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DONAL CAMPBELL
COMMISSIONER

June 16, 2004

ADMINISTRATIVE REGULATION
NUMBER 105

OPR: FLEET MANAGEMENT

USE OF STATE MOTOR VEHICLES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for ensuring the best use of all State/Departmental motor vehicles (including handling equipment).

II. POLICY

All state/departmental motor vehicles shall be utilized only for official state business and shall have a proper maintenance program.

III. DEFINITION(S) AND ACRONYM(S)

There are no definitions and/or acronyms prescribed in this regulation.

IV. RESPONSIBILITIES

- A. The Commissioner, Deputy Commissioners, Associate Commissioners, Wardens, and Division Directors are responsible for notification that employees found in violation of this regulation will face disciplinary action.
- B. Vehicle operators are responsible for ensuring that employees under their supervision adhere to the proper care and maintenance of state motor vehicles and equipment.
- C. The Equipment Maintenance Superintendent is responsible for:
 - 1. Providing relevant information to the appropriate Deputy Commissioner concerning the ADOC vehicle fleet so that the needs of the Department can be met.
 - 2. Monitoring motor vehicle usage.

3. The overall maintenance of all ADOC vehicles.
- D. Scheduled maintenance is the responsibility of the:
1. Individual for whom the vehicle is assigned
 2. Warden/Division Director
 3. Equipment Maintenance Superintendent

V. PROCEDURES

- A. Employees operating state owned vehicles shall use these vehicles only for purposes directly related to their assigned duties and responsibilities.
- B. The appropriate Deputy Commissioner shall approve any modifications made to a state vehicle or any installed equipment.
- C. The ADOC is not responsible for any personal items lost, stolen, or damaged in a state vehicle.
- D. Employees assigned state owned vehicles will justify in writing the use of the state vehicle for the performance of their duties.
- E. The Commissioner's designee will authorize all vehicle purchases, assignment, and reassignments.
- F. The Commissioner's designee will make assignments of vehicles within his/her division.
- G. Wardens/Division Directors shall submit request with justification for additional vehicles.
- H. Visible signs of vehicle abuse or misuse shall be reported on the ADOC Form 601, Incident Report, by the Equipment Maintenance Superintendent. Examples of abuse or misuse are, but are not limited to:
 1. Running engines at excessive speeds.
 2. Operating vehicles with insufficient oil or coolants because of failure to check levels at the beginning of the duty day or failure to monitor dash instruments while operating.
 3. Failing to report malfunctions of, defects in, and damage to the vehicle.
 4. Operating vehicles in improperly selected gears.

5. Unauthorized wiring, marking, or modifications to the vehicle.
 6. Operating a vehicle with improperly inflated tires.
 7. Using a vehicle for other than its designed or intended purpose.
 8. Distributing loads improperly in cargo areas of vehicle.
- I. An ADOC Form 601, Incident Report, will be completed when damage occurs to a vehicle as a result of actions beyond the operator's or other responsible individual's control.
 - J. An ADOC Form 105 B, Operator's Maintenance Guide and Trouble Report will be retained in the glove compartment of the vehicle for ready reference by the operator at all times.
 - K. The Equipment Maintenance Superintendent will provide proper scheduling to ensure vehicles do not operate past the due date, hours of operation or mileage of the scheduled cycle.
 - L. A vehicle washing and cleaning facility is provided regionally/locally. The vehicle's interior and exterior shall be maintained in a manner that promotes a positive public image.
 - M. Vehicles should be waxed at least twice a year and as required to meet corrosion control and appearance requirements.
 - N. All ADOC employees shall utilize seat belts at all times, while operating or riding in an ADOC vehicle.
 - O. All accidents involving ADOC vehicles must be reported in accordance with procedures contained in AR 310, Accidents Involving Department of Corrections Vehicles.
 - P. All Wardens/Division Directors will ensure that each vehicle, assigned to their responsibility, maintain vehicle usage documentation. (i.e. – shift log, Lt.'s office, or ADOC Form 105-A)

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

- A. ADOC Form 105-A, ADOC Vehicle Usage Report

B. ADOC Form 105-B, ADOC Operator's Maintenance Guide and Trouble Report

VIII. SUPERCEDES

This regulation supercedes AR 105, dated September 22, 1993.

IX. PERFORMANCE

This AR is published under the authority of the Department functions and duties – Code of Alabama, 1975, Section 41-17-1



Donal Campbell, Commissioner

ALABAMA DEPARTMENT OF CORRECTIONS

VEHICLE USAGE REPORT

Name: _____ Title: _____ Date: _____
Unit: _____ Location: _____

| Date: | From: | To: | Reason: |
|-------|-------|-------|---------|
| _____ | _____ | _____ | _____ |
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Verified: _____
Warden/Director/Deputy Commissioner

ALABAMA DEPARTMENT OF CORRECTIONS
OPERATOR'S MAINTENANCE GUIDE AND TROUBLE REPORT

| | | | |
|-----------------|-----------|----------|-------|
| Vehicle Number: | Operator: | Mileage: | Date: |
|-----------------|-----------|----------|-------|

This maintenance check should be performed at the beginning of each shift when several operators use the same vehicle. All other personnel should perform this maintenance check on a weekly basis.

1. ____ Fluid Levels (engine oil, power steering fluid, automatic transmission fluid, coolant, battery)
2. ____ Tires (proper inflation, damage, abnormal wear)
3. ____ Lights (check all lights for proper operation)
4. ____ Instruments (horn, windshield wipers, gauges)
5. ____ Leaks (oil, fuel, coolant, gear lube)
6. ____ Brakes and Steering (check for proper operation)
7. ____ Unusual Occurrences (noises, vibrations, odor, and such like)
8. ____ Damage (interior and exterior)
9. ____ Clean Vehicle (interior and exterior)
10. ____ Check Mirrors (interior and exterior)
11. ____ Other (specify)
12. ____ Other (specify)

List any deficiencies:

1. _____
2. _____
3. _____
4. _____
5. _____

Operator's Signature

Supervisor's Signature