 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Executive Division
	<b>Chapter No./Name</b>	DCFS Departmental Policy
	<b>Part No./Name</b>	1 – Administrative/Fiscal
	<b>Section No./Name</b>	1-15 State Vehicles and Driver Program
	<b>Document No./Name</b>	MV3 / MV4 / Safety Checklist Instructions
	<b>Effective Date</b>	December 15, 2021

## ➤ PURPOSE

The form is used to record complete and current records concerning the daily usage of all state owned vehicles (miles traveled, repair/maintenance costs and operating costs relating to the operation); monthly state vehicle safety inspections; and daily usage and fuel charges for all state leased and state rented vehicles.

## ➤ PREPARATION

- Form must be typed or completed legibly in blue or black ink.
- Form must be reviewed and signed by supervisor or their designee.
- Provide the name and telephone number of the person completing the form at the bottom of the form.
- Original fuel receipts must be taped or stapled to an 8" X 11.5" sheet of paper and placed in date order. When using tape, tape only the top and bottom of the receipt. Do not tape the sides or cover any information on the receipt.
- All original receipts for car washes and repair/maintenance must be included.
- If a receipt is lost or missing, the driver must initial the FuelTrac statement to verify the transaction is accurate and attach to the MV3/MV4/Safety Checklist.
- Staple all documentation (receipts, invoices, etc.) together, with the MV3/MV4/Safety Checklist on top, followed by fuel receipts, and then car wash and repair/maintenance receipts.
- If any office has more than one vehicle, do not staple all forms together.

## State Owned, Leased and/or Rented Vehicles

**Property tag number** enter the 11 digit number (i.e. 17500-123456).


**VIN** enter the 17 digit Vehicle Identification Number.

**License plate** enter the license plate number.

**Month & year** enter the month and year that you are reporting.

**Unit number** optional, use if you have multiple vehicles.

**Make, model & model year** enter the make, model and model year of the vehicle.

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**Beginning odometer** enter the beginning odometer reading at the beginning of the first day of the month being reported. (drop tenths of a mile, if applicable). Entry must correspond exactly to the “final reading” from the previous month.

**Date** enter the date on which the trip is taken.

**Trip ending reading** check the previous ending odometer reading to assure it is the correct odometer reading prior to your trip. Enter the ending odometer reading upon completion of your trip. (drop tenths of a mile, if applicable).

**Trip mileage** subtract the ending mileage from the previous trip’s ending mileage.

**Gallons of fuel** enter the number of gallons of fuel purchased. Use tenths of a gallon.

Note: State vehicles are to be returned to the office with a full tank of fuel or no less than a half tank of fuel.

Rented vehicles must be returned to the vendor with the same amount of fuel as when they were checked out.

**Fuel cost** enter the actual fuel cost on the receipt, using dollars and cents.

Note: All fuel and car wash receipts must be taped neatly and in date order on an 8 1/2x11 sheet of paper. Use a piece of tape at the top and bottom of each receipt so the information is not covered. Place a red or blue checkmark on your original monthly vehicle log sheet verifying that all receipts are attached and all the amounts are correct.

Staple all fuel, car wash and service report receipts to the back of your log sheets.


If you are missing a receipt, you must attach a memorandum stating the reason for it being missing and signed by your supervisor. Also, highlight the purchase on the Fueltrac summary report and attach along with the memo.

**Maintenance & repair cost (detail on reverse side)** enter the actual maintenance and repair costs on the receipt(s), using dollars and cents. Enter details on the reverse (refer to #24 for more details).

**Other costs (detail on reverse side)** enter all other costs incurred during trip (i.e. car washes, wiper blades, etc.), using dollars and cents. Enter details on the reverse (refer to #25 for more details).

**Down days** enter number of full days the vehicle was out of service due to lengthy repairs or parked due to breakdowns or accidents.

**Driver initials** the driver on each trip must initial in an identifiable fashion.

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**Location where trip began, etc.** example documentation is provided below:

Location where trip began (Lafayette Region, LaSalle Garage, etc.)

All points visited including the street address for each (Parish Office, Court house, client's home (do not use client's name), Holiday Inn Express, etc.)

Where trip ended (Lafayette Region, LaSalle Garage, etc.)

Purpose of trip (meeting, training, client home visit, court, etc)

LaSalle Garage to Lafayette Region to LaSalle Garage (RA meeting)

BR CSE to Port Allen, Brusly & return – (attempted to serve 5 clients)

Iberville Bldg to P.O. & return (mail)

LC Region – Jiffy Lube, Chevron, Office Depot, LC Region (oil change, gas, supplies)

Monroe CW – Ouachita Elementary, Dr. Brown's office, courthouse, Ouachita Elementary,

Monroe CW (pick up child from school & bring to Dr. & court appointment, return child to school)

Enterprise Siegen Lane, Best Western, 1234 Main St; Alexandria, return to Enterprise (supervisor training)

Use as many lines as necessary to accurately and legibly list all required information.

