



GDC Fleet Operations Motor Vehicle Manual

**Georgia Department of Corrections
300 Patrol Road
Forsyth, Georgia 31029**

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Fleet Operations works with and under the direction of the Administration Division to carry out policy governing the acquisition, utilization, maintenance, repair and replacement of passenger carrying vehicle. This manual is provided for the use of the Georgia Department of Corrections and its employees.

Any inquiries concerning this information contained herein should be addressed to:

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It is the responsibility of Fleet Operations for the overall direction and coordination of GDC motor vehicle fleet. Appointing Authorities are responsible, through their appointed local motor vehicle coordinators and management team, for compliance to Georgia Department of Corrections (GDC) policy and procedure. Each employee that drives a state vehicle is responsible for the safe and efficient operation of that vehicle. This policy is applicable to all GDC employees.

1. Fleet Operations Responsibilities:

- Provide direction for motor vehicle management throughout GDC through motor vehicle management rules and procedures.
- Work through motor vehicle coordinators assigned at local units to ensure compliance with Department rules and procedures.
- Develop and maintain a file for each GDC vehicle. This file will contain, at a minimum, a copy of the original title certificate, a copy of the purchase order, and any Intra-Departmental transfer documents.
- Inspect, decal, obtain tags, document and assign all new vehicles.
- Assign state gasoline credit cards, Wright Express Cards (WEX), for all new and transferred vehicles.
- Assist field staff with technical advice on vehicle maintenance and repair.
- Receive and pay all gasoline credit card WEX invoices.
- Specify and purchase, in accordance with Office of Planning and Budget (OPB) and Department of Administration and Services (DOAS), purchasing regulations and direction from GDC Executive Management, all vehicles for which funding has been provided.

2. Appointing Authorities Responsibilities:

Those individuals designated by the Commissioner to act as his/her agent in employment matters, will:

- Designate in writing a Vehicle Coordinator and forward a copy of appointment memorandum to the office of Fleet Operations.
- Ensure each vehicle assigned is effectively used to it fullest capability.
- Ensure compliance of this manual for vehicle overnight use, and assignment.
- Submit vehicle request in accordance with this manual to Administration Division.

3. Vehicle Coordinator Responsibilities:

- Serve as Primary Contact for the Fleet Operations.
- Ensure that vehicles assigned to their facility/section:
 - Have a Master File for each assigned vehicle containing the following documents: task description, transfer documents, and current and complete motor vehicle logs and fuel transaction verifications.
 - Are properly maintained and recorded in ARI – preventive maintenance, repairs, body repair, etc.
 - Have current tags and state emblems and Report My Driving decals
 - Are clean and presentable
- Develop and implement local procedures consistent with GDC policies to ensure that Department vehicles are driven by properly licensed drivers. Driver's License will be verified by utilizing the website: <https://online.dds.ga.gov/DLStatus/> This verification will be printed off and kept in a file by the person issuing keys.
- Ensure instruction and training as necessary is provided for all local drivers. See note:

NOTE: The Auto Liability and Driver Do's and Don'ts videos are located at: www.doas.ga.gov; Fleet Management; Education & Training; State Employee Training; State Employee Training and www.doas.ga.gov; Risk Management; View All; Risk Management; Education & Training.

- Ensure that required reports, e.g. accident reports; MV1 forms etc..., are directed to the proper individuals
- Ensure a procedure is in place for handling of credit cards, insurance cards, and keys. Ensure all items are secured and accessible. A Flashing Light Permit (necessary for unmarked vehicles which contain a blue, red or amber flashing light) shall be included in the vehicle.

4. Vehicle Acquisition

4.1 GENERAL ACQUISITION PROCEDURES

GDC must acquire motor vehicles from the statewide contracts developed by DOAS State Purchasing. Vehicles not on statewide contract and vehicles with special specifications not on contract will be purchased in accordance with state purchasing regulations with prior approval from the Office of Fleet Management (OFM), Office of Planning and Budget (OPB).

State vehicles are acquired using various funding sources. Whether they are acquired using Agency Program Funds, Federal Funds, Grants, Donations or other means, all will be managed

as state vehicles in compliance with all applicable state statutes, rules, regulations, policies and procedures.

OPB establishes authorized levels of vehicles (sometimes referred to as the vehicle “allocation”) for state agencies. If an agency has a requirement to add a vehicle to their inventory that exceeds this allocation, they must obtain approval from OPB through the budget amendment process to increase their authorized count prior to initiating the vehicle purchase request process with OFM.

4.1.2 TO OBTAIN A NEW VEHICLE AS AN ADDITION TO THEIR CURRENT INVENTORY, DIVISIONS MUST DEMONSTRATE:

- All currently assigned vehicles are being used as originally presented in the budget and cannot be redistributed to meet this requirement;
- The new vehicle is for additional staff or new program(s);
- Will be driven a minimum of 14,000 miles per year on state business (This holds true regardless of the new vehicle’s funding source);
- The Facility vehicle count allows for an additional vehicle or is approved for additional vehicle count through the budget amendment process; and
- Funding is available and sufficient to cover the expense associated with the initial purchase and continued operation of the vehicle.
- The Facility must be current on their fuel and maintenance reporting to Fleet Operations through the Automotive Resources International (ARI) system.

4.1.3 TO BE ELIGIBLE FOR REPLACEMENT, DIVISIONS MUST DEMONSTRATE THAT THE VEHICLE WAS AUTHORIZED BY THEIR CURRENT APPROPRIATION TO BE REPLACED:

- Vehicle was destroyed and considered a total loss by Risk Management;
- Meets the annual replacement criteria established each budget cycle;
- Is of “like kind” or justification is provided to alter the type of vehicle requested; and
- No current vehicles are available to serve as a replacement or can be redistributed to meet this requirement.
- The Facility must be current on their fuel and maintenance reporting to Fleet Operations through the ARI system.

Facilities may request authorization to purchase used automobiles but must demonstrate that the cost of each automobile purchased does not exceed the fair market value of the vehicle as determined by the National Automotive Dealers Association (NADA). In addition, the Facility must have a pre-purchase vehicle inspection conducted by an independent shop or technician to determine its overall condition.

