

7.103

Developed 05/03

USE OF THE AGENCY VEHICLE

One or more state-owned vehicles may be assigned to a given agency office. The vehicle is for the use of all divisions and should be in operation each day the office is open. Vehicle assignments should be based on the greatest distance traveled. The staff person driving the furthest distance has priority of use and with notice may preempt another employee traveling to a closer destination. Under no circumstance should the vehicle be assigned to one individual on a continual basis or used for the purpose of commuting to and from the office.

A Vehicle Coordinator will be designated by the Office Liaison to oversee and manage all activity concerning the agency vehicles assigned to the office. The Vehicle Coordinator will maintain a system (calendar) by which staff may reserve the agency vehicle. A vehicle usage form and the keys are given to staff at the time of pickup. Upon return of the vehicle, it is the responsibility of the driver to make a visual inspection of the car to survey for any damage.

If damage is found, a written statement of the driver, accompanied by a photograph of the damage if possible, shall be given to the Vehicle Coordinator, who in turn shall notify the Director of Fiscal Operations. The Director of Fiscal Operations will advise the Vehicle Coordinator in regards to making further reports if necessary and arranging for repairs.

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The state credit card should be used to make all fuel purchases for the vehicle. State-owned fueling facilities should be utilized when purchasing fuel for an agency vehicle, unless they are more than ten miles away or impractical due to an emergency. Gasohol is the fuel of choice, when available. When refueling at private gas stations, drivers should first ascertain that the station accepts the state credit card as payment.

It is the responsibility of the person using the vehicle to record, on the vehicle usage form, the times of departure and return, travel destinations, receipts and invoices attached, and the actual number of miles driven. This form and all charge receipts are to be given to the Vehicle Coordinator when the keys are returned. The Vehicle Coordinator when the keys are returned. The Vehicle Coordinator will be responsible for the completing of a monthly automotive report for each agency vehicle assigned to the office. The report should have all receipts and invoices attached and mailed to the Fiscal Operations by the tenth of the following month.