours of detection.

**e. Accidents and Non-Compliance**

- (i.) Each agency must follow all State accident procedures issued by either State Fleet Operations or Accounts and Control, including the following:
  1. Reports for any incident that involves a State-Owned Motor Vehicle must be submitted prior to the end of the operator's work day.
  2. Accident reports and a copy of the police report must be submitted to State Fleet Operations within forty-eight ( 48) hours. The Office of State Fleet Operations will forward original accident reports to the Registry of Motor Vehicles.
  3. Failure to submit the report to State Fleet Operations may result in disciplinary action and/or suspension or revocation of authority to operate a State-Owned Motor Vehicle.
  4. Annual review of accident records of employees that have occurred while driving State-Owned Motor Vehicles, shall be conducted. Any unusual patterns and trends should be reported to State Fleet Operations.
- (ii.) Every employee who operates a State-owned motor vehicle is required to report suspension or revocation of his/her license to his/her agency head and State Fleet Operations immediately. Failure of an employee to report any change in license status may result in disciplinary action.
- (iii.) Operators must report parking fines or other violation charges that occur from operating a state-owned vehicle and make payment thereof to their supervisor and State Fleet Operations immediately.
  1. All such fines and charges must be paid promptly at the time they are incurred and are the responsibility of the vehicle operator.
  2. Excessive violations may be cause for temporary or permanent revocation of authority to operate a state-owned motor vehicle. (Excessive means more than two violations within a 12-month period).
- (iv.) Each State agency must investigate all misuse complaints received. The agency must report to State Fleet Operations verbally within two (2) business days, and in writing within ten (10) business days, from the date a complaint was reported. This report shall contain at a minimum:
  1. Name, address and telephone number of caller, if known;
  2. Summary of complaint;
  3. Name and address of driver;
  4. Investigation findings;
  5. Remedial action taken, if warranted; and
  6. Response to complainant, if warranted.

- (v.) Agencies are responsible for taking appropriate disciplinary action for a violation of this policy or for otherwise engaging in unsafe practices with a State-Owned Motor Vehicle. The agency head must notify State Fleet Operations if action taken by the agency affects the ability of an employee to operate a State-Owned Motor Vehicle.

**f. Operation by Non-State Employees**

- (i.) State-owned motor vehicles may not be driven by anyone other than an employee of the state. However, individuals such as volunteers, interns, students, municipal workers or contracted workers may, with the approval of the agency's director or appointing authority, drive a state-owned motor vehicle in furtherance of official state business.
- (ii.) State-owned motor vehicles may not be loaned, leased or rented to any person, organization, business or other governmental jurisdiction, except when deemed necessary in a state of emergency or natural disaster.

**g. Parking State-owned Motor Vehicles**

- (i.) State-owned Motor Vehicles shall be stored at sites owned, leased or controlled by the state, unless the vehicle is used for commuting.
- (ii.) State-owned motor vehicles shall be parked in a reasonably secure setting when used during business hours or when taken home by a commuter.

**h. Allocation and Acquisition**

- (i.) The need for types of vehicles and their allocation within their agency, are subject to periodic review by State Fleet Operations.
- (ii.) No state agency may acquire a motor vehicle from any source, such as a purchase, lease, transfer, gift, confiscation, etc. unless authorized by the State Fleet Administrator.
- (iii.) For light vehicles, State Fleet Operations will periodically announce a limited period for the acquisition of new vehicles. This period will be announced in advance to all agencies. Agencies must maintain and keep an up-to-date fleet replacement plan for review with Fleet Operations prior to the approval of purchasing vehicles.
- (iv.) State agencies must use the Office of State Fleet Operations' generic vehicle specifications when ordering vehicles. A trade-in is required for each new vehicle purchased or acquired, except when waived in writing for good cause by the director of DCAMM. State agencies must use the State Fleet Operations' form SFO-100, to identify an existing light vehicle with an active registration that will be traded in to SFO in order to accept a new vehicle.
- (v.) Before submitting the requisition, the contact person must review the state agency's total purchases to determine whether they are in compliance with the Federal Energy Policy Act (EP ACT) requirements for the purchase of alternative fueled vehicles. Requisitions must be submitted in one batch from each state agency.

- (vi.) Purchase requisitions for new vehicle acquisitions must be signed by the Director or Chief Financial Officer of DCAMM.
- (vii.) Agencies must submit a waiver form, provided by DCAMM, prior to the purchase of any vehicle that is not a zero emissions vehicle.
- (viii.) No requisitions will be processed unless approved and signed by the State Fleet Administrator or designee.
- (ix.) All vehicles must be acquired by purchase or through the state master lease, revolving loan fund, or grant capital expenditure. No lease purchases are allowed without written permission from the Office of State Fleet Operations.
- (x.) Agencies utilizing a vehicle from SFO motor pools will be billed for the cost of operating a motor vehicle.
- (xi.) "Closed" end leases require authorization from SFO. Closed end leases are leases where the lessee must return the vehicle to the lessor at the end of the term in good condition and within mileage limits.
- (xii.) Any proposed agreement to lease/rent a motor vehicle by a state agency for a period greater than four ( 4) weeks must first be authorized by SFO.
- (xiii.) Title to all state-owned motor vehicles shall be held by State Fleet Operations (SFO). Registrations and titles shall be in the name of State of RI/Fleet Operations, except vehicles purchased or acquired by the Rhode Island State Police.
- (xiv.) Other vehicles: All vehicles other than light vehicles may be purchased at any time by submitting a purchase requisition to SFO. This purchase requisition must include a bid specification, cost estimate, appropriation account number and identify a trade-in vehicle and plate number.