4.1.4 LEASING VEHICLES

GDC may enter a lease agreement for vehicles in lieu of purchasing only with prior approval from OFM and OPB and GDC must use the state-wide contract for leasing. GDC must provide OFM documentation demonstrating that a lease-versus-buy analysis was conducted and that leasing is more advantageous to the state than vehicle ownership. All leasing shall be conducted through leasing contracts established by State Purchasing. Leased vehicles count against GDC's vehicle allocation as established in the Annual Operating Budget regardless of funding source and must follow the normal vehicle acquisition process.

4.1.5 DONATED VEHICLES

With prior approval from OFM, GDC is authorized to take title and possession of vehicles donated to the state and to provide funds for the operation, maintenance and protection of these vehicles. Donated vehicles cannot be accepted as state property with any conditions or exceptions. Neither can they be returned to the donor nor can any portion of their value or of any proceeds from their disposal be returned to the donor. Donated vehicles are subject to GDC vehicle authorized counts and OPB must be notified of all donations because it affects GDC vehicle count. Once donated, these vehicles will be registered, licensed and insured. Donated vehicles will not be replaced with appropriated funding.

4.1.6 INTERDEPARTMENTAL TRANSFER OF VEHICLES

Any Division/Section wishing to transfer vehicles from one Facility to another must have the appropriate approval. Request will be made through Chain of Command with the Division Director/Assistant Commissioner having the final approval. **All approved request will be routed through Fleet Operations for inventory control measures.**

4.2 VEHICLE REQUEST PROCESS

Fleet Operations works in collaboration with GDC Budget, GDC Purchasing and Administration Division for new vehicle acquisition. Each Division will receive an inventory of their fleet. Based on established criteria vehicle replacements will be requested through Division Directors/Assistant Commissioners to Administration Division. The Administration Assistant Commissioner will make recommendations to GDC Assistant Commissioners and GDC Commissioner for approval. Fleet Operations will then enter the vehicle request into ARI for DOAS approval. After approval from DOAS, vehicle request will then be forwarded to OPB. Once OPB approves, Purchasing will prepare Purchase Orders and submit to Fleet for review for accuracy and completeness. Upon return, Purchasing will submit process Purchase Orders to DOAS for stamped approval. Upon receipt of stamped approval, Purchase Orders will be sent

to Fleet and vendors. Vehicle Coordinators are responsible for obtaining permission from GDC Budget/Purchasing for all special equipment needed for new vehicles.

NOTE: No vehicle can be purchased until this purchase order is approved. State contract vendors will not accept a purchase order without OFM approval.

All vehicle requests will be submitted to DOAS using the Vehicle Request process in ARI to create the vehicle request which then automatically routes the request to the appropriate approval authorities in OPB, which has final approval.

NOTE: There are some organizational exceptions whereby DOAS has the responsibility of reviewing and approving a request. All justifications for adding additional vehicles to an agency's inventory, whether full-size or SUV vehicle or optional equipment will be in the justification portion of the vehicle request.

Upon receipt of a new vehicle, Fleet Operations completes the Vehicle Asset Creation Form that contains the information needed to record the vehicle asset in ARI. Additionally, this form also contains the Fuel Card information for ordering fuel cards for newly acquired vehicles. This information will allow maintenance and fuel transactions along with related costs to be applied to the vehicle as part of the total cost of ownership.

NOTE: Lost or stolen fuel cards will be reported to Fleet Operations immediately so a replacement card can be ordered.

5. Fleet Utilization and Operations

5.1 TITLES, REGISTRATION, PLATES

The Department of Revenue is the proponent agency for titles, registration, plates and special lighting. In accordance with O.C.G.A. 40-2-37, all state motor vehicles must be registered prior to operation. O.C.G.A. 40-2-37 requires all state vehicles be affixed with state government license plates obtained from the local county tag office, except those vehicles employed in covert or secret investigatory police functions. Confidential license plates for vehicles employed in covert or secret investigatory police functions are controlled and issued directly by the Department of Revenue. **Obtaining non-government tags from a local tag office is not authorized.**

New GDC personnel requiring a confidential tag will make the request through the Chain of Command. Division Directors/Assistant Commissioners will submit this request by letter to the Chief of Staff for approval. When approved, the letter is forwarded to Fleet Operations for obtaining the confidential tag from Georgia Department of Revenue.

Request for renewing Confidential Tags will originate from Fleet Operations. Fleet Operations will provide an inventory of Confidential Tags to each Division/Section. After approval from Division Directors/Assistant Commissioners, Fleet Operations will complete paperwork for the Chief of Staff's approval. Once Chief of Staff has approved, Fleet Operations will obtain the renewals from Department of Revenue.

5.2 Vehicle Markings (Decals and Unique Vehicle Number)

O.C.G.A. 50-19-2 states that "It shall be Unlawful to operate a vehicle owned or leased by the state or any branch, department, agency, commission, board, or authority of the state unless decal or seal affixed to front door".

A unique organizational unit identification number is assigned to each vehicle. This one number is used for every manual and automated system maintained by Fleet Operations, including the state fuel card system and ARI maintenance program. The vehicle's specific number is used to mark vehicles as set forth in this manual. See Appendix A.

- GDC Seal decals are affixed to the front doors of all pool vehicles.
- GDC Badge decals are affixed to front door and "STATE OFFICER" decals are affixed to front left and right fenders of vehicles driven by POST certified officers.
- 2-inch black decal number (or white 2-inch decal numbers if vehicle is black), are affixed to the left front and right rear of all vehicles. The numbers must be clearly visible when approaching the vehicle from the front or rear and should be in a standard location for each type vehicle. Unmarked vehicles will have numbers placed under the hood and deck-lid.
- Buses-GDC Badge decals are affixed to the front and rear of vehicle; Georgia Department of Corrections lettering is affixed to sides of vehicle; black decal numbers are affixed to the left front and right rear of vehicle, and "State Inmate Transport" decals are affixed to the sides.
- Vans- In addition to the above all 15-Passenger Vans and Transport Buses will have black decal numbers affixed to the top sized appropriately for the vehicles.

5.4 INDIVIDUAL ASSIGNMENTS

"Assignment" means an employee has exclusive control over a vehicle's use during the workday or is the only employee who routinely drives the vehicle. GDC may assign a vehicle to an employee when specific conditions are met. Assigned vehicles may qualify for overnight use, but a separate set of conditions must be met.

