

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: GDC Fleet Operations Motor Vehicle Manual		
Policy Number: 504.01	Effective Date: 10/24/2017	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Administration and Finance Division (Admin. Support-Fleet Operations)	Access Listing: Level I: All Access

I. Introduction and Summary:

This policy provides guidance and direction to be followed by the Georgia Department of Corrections [GDC] regarding the use, assignment, and management of State owned or leased vehicles. This policy also provides guidance and direction regarding how motor vehicles shall be used for official business interests of the State.

II. Authority:

- A. O.C.G.A. §45-12-73 and 50-19-1, *et seq.*;
- B. Office of Planning and Budget (OPB) Policy 10;
- C. Georgia Fleet Manual, Office of Fleet Management, Department of Administrative Services;
- D. GDC Standard Operating Procedure (SOP): 404.02 Comprehensive Loss Control Program; and
- F. ACA Standards: 4-4197 and 4-4198.

III. Definitions:

- A. **Motor Vehicle** - Any vehicle that is, or is capable of, being tagged and titled in the state of Georgia and driven on highways or streets, including motorcycles.
- B. **Vehicle Coordinator** - The assigned principal point of contact for vehicles within a GDC Division, Facility or entity.
- C. **Motor Vehicle Assignment and Use Authorization Form (MV-1)** - A form used to assign a vehicle to an individual employee under certain qualifying conditions.
- D. **Automotive Resources International (ARI)** - A vehicle management system used to manage fleet inventory, including fuel and maintenance costs.

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E. **Motor Vehicle Log** - A document used to record vehicle use, mileage and driver information.

F. **Inspection Guide and Trouble Report** - A document used to inspect a vehicle prior to and after use and to report issues with the vehicle.

IV. Statement of Policy and Applicable Procedures:

A. It is the responsibility of each appointing authority to ensure that the provisions of this policy are strictly enforced in a manner to ensure that state vehicles are operated and managed in an effective, efficient, and responsible manner. Further, it is the responsibility of every GDC employee to be sensitive to their responsibility to avoid even the slightest misuse of Motor Vehicles, thereby upholding public trust in the fact that good stewardship and cost saving measures are the rule, rather than the exception.

B. The attached GDC Fleet Operations Motor Vehicle Manual provides detailed guidelines for the sound and efficient management of GDC's motor vehicles and establishes procedures for vehicle procurement, surplus, registration, marking, assignment, accident reporting, management, and driver responsibilities.

C. This policy and the GDC Fleet Operations Motor Vehicle Manual is applicable to all GDC employees and all Motor Vehicles owned, rented, borrowed, leased, donated, or otherwise under the possession and control of the Georgia Department of Corrections.

V. Attachments: GDC Fleet Operations Motor Vehicle Manual

VI. Record Retention of Forms Relevant to this Policy: All documents referenced in this SOP shall be maintained for five (5) years within the facility/section where the vehicle is assigned.