**i. Disposal of State-owned Vehicles**

- (i.) All motor vehicles in excess of a state agency's requirements, as determined by State Fleet Operations, in conjunction with the department or agency, shall be transferred to the office of SFO. SFO shall reallocate these vehicles or mark them for disposal.
- (ii.) State vehicles that exceed the fair market value in repairs during a given calendar year may be marked for disposal as determined by the State Fleet Administrator (refer to sections I and J for surplus instructions).
- (iii.) Vehicles that are deemed as surplus and will not be replaced by another vehicle, must have the corresponding plates turned in to SFO.
- (iv.) An agency must report property that is no longer needed to DCAMM by filing the F A-70 Report of Fixed Asset Form to receive authorization for disposition and/or disposal.
- (v.) Vehicles that are able to operate safely, will be transported to the State Surplus lot. The reporting agency may also arrange for the surplus property to be transported via a moving vendor (MP A 532) and/or Correctional Industries.
- (vi.) Inoperable vehicles may remain at agency locations as deemed necessary by the State Fleet Administrator, in order to control transportation costs.
- (vii.) Items deemed to be "Scrap" by State Fleet may be sold as such, either as individual pieces or as a "lot" to interested parties via public auction.

- (viii.) The State Fleet Administrator retains the right to dispose of surplus vehicles and scrap as a trade, following policies and regulations established by the Division of Purchases.
- (ix.) Surplus vehicles and scrap will be offered to state agencies and municipalities on the public auction site, as outlined in Section J below, before they are recommended for trade-in.

**j. Sale of State-owned Vehicles**

- (i.) SFO will manage the sale of surplus vehicles through a web-based, public auction platform (Govdeals or equivalent) following the three-tiered process below, beginning with tier one:

<b>Tiers</b>	<b>Auction Notices</b>	<b>Response Timeframe</b>
<b>Tier one (1)</b>	State agencies receive notice of surplus vehicle(s) has been marked for disposal by SFO	Agencies will be given one (1) week to respond to SFO with request for vehicle to be transferred to agency
<b>Tier two (2)</b>	If no response from state agencies, then municipalities will be given notice of surplus vehicle(s)	Municipalities will be given one (1) week to purchase state surplus vehicles at a preset price set at the discretion of the State Fleet Administrator, either by appraisal, comparative analysis or scrap rate.
<b>Tier three (3)</b>	If there is no interest from state agencies or municipalities the vehicles will made available for general auction to the public	The length of the auction, number of times posted for auction, starting bid or reserve bid will be set at the discretion of the State Fleet Administrator.

- (ii.) State Fleet Operations will upload pictures and a description of the property to an internet based auction site for vehicles, equipment and scrap to be sold.
- (iii.) The State Fleet Administrator reserves the right to have surplus vehicles appraised by an appraiser from the MP A. Agencies who are disposing of said surplus vehicles shall bear the appraisal costs.
- (iv.) The State Fleet Administrator reserves the right to define or establish a "lot" or quantity of vehicles in a given auction listing.
- (v.) The State Fleet Administrator reserves the right to post or withhold surplus vehicles from public auction (Tier 3) as deemed necessary, for purposes of capturing the largest amount of money from the sale.
- (vi.) Deposit of proceeds received from the sale of vehicles, parts, equipment and scrap will be deposited into a central account. Funds from the sale of surplus equipment

originally purchased with federal grant money, will be returned to the individual agencies.

- (vii.) Govdeals or equivalent will furnish a receipt indicating a winning bidder, contact information and winning bid. State Fleet will retain a copy for each vehicle sold and will furnish a copy to the corresponding agency whose equipment was sold.
- (viii.) Arrangements for pickup of equipment will be made by the individual agency and staff.
- (ix.) Agency staff will make copies of a photo ID and the corresponding winning bidder's receipt for verification prior to releasing state owned equipment. These copies will be forwarded to State Fleet Operations.
- (x.) It is the winning bidders' responsibility to load, move, and handle all surplus equipment awarded.

## 5. Repercussions for Noncompliance

- a. State-owned, leased or rented motor vehicles may only be used for official state business of state agencies. Willful misuse or non-compliance with Rhode Island General Laws, state regulation or policy, including but not limited to non-compliance with the usage requirements as established within R.I. Gen. Laws Chapter 42-11.3 and this policy, may result in disciplinary action and/or suspension or revocation of authority to operate a state-owned motor vehicle.
- b. A state agency or employee's suspension from use of a State-Owned Motor Vehicle may occur after an investigation performed independently by the State Fleet Administrator.

## 6. Signatures



Division Director



Date



Director of Administration



Date