One of the following conditions must be met for a GDC employee to qualify for the assignment of a vehicle:

- Law Enforcement. Employees whose positions require them to perform duties of a sworn POST-certified/registered law enforcement officer and having a vehicle specially equipped for law enforcement purposes is essential for the employee to carry out their job functions.
- 14,000 Annual State Business Miles. Assignment to GDC employees who annually drive more than 14,000 state business miles to routinely conduct state business as determined by the respective agency head.
- Vehicle Configuration/Operations. If the total state business miles driven by an employee assigned a vehicle (including any replacement vehicle) fails to exceed 14,000 state business miles in a year for the employee to continue being assigned a vehicle, the vehicle must:
 - Have special equipment* or be used to transport equipment that is too large or heavy or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
 - Be required to be driven to sites or under conditions that would endanger privately owned vehicles or rented vehicles.

*For purposes of this requirement, special equipment does not include radios, antennas, markings or warning lights. Examples of appropriate special equipment include cranes, welders, air compressors, service bodies, etc.

5.4 OVERNIGHT ASSIGNMENT CRITERIA

Employees assigned a vehicle are not authorized to drive state vehicles to and from their residences unless pre-approved by the Commissioner. A commuting employee has an “ethical” obligation to utilize the state vehicle in an appropriate manner and not utilize the vehicle for “personal use”. For the purposes of liability insurance coverage, all state vehicles are uninsured. Coverage attaches to the driver, but only where the driver is performing his/her official duties. Employees must understand that the use of a state or leased vehicle is for travel between an office only and should not be used for any other purposes unless called out after normal work hours for state related business. The Commissioner may grant approval to commute in a state vehicle if any one of the following conditions exists:

- An employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer and the vehicle assigned to the employee is specially equipped for law enforcement purposes and having the vehicle is essential for the employee to carry out their job functions.
- An employee works out of his or her home and travels to different work sites as part of routine duties.

- There is no overnight security at the employer's work site, where there is evidence of vandalism, and security cannot be obtained for modest cost nearby. Prior authorization from OPB is required for this exception.
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.
- An employee is required to be on-call for work assignment. An individual who is first to arrive on the scene in an emergency should be designated as having an on-call assignment. When appropriate, Facilities/Sections will establish a "designated first responder" limiting the number of individuals who are on call. Reporting to a normal workplace does not constitute an on-call response. An employee who is on-call after normal work hours is authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle meets one of the criteria listed below.
 - Has special equipment other than a radio or cellular telephone, is used to transport equipment that is too large or heavy, or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
 - A vehicle is for emergency use or is specially equipped and used for a related mission – such as a law enforcement vehicle and the vehicle is rarely driven to a central work site from employee's home; or
 - Is required to be driven at sites or under conditions that would endanger a privately-owned vehicle or rented vehicle.

On-call staff must maintain documentation of the number of times they are called to a scene on a month-to-month basis. Only those employees who have 12 call-outs per year will be authorized for overnight use on a routine basis. This information will be documented on the individual DOAS MV-1 form and submitted to DOAS.

Qualifying conditions that are met for each vehicle will be documented using the automated Motor Vehicle Assignment and Use Authorization (MV-1) Program. This web based program is used to prepare, transmit, approve and store all request for individual assignment.

Fleet Operations is responsible for collecting and reporting accurate information and are subject to review and audit of the information reported. Request for exceptions to the assignment and overnight use policies must be submitted to DOAS through the MV-1 process and must have the **Commissioner's approval** and indicate the specific assignment or overnight

use criteria for which an exception is being requested. Exceptions must be submitted separately for everyone. DOAS retains the right to revoke overnight vehicle privileges for GDC when not in compliance with the above stated conditions.

5.5 OVERNIGHT USE

Use of a state vehicle after hours is authorized under certain circumstances, whether the vehicle is assigned as a pool vehicle or an individual assigned vehicle. The following addresses this situation and reporting requirements associated with overnight use:

- Has special equipment other than a radio or cellular telephone, is used to transport equipment that is too large or heavy, or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- Is required to be driven to sites or under conditions that would endanger a privately-owned vehicle.

It must be clearly demonstrated that the nature of the potential emergency is such that the incremental response time, if a vehicle is not authorized, could endanger life or property of significant value.

An employee that uses a pool vehicle or an employee with an assigned vehicle but not approved regular overnight use may drive the vehicle home after work hours if:

- The employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning; or
- The employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a workday during which the employee has used the vehicle in an authorized manner.

5.6 AUTHORIZED VEHICLE USE AND SECURITY

State Vehicles are authorized only for use in the performance of all essential travel duties related to the completion of state business. Following are examples of authorized use:

- Travel between the place where the vehicle is dispatched and the place where the official state business is performed.
- When on official travel status between the place of state business and the place of temporary lodging.
- When on official travel status and not within reasonable walking distance between either of the above places and:
 - Places to obtain meals

- Places to obtain medical assistance, including drug store
- Transport of officers, employees, or guests of the state when they are on official state business.
- Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of GDC.
- Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interests of GDC.
- Travel between the place of dispatch or place of performance of state business and your personal residence, when specifically authorized by the proper authority and approved through the DOAS MV-1 process. Out of state travel if part of their official duties.
- State vehicles are considered controlled items. Each Division/Section and Facility will ensure proper procedures are in place for the security of vehicles. This includes a system for dispatching of vehicles, and the security/inventory of keys, fuel cards and any equipment installed to vehicles. Where possible motor vehicles will be parked or garaged at State owned facilities. Documentation will include a daily checklist to verify at a minimum that all vehicles and equipment are secured (locked), and that keys and fuel cards accounted for. In addition, each Vehicle Coordinator will perform a weekly audit to verify accountability of these items.

5.7 UNAUTHORIZED VEHICLE USE

Vehicles are not authorized to be used for **ANY** personal trips unrelated to the state business for which they are assigned or to transport passengers who are not state employees unless on state business. Unauthorized use of state vehicles will result in immediate disciplinary action. Such action may include suspension of all privileges to operate state vehicles and in some cases, dismissal. Furthermore, state drivers are not covered by liability insurance when engaging in unauthorized use of state vehicles, nor is the vehicle covered under optional Auto Physical Damage Coverage when so operated. The following uses of state vehicles are prohibited:

- Any use for personal purposes other than commuting which has been authorized.
- Transport of hitchhikers.
- Transport of cargo that has no relation to the performance of official state business.
- Transport of hazardous materials such as acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency.
- Except when in an official business travel status, transport of other employees from work centers to restaurants, cafes or drugstores.
- Attending sporting events including hunting and fishing other than those activities which are part of your official duties.