**Final reading** document the odometer reading at the end of the last day of the month being reported (drop tenths of a mile, if applicable).

Note: The final odometer reading minus the beginning odometer reading must equal the total trip mileage.


**Monthly totals** enter all column totals.

Trip mileage

Number of gallons of fuel

Fuel cost in dollars and cents as on the receipts

Maintenance and repair costs in dollars and cents

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Other costs in dollars and cents

Number of down days

If more than one page is used, enter all totals on the **last page only**.

**Total expense for month** includes the total amount of all fuel, maintenance, repair and other costs in dollars and cents.

**Authorized supervisor** the Supervisor's signature is mandatory on every single sheet of the monthly daily vehicle log sheet that is submitted. Supervisors must review all entries for accuracy prior to submitting. If the supervisor is not in the office, the next highest official on site must review and sign. Failure to submit timely may result in an audit finding.

**Title** document the title of the authorizing supervisor or designee. Legibly print the name and telephone number of the person completing the report at the bottom of the first page (box to the right of the Authorized Supervisor's signature and title).

### State Owned Vehicles ONLY

**Preventive Maintenance Record** It's very important that all of the items indicated are visually checked and inspections are completed **and documented** every 6 months or 6,000 miles (whichever comes first).

### Exceptions


Inspection stickers must be replaced every 12 months.

If a vendor visually checks any item listed, but does not replace it, it must be noted on the invoice/receipt that it was checked and did not need replacement (i.e. air filters, fuel filters, transmission filters/fluid).

All repairs and/or maintenance work must be detailed on the vendor invoice/receipt and attached to the appropriate month's vehicle log sheet.

The dates on the invoice must match the dates on the log sheet and the FuelTrac report (if applicable).

If any of the listed preventive maintenance items are completed, along with other major repairs, check off the items that were inspected and/or completed and use the "Other Costs" section to record the total cost of the entire job. All of the items must be included on the invoice/receipt in order to count as completed, for audit purposes.

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The initials of the person who performed the visual check and/or inspection must be noted by each item.

## Other Costs

Use this section to record items that are not typically considered “repairs”.

Examples include, but are not limited to:

Car wash (not to exceed \$18 within 2 months)

Emergency detailed car washes exceeding \$18 (major cleanup such as child was ill in vehicle)

Purchase of new tires

Replacement of windshield wiper blades

Additional quarts of oil

Towing

It can also be used to report the total cost of major repairs, as long as the invoice/receipt has a detailed description of the work completed.

## Vehicle Safety Inspection Checklist

**Equipment** all items listed must be visually checked at the same time every month.

If an item is okay, place a checkmark (✓) **or** if faulty and/or requires repair, mark with an (X).

**Fuel level** indicate F,  $\frac{3}{4}$ ,  $\frac{1}{2}$ ,  $\frac{1}{4}$  or E.

Return state vehicles with a **full tank of fuel**, but absolutely no less than a half tank of fuel.


Return rented vehicles to the vendor with the same amount of fuel they had when picked up.

Fire extinguisher, tool kit and tools can be marked with **(NA)** if an office is not required to carry those items.

**Operator’s initials** are the initials of the person conducting the inspection. Initial at bottom of the form.

**Date** of the inspection must be indicated at bottom of the form.

**Remarks for faulty items** indicated as being faulty (X) are documented on the next month’s log. Documentation is to include the action taken and/or repairs completed.

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## ➤ DISPOSITION

### State Vehicles

Submit original form, along with required backup documentation, to Administrative Services Section *no later than the 15<sup>th</sup> of the following month*. If Regional Office wants to review prior to submitting to Administrative Services Section, it is the responsibility of the Regional Office to ensure that the final packages are received by Administrative Services by the *15<sup>th</sup> of the following month*.

Retain a copy in the reporting office file.

All forms will be reviewed for accuracy by the Administrative Services Section. Incomplete forms may be returned to the supervisor for corrections and re-submittal.

### State Leased or State Rented Vehicles

Submit original form to supervisor for review, along with a copy of the fuel receipts and printed internet map route (i.e. MapQuest) **no later than the 5<sup>th</sup> day following the completion of the trip**.

Retain a copy in reporting office file.

### Retention

Retain the form per DCFS Policy [6-02 Retention of Departmental Records](#).