The following is a list of activities not approved while on state business:

- 1. Smoking is not permitted by an occupant of a state vehicle.**
- 2. Personal property shall not be attached to state vehicles.**
- 3. Bumper stickers not supplied or approved by GDC shall not be placed on state vehicles.**
- 4. Travel or tasks that are beyond the vehicles rated capabilities.**
- 5. Non-state employee passengers not on state business or specifically approved for travel by the Commissioner.**
- 6. Drivers of state vehicles are not allowed to text while the vehicle is in motion.**

5.8 FEES AND DRIVING VIOLATIONS PAYMENTS

GDC is not exempt from tolls charged on highways. Each individual operator is responsible for paying all tolls and filing for reimbursement with his/her Business Manager as a part of their travel expenses if on official state business.

Peach Passes can be obtained by contacting Fleet Operations through email. Once received by Fleet, Fleet will submit the request to the Commissioner who has ultimate approval. There are two accounts for Peach Passes, Law Enforcement and Post Pay. To qualify for the Law Enforcement pass, employees must be Post Certified and transporting Inmates

Any pass that is lost or damaged must be reported to Fleet Operations immediately.

Fines for traffic violations incurred by individual operators of state vehicles are the responsibility of the operator and will be paid by the operator.

5.9 CONTRACT DRIVERS

Contractors are not authorized to drive state vehicles except when specifically authorized by state law. Since being an independent contractor entails using one's own tools rather than the client's, requiring contractors to use their own vehicles should not be an issue. More importantly, state insurance is limited to state officers and employees, and independent contractors are specifically excluded from the definition of the "state officer and employee." The only exception is certain non-profit contractors authorized by O.C.G.A. 45-9-42 and in these circumstances, there must be a written contract outlining the scope of the non-profit contractor's use of the vehicles and the premium that has been paid for the insurance provided

5.10 REQUIRED RECORDS AND REPORTS

5.10.1 VEHICLE RECORDS

Fleet Operations will maintain the following records for each automobile in their fleet:

- Agency Purchase Order and Dealer Invoice
- Copy of Manufacturer's Certificate of Ownership, Title and Registration
- Maintenance/Repair Work Orders and Invoices
- Copy of DOAS Surplus transaction authorization document if required, when receiving a vehicle from Surplus Property Division or other state agency turning in a vehicle to Surplus Property Division.

5.10.2 OVERNIGHT USE VEHICLES RECORDS

There are types of mileage that should be reported for vehicles authorized for overnight use. The first is state business mileage and the second is commuting mileage.

- 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 and travel to different work sites on successive days will count all miles as state business.
- Commuting Mileage Criteria. All trips made by an employee between their workstation to home and return to workstation without responding to some emergency during the time off will be counted as commute miles.

GDC will maintain a motor vehicle utilization log for all vehicles. These utilization logs will be maintained with the vehicle coordinator to provide a record of operators and the time frame associated with their use of the vehicle. This log will be completed monthly and is used to also record state business and commuting mileage driven daily, locations of beginning and ending stops, and the number of commuting trips made daily. Mileage driven to and from homes by employees who maintain their principle offices in their homes and whose assigned duties require them to drive to a different site is considered state business mileage. Vehicles approved because of emergency use or are 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. See Appendix B Motor Vehicle Log.

Each year, supervisor's will conduct an annual validation of vehicle assignments and overnight use. If the validation reveals vehicles not meeting assignment or overnight use criteria, employees will be notified and must provide justification for continued assignment or overnight use, reassignment or disposal.

If a vehicle is driven home because the individual is on-call 24/7 and the individual is NOT called out, the mileage associated with the trip home and return will be reported as commute mileage. If called out, the mileage will be reported as state business miles.

5.11 EMPLOYEE AND INDIVIDUAL DRIVER RESPONSIBILITIES

The operator of a state vehicle is responsible for its proper use and care during the time that the vehicle is in their possession. GDC drivers will comply with the following:

- Possess a valid driver's license from the state of Georgia or from some other state.
- Immediately notify supervisor of any license problem.
- Drive safely, obey all traffic laws, and practice road courtesy.
- Always wear a seat belt in accordance with State law.
- Operate the vehicle in a safe condition and carefully secure any cargo. ***Inmates shall not ride in the back of open trucks.***
- Use State credit cards as instructed and keep cards secure at all time.
- In the event of breakdown or damage that prevents further operation of the vehicle, comply with operating unit instructions.
- Report all accidents immediately to the proper authority within 24 hours.
- Report any traffic violations to supervisor as soon as practical. All violations are filed in the employee's personnel file and reviewed by the employee's supervisor. Violation fines resulting from acts under the control of the operator are the responsibility of the operator.
- Report any damage or problems with a state vehicle immediately to supervisor regardless of the circumstances.
- Complete the Motor Vehicle Log Appendix B and the Inspection Guide and Trouble Report Appendix C prior to and upon completion of a trip and note any damage.
- Maintain a clean vehicle, inside and outside, per conditions. Subject to water restrictions, ***there is no acceptable reason for vehicles in this agency to remain "dirty" for any extended time.***
- View the Auto Liability and Driver Do's and Don'ts videos are located at: www.doas.ga.gov; Fleet Management; Education & Training; State Employee Training; State Employee Training and www.doas.ga.gov; Risk Management; View All; Risk Management; Education & Training.

6. Fuel, Maintenance and Inspections

6.1 FUEL CARD PROGRAM MANAGEMENT

There are two types of fuel cards available to GDC. Each card type has specific uses with few exceptions. The "Gold" card is designated for passenger carrying cars and light duty trucks and the "Red" card is designated for equipment. Equipment examples are for lawn mowers, weed-eaters, and equipment that can be fueled by using a small gas can. Exceptions include using the

Red card for short term rental cars and for the immediate fueling of a newly acquired vehicle until the Gold card arrives. Fuel transactions must coincide with OPB, Policy 10, section 10.

- All fuel will be purchased using the state fuel card provided. Fuel shall not be purchased using the state Procurement Card or other commercial fuel credit cards.
- Gasoline powered vehicles will use only regular unleaded 87 octane fuel. High cost/grade fuel will be used only if required by the vehicle operations manual provided by the manufacturer for that vehicle. Flexible fuel vehicles can operate on straight unleaded gasoline or any percentage of ethanol up to 85%.
- All vehicle drivers/operators are required to record the accurate mileage of the vehicle at the time of any fuel purchase and must be accurate.
- A separate fuel card will be issued for each vehicle. Fleet Operations will obtain the initial fuel card through OFM to ensure the card contains all necessary vehicle information to insure correct fuel data postings for each vehicle in ARI.
- Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN). This PIN can be used by the individual with any fuel card. PIN numbers will not be written on the card. Compromised PINs will be cancelled immediately.
- Separate fuel cards will be obtained for other power equipment needs.
- State fuel cards will be used only to purchase fuel for state vehicles. Using the state fuel card to purchase fuel or services for a private vehicle or equipment is prohibited, and may lead to employee termination and possible criminal prosecution. The Red fuel card can be used for short-term commercial rental vehicles if the operators do not have another form of payment and submit receipts as part of travel expenses.
- Notify Fleet Operations immediately if a fuel card is lost or stolen.
- All efforts will be made to purchase fuel at a GDC facility. Avoid using name brand stations (BP, Shell, QT etc....) as a cost avoidance measure. Fuel cost per gallon is normally lower at GDC facilities due to buying in bulk volume.

6.2 FUEL PROGRAM CONTROLS AND FRAUD MANAGEMENT

Vehicle Coordinators will review **monthly** fuel card transactions, print, sign and date to ensure drivers are following current published policies regarding the purchase of fuel. This verification will be kept in the Master vehicle file at each facility. Immediate action will be taken to correct any noted policy violations. Employees are not allowed to approve their own fuel transactions and Vehicle Coordinator review and approval is required without exception.

Fleet Operations will monitor authorization controls for internal audit procedures. Discipline policies should be used with employees found to have committed fraud, to include termination and possible prosecution.

6.3 MAINTENANCE MANAGEMENT

Maintenance is an investment that will pay dividends in the form of improved reliability, durability and resale value. Employees will ensure all vehicles have at least the normal preventive (scheduled) maintenance performed as required by the vehicle manufacturer and that materials used meet specifications so as not to void warranty coverage. Vehicles requiring special maintenance will be identified and special requirements met. Examples include:

- Towing or carrying heavy loads
- Extensive idling and/or driving at low speeds for long distances
- Driving in dusty conditions
- Off-road operation
- Use of E85 fuel 50% of the time or greater
- Natural Gas or Propane Vehicles
- Police Use

6.4 PREVENTATIVE MAINTENANCE GUIDELINES

- Preventive maintenance guidelines as outlined in the owner's manual of each vehicle will be followed.
- Operating unit is responsible for obtaining repairs and service on new vehicles under the warranty coverage. Vehicles should be inspected carefully and all defects noted as soon as possible after delivery so prompt repair can be made by the dealer.
- Warranties must be reviewed to note coverage's and expiration date or mileage. This is very important to the Operating Unit so all repairs are made under the warranty if it is applicable.
- GDC facilities should be used as much as possible for routine maintenance (oil/tire changes, etc.). The Department has many repair facilities which can save over 50% of retail repair costs. Fleet Operations can assist in finding a proper department/state repair site.
- However, for all other maintenance, especially on repairs that exceed GDC facilities' expertise the ARI maintenance contract should be used. Repairs can be made at any local ARI approved vendor. **Call 1-800-227-2273** for a location near your office or facility.

NOTE: All buses, wheelchair vans and any vehicle assigned to the Transportation Unit are to utilize approved ARI vendors for PM services.

6.5 VEHICLE MAINTENANCE RECORD

- A vehicle maintenance record is maintained in ARI for each vehicle assigned and will be available for audit purposes in the vehicle's master file.
- All preventative maintenance repairs, inspections, bodywork or any other servicing is to be recorded in ARI.

6.6 VEHICLE OPERATIONS INSPECTION PROCEDURE

- Each facility will maintain a monthly vehicle inspection program. This program will be supervised by the Motor Vehicle Coordinator.
- The Motor Vehicle Coordinator will ensure that each vehicle assigned to the facility is inspected monthly according to the Inspection Guide and Trouble Report (Appendix C). The inspection may be carried out by the Maintenance Department under the supervision of the Motor Vehicle Coordinator or by the assigned vehicle operator(s) as preferred by local management.
- The local facility management is responsible for correcting identified vehicle deficiencies that are within their capability. Deficiencies exceeding local maintenance repair capability should be referred to the Fleet Operations for advice and assistance. Generally, any repair exceeding \$850.00 should be referred to Fleet Operations to determine the most cost-effective solution.
- All monthly documentation will be reviewed routinely by the Regional Business Managers. Significant issues or deficiencies will be referred to Fleet Operations or to the Regional Director for corrective action as needed.

DOAS's contract with ARI offers a full range of fleet related services. These services include repair authorization, vehicle maintenance, emergency roadside service, and agency billing. Use of this contract allows for maintenance data to be gathered and imported directly into ARI thus reducing employee time to manually enter maintenance information. Services are purchased for specific vehicles. This service includes:

- 24-hours per day, 7 days per week, 365 days per year vehicle maintenance approval services.
- A nationwide vendor network for repairs, preventive maintenance and emergency vehicle towing
- On-line access to vehicle repair information

7. Disposal of Surplus Vehicles

Disposal of vehicles is a managerial decision based on a combination of factors. Each vehicle must be considered individually in terms of reliability, maintenance and safety. When it is no longer cost effective to keep the vehicle, it is in the best interest of the state to dispose of it regardless of its mileage or age.

Following extensive evaluations of vehicles deemed for surplus the following steps will be taken by Fleet Operations:

- Remove all decals or lettering that would identify the vehicle as state property. All efforts will be taken to ensure the vehicle surface is not defaced during the removal process.
- Remove and deactivate state fuel card.
- Remove license plate
- Certificate of Title for vehicle models 1986 or newer must accompany each vehicle including salvage titles before it can be processed by the Surplus Division.
- Ignition and trunk keys must accompany the vehicle regardless of vehicle condition. Missing keys will be made at the releasing facility/section expense.
- Vehicles with incomplete paperwork will not be accepted.
- Vehicle Coordinators will ensure all State equipment has been removed from vehicles.

8. Risk Management

8.1 AUTO LIABILITY COVERAGE

The Auto Program is a self-funded program through the State of Georgia that covers state employees while driving on state business. Liability covers “qualified” state employees (full and part-time) while operating a state vehicle for state business. The agency does not provide Personal Liability Insurance. In the event of an accident where personal injuries occur, policy requires the employee to file a Worker’s Compensation Claim.

Non-state vehicles including personal vehicles of state employees are not eligible for physical damage coverage through DOAS. The state does not cover the damage to an employee’s personal vehicle even when damaged while performing their official duties.

8.2 ACCIDENT REPORTING

All vehicle accidents will be reported by the employee’s chain of command immediately to the GDC Call Center at 478-992-5111. Also, report any accident that involves a vehicle, pedestrian, or personal property damage to the local Police, Sheriff, or State Patrol. The

individual involved in the accident or their immediate Supervisor is responsible for obtaining a copy of the Georgia Uniform Motor Vehicle Accident Report, as well as reporting the accident to DOAS per the instructions on the Georgia Liability Insurance Identification Card.

The Vehicle Coordinator is responsible for submitting a copy of the above-mentioned documents to Fleet Operations at 478-992-6356. **NOTE: Submission of these documents is required within 24 hours from the incident.** The driver is also responsible for immediately notifying the state insurance carrier (DOAS), at (1-877-656-7475), for accidents, involving a second vehicle, fatalities, or damage to personal property occurs. For accidents that render the state vehicle inoperable contact ARI (1-800-227-2273) and have the vehicle towed to a safe location. Upon transferring the vehicle to a secure location, contact Fleet Operations to arrange for the pickup of the vehicle. The Police Report, pictures of the damage and an estimate of repair is required to be submitted to Fleet and Risk Management Services within 30 days. **Note: Fleet Operations will handle the repairs for all state vehicles. At no time is a facility or employee to make settlements with a third party insurance company pertaining to vehicles. All vehicle repairs must be made within 120 days from the date of accident. If repairs are not made within this time frame, then vehicle is subject for turn in.** If an employee is injured or has lost time from work, due to a vehicle accident, the Employer's First Report of Injury must be made by immediately calling the DOAS Tele claim number (1-877-656-7475) and the Department's medical care provider (Gaston-Loughlin) number (1-800-955-7415 or in the Atlanta area at (678-251-1140). Prompt medical advice and authorized treatment will be available, following such accident/injury to the employee.

Report all **FATALITIES IMMEDIATELY** to the following: DOAS Claim Department (1-877-656-7475); Fleet Operations (478-992-6356); Supervisor of the individuals involved in the accident and the Division Director of which the vehicle occupants are assigned; GDC Call Center (478-992-5111).

8.3 ACCIDENT SCENE PROCEDURES

Remembering that information and evidence can be difficult to obtain once you have left the scene of an accident, the employee will obtain as much of the following information as possible:

- Brief narrative description of the accident including:
- Date, time and location of the accident
- Weather Conditions
- Traffic conditions
- Photos of all vehicles involved showing any damages, physical surroundings, etc.
- Police authority investigating and their accident number

- Description of the state vehicle including license, VIN and State ID number.
- Owner and insurance information, if non-state vehicle
- Other driver(s) name, address and phone numbers
- Description of all other vehicles involved. Other driver(s) insurance information
- List all injured parties, their apparent injury, address and phone numbers
- List all known witnesses and their address and phone numbers

Employees will not and shall not express opinion as to fault or liability, agree to any settlements, or sign any documents other than those required by police authorities, the state's self-insurance program or applicable laws. Employees should not provide written or recorded statements to another representative or attorney without approval.

8.4 ACCIDENT REVIEW PROCEDURES

All entities with the Georgia Department of Corrections will conduct vehicle accident reviews. No Fault Accidents, (meaning the driver of the other vehicle was at fault), are not required to be reviewed. As a minimum this review will determine if the incident was preventable, and identify and recommend corrective actions through the appropriate chain of command to minimize the number of vehicle accidents within the agency.

The Motor Vehicle Coordinator will document these accident reviews and have the reviews available for audit purposes.

8.5 WORKER'S COMPENSATION

State employees are covered under state worker's compensation for injuries sustained while operating vehicles or as a passenger in a vehicle in the performance of their job duties. When a state employee is injured on-the-job, the supervisor must report the injury to the **Claims Reporting Hotline by calling (1-877-656-7475)**. A customer service representative will obtain pertinent claim information from the injured employee's supervisor. The following information is needed when the claim is called in: name of the employee; address; contact phone number; Social Security number; age; sex; date of injury; wage rate; type of injury; body part injured; injury severity; and if medical treatment has been received and where received. The customer service representative will complete the Worker's Compensation Employer's First Report of Injury (WC1) and remit it electronically to the Risk Management Worker's Compensation Unit. Upon receipt, a worker's compensation claims specialist will be assigned and will contact the injured employee and employer for additional information. Once the injury is reported, the first contact will be made by the nurse to set up medical appointments if needed.

8.6 VEHICLE OPERATIONS COMMENTS (REPORT MY DRIVING)

The goal is to provide feedback from the public about staff drivers, and, where necessary, the tools to alter driver behavior making the roads safer for all travelers. All state vehicles are subject to this program. Exceptions are made only for emergency vehicles and in cases where identifying the vehicle could jeopardize the employee or the agency's mission. Adherence to this program is a requirement of the Comprehensive Loss Control Program. This program identifies specific drivers that are the subject of the call. Facilities/Sections are required to know the identity of the operator of all state vehicles **at all times**. All reports will be answered within five (5) working days. Fleet Operations will monitor all reports and any reports not answered within the five (5) working day requirement will be escalated to the appropriate Division Director/Assistant Commissioner. This procedure will be part of the Facility/Section Audit checklist.

9. Automotive Resources International (ARI)

The information maintained in ARI is used to support decision making regarding the number of vehicles owned, vehicle utilization, and total cost of ownership associated with the operation of the fleet. Additionally, this assists in the decision to continue using, replacing, or disposing of a vehicle. This system provides the ability to:

- Submit a vehicle request to procure a new vehicle and have that request route to the appropriate personnel and agency for approval. After completing a Vehicle Request (VR) in ARI Insights the request will automatically route to the appropriate personnel for approval.
- Maintain the agency's current inventory of fleet vehicles. The vehicle asset inventory records contain pertinent information on all vehicles in the state inventory.
- Capture, record and view fuel cost and mileage data.
- Record all maintenance and repair activity conducted on each vehicle.
- Generate standard and custom reports regarding the fleet.
- Record accident cost.
- Record current Book Value and associated APD premium.
- Houses all MV-1 documents
- Allows document attachment to a specific vehicle.

9.1 FUEL COST ACCOUNTING

All fuel purchases are captured and recorded for each vehicle in ARI. This includes fuel purchased using the state contract fuel card, purchased/dispensed from state owned bulk sites, or any other fuel purchases made for any vehicle. Drivers are required to obtain a transaction

receipt for every fuel purchase and return this receipt(s) to their vehicle coordinator. All the required information is captured and reported automatically by using the state fuel card:

- Number of gallons purchased
- Dollar cost of fuel transactions
- Odometer reading at the time of purchase. Drivers are required to accurately capture the odometer reading at the time of any fuel purchase
- The unique vehicle number assigned

All facilities with bulk fuel sites are equipped with automated card readers to automatically capture fuel transactions into the database of the Fleet Service Fuel Card Program vendor. This eliminates the need to manually record fuel transactions. Facilities must ensure the fuel cost is constantly updated by providing Fleet Operations the following information:

- Date of purchase
- Quantity of fuel purchased
- State if fuel was gasoline or diesel
- Price per gallon

All vehicles not fueling within a calendar month will update their mileage in ARI. Failure to report transactions or mileage updates will result in the loss of the vehicle.

9.2 VEHICLE MAINTENANCE COST ACCOUNTING

For vehicles that are enrolled in the ARI Maintenance Program, all repair and preventive maintenance records are automatically entered into the ARI program by the approved vendor. For all other repairs performed by a Facility or non-ARI vendor, the work must be entered by the Facility. This information will give the ability to generate cost reports to allow management the ability to review their vehicle total cost of ownership.

10. Environmental Compliance

10.1 GEORGIA MOTOR VEHICLE EMISSION INSPECTION AND MAINTENANCE ACT

O.C.G.A. 12-9-40 establishes the Georgia Motor Vehicle Emission Inspection and Maintenance Act. This act applies to state vehicles in the following counties; Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding and Rockdale.

10.1.1 COVERED VEHICLES

The requirement for emissions testing applies to the following classes of gasoline-powered motor vehicles registered in the covered counties.

- All light duty vehicles 24 model years old and newer.
- All light duty trucks 24 model years old and newer with a gross vehicle weight rating of 8,500 pounds or less.
- The three most recent model year vehicles are exempt from emission testing each year. Example for registration in 2017, this includes all 2015 and newer model year vehicles. Vehicles that are capable of being operated on both gasoline and any alternate fuel are covered by the inspection requirement and shall be tested on gasoline.
- Additionally, vehicles that are 25 years or older are exempt from emission testing.

10.1.2 TEST PERIOD AND THE RECORDING OF TESTING

An emission inspection is valid for 12 months. Vehicle coordinators must verify that inspections are accomplished by April 30th each year for facility vehicles in the 13 county areas.

11. Special Lighting/ Flashing Lights Requirements

Fleet Operations is proponent for obtaining the GDC Commissioner approval for select GDC vehicles (Fire Services, Emergency, and Law Enforcement) to be equipped with flashing/rotating lights and sirens and in coordinating the install of this special equipment. **Any unmarked vehicle must carry a Vehicle Light Permit (Amber, Red, and Blue).** Appropriately marked GDC Fire Services, emergency and law enforcement vehicles are exempt from permit requirement. The form can be found at: <https://dps.georgia.gov>, Forms and Permits, Forms, Vehicle Light Permit (Amber, Red, Blue).

11.1 RESPONSIBILITIES

- **Division Directors/Assistant Commissioners** are responsible for obtaining the Commissioner's approval for any unmarked GDC vehicle to operate flashing lights and siren not previously approved by the Commissioner to the following: Assistant Commissioners; Field Operations Managers; Wardens; Fugitive Squad Officer; and GDC Officers assigned to Federal and State law enforcement detail that require an unmarked vehicle.
- Obtaining and renewing Emergency Vehicle Light Permits in accordance with Georgia Department of Public Safety (DPS) procedure. There is no cost to state agencies for the application and permit.
- Requiring drivers to maintain permit with unmarked vehicle equipped with flashing lights and siren.

12. Operation of 15-Passenger Vans

All GDC employees that operate a 15-passenger van that transports inmates will be trained in the techniques of safe vehicle operations:

- GDC provides training to all employees whose duties may require them to transport inmates or probationers in 15-passenger vans. The GDC Training Section will provide training during Pre-service Orientation and as requested. The content of the training will be consistent with guidelines promulgated by the National Highway Traffic Safety Administration and other qualified sources.
- Completion of training will be recorded in each employee's permanent file.
- In addition to employee training, GDC has adopted the following precautions regarding the safe operation and transport of inmates in 15-passenger vans. These are:
 - Except in the case of an emergency, the maximum allowable speed of the 15-passenger van is the POSTED speed limit.
 - During highway travel, vans shall travel in the right-hand lane; and multiple lane highways, in the right two lanes; preferably, the farthest right lane. Unless approved by the Facilities Assistant Commissioner and equipped with a Peachpass, 15-passenger vans are not allowed to travel in the Peachpass Express lanes or in High Occupancy Vehicle (HOV) lanes.
 - All vehicle occupants are required by law to wear safety belts (if available), when the van is in motion.
 - Never allow more than 15 passengers to ride in the van. If possible, limit the riders to nine including the driver with no one in the last row. When less than nine passengers are riding in the vehicle, seat them in the seats forward of the rear axle.
 - The driver shall ensure proper tire pressure and adjustment of the vehicle's mirrors prior to movement.
 - Avoid backing the vehicle when possible. Instead park the vehicle front end out. If backing the vehicle, perform this action with the assistance of a spotter.
 - Drive cautiously on all roads, especially the rural roads. If the vehicle wheels should drop off the roadway or pavement, reduce the vehicle's speed and steer the vehicle back into the direction of the road.
 - Upon exiting a tunnel or passing a large truck, grip the steering wheel firmly and prepare for the wind to push the vehicle.
 - Check the height of the van prior to entering parking decks or garages.
 - Never allow the carrying of cargo on the roof racks.
 - The driver shall use the four-second following distance rule between the van and the rear of the vehicle ahead of them. This is done starting to count when you

see the rear bumper of the vehicle ahead of you pass a fixed object such as a signpost. Count one-one thousand, two-one thousand, three-one thousand and four-one thousand. Your vehicle should not reach the fixed object before you reach the count of four-one thousand. If you do, decrease the speed of the vehicle, and increase the distance until you can count to “four-one thousand” before reaching the fixed object.

- This procedure will be communicated to employees during driver safety training and through normal management/supervisory channels and added to unit Post Orders.

13. Vehicle Recovery

Main phone numbers for vehicle recovery/repair assistance:

- ARI – 1-800-227-2273 (24/7)
- Fleet Operations – 478-992-6356
- GDC Call Center – 478-992-5111

NOTE: Fleet Operations’ wrecker is available Monday thru Thursday, 7:30AM – 5:30PM, statewide.

13.1 RECOVERY AND REPAIR ASSISTANCE PROCESS

- Move the vehicle to the side of the road or to a safe location where the performance of repairs or recover can safely occur.
- If traveling in the immediate Monroe County area, contact Fleet Operations for assistance at (478) 992-6356.
- When contacting Fleet Operations for recovery assistance, be sure to include the following:
 - Exact vehicle location
 - Type of vehicle
 - Nature of problem (give as much information as possible i.e. overheating, tire blowout, etc.)
 - Number of personnel traveling
 - Point of Contact (Name, cell phone)
- For local vehicle recovery, Fleet Operations will provide an estimated time of when they will recover the vehicle or contact a local wrecker service to assist if Fleet’s assets are unavailable.
- Recoveries at outlying facilities, offices, or institutions: Fleet Operations will provide the Facility with a date of when they can schedule the pickup of the vehicle.

- If you are near a GDC Facility, office, or institution (State Prison), contact the institution to see if they can provide support or assistance. If not, contact the closest local Police, Sheriff, State Patrol facility for assistance.

13.2 ASSISTANCE AVAILABLE 24/7

- Contact the GDC Call Center at (478) 992-5111, for assistance after normal duty hours.
- The Call Center will contact Fleet Operations for guidance or assistance if needed.
- Additional vehicle recovery assistance is available utilizing ARI. ARI provides an Emergency Roadside Program, which is available 24 hours a day, 7-days per week, and 365-days per year, to include holidays Services provided under this program include:
 - 24 Hour Emergency Tow Service
 - 24 Hour Tire Change Service
 - Fueling Service
 - 24 Hour Battery Jump Service
 - 24 Hour Lockout Service
 - Integrated Service (Works in conjunction w/manufactures warranty)
- Fleet Operations issues an ARI identification card for each vehicle. The card is to remain in the vehicle's logbook or glove compartment at all times.
- To use the program, the driver will call 1-800-Car-Care or (1-800-227-2273), to request assistance. The driver must provide their client code and vehicle number (located on the ID card), when requesting assistance. An ARI Technician will dispatch one of their network vendors to the location of the disabled vehicle.
- Drivers must contact their local facility or Enterprise Rent-A-Car to arrange for transportation if a replacement vehicle is required. (If in the local Monroe area Fleet Operations will assist if assets are available)
- If transporting inmates and a breakdown occurs, immediately contact your facility and the GDC Call Center (478)992-5111

Every reasonable effort must be made to coordinate recovery of any disabled vehicle in a public location. Only employee health and safety considerations justify leaving a vehicle prior to its return to GDC or authorized repair service control.

Appendix A Vehicle Markings

Agency Pool Car- Standard Design



Appendix B: Motor Vehicle Log (Page 1)

Division/Facility/Unit Name						
VEHICLE	Driver's name:				Month	
Year, Make, Type:				Employee's Position :		
Commuting Distance (One way distance between work site & residence) *:						
Mileage Beginning of Month:						
Date	Ending Odometer Reading	First Stop of the Day (Place)	Last Stop of the Day (Place)	Inspections		Driver Other Than Assigned Driver
				Pre-Trip Inspection	Post Trip Inspection	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTALS						

Ending Mileage _____ (-) Beginning Mileage _____ = Total Miles Driven _____

* Total Miles Driven _____ (-) Commute Mileage _____ = State Use Miles _____

Appendix B: Motor Vehicle Log (Page 2)

**Place
fuel and
maintenance receipts
in the pouch provided with log book.**

Appendix C: Inspection Guide and Trouble Report (Page 1)

VEHICLE TYPE _____

VEHICLE NUMBER _____

LOCATION _____

OPERATOR NAME _____

ITEMS TO BE CHECKED PRE/POST TRIP (OPERATOR'S SIGNATURE REQUIRED)

1. Clean Vehicle (exterior and interior).
2. Damage (exterior and interior, missing parts)
3. Tires (visually check for damage/abnormalities)
4. Leaks (visually check fuel/oil/coolant)
5. Engine oil and coolant (visually check fluid levels)
6. Battery (visually check fluid level/hold down secure/cleanliness)
7. Drive belts (visually check for fraying and cracking)
8. Lights (visually check all for proper operation)
9. Safety devises (seatbelts, harness, headrests, warning lights, etc.)
10. Instruments/Horn/Windshield wipers (functionally check for operation)
11. Brakes/Steering (functionally check-responsive/effective/smooth)
12. Unusual occurrences (noises/vibration/odor/erratic instruments, etc.)

MONTH DATE/SIGNATURE:

JANUARY _____

FEBRUARY _____

MARCH _____

APRIL _____

MAY _____

Appendix C: Inspection Guide and Trouble Report (Page 2)

JUNE _____

JULY _____

AUGUST _____

SEPTEMBER _____

OCTOBER _____

NOVEMBER _____

DECEMBER _____