



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

**Title:** Vehicle Operations Procedures

**Related Policy:** FDJJ – 1306

### I. DEFINITIONS

**Accident** – An incident that occurs with a state owned vehicle operated by an authorized operator that results in damage to any property or injuries to any person. An incident includes but is not limited to negligent acts regardless of fault, vandalism and theft. Injuries sustained by state employees due to an accident shall be reported to the current state workers' compensation provider in accordance with this policy and procedure.

**Authorized Operator or Passenger** - A DJJ employee, child or youth in DJJ's care or custody, or another state employee or individual authorized to operate or ride in a state vehicle for official state business.

**Bureau of Budget (Budget)** – Bureau at Headquarters that provides oversight and support for all financial matters within the Department.

**Bureau of General Services (General Services)** - Bureau at Headquarters that provides oversight and support for all vehicles, purchasing, inventory, telecommunications, mail and other such services or matters within the Department.

**Contract Manager/Program Monitor**– Employee of the Department of Juvenile Justice (Department) who manages and provides oversight for programs carried out by contract providers.

**Contract Provider** – An entity under contract with the Department to provide services to youth.

**Department of Management Services (DMS)** - The state agency that provides assistance with the management, purchase, and disposal of motor vehicles and has oversight of all state vehicles.

**Florida Equipment Electronic Tracking (FLEET)** - The automated fleet reporting system owned by the Department of Management Services (DMS) and utilized by state agencies. The system provides information related to vehicle inventory, utilization, maintenance analysis, operating cost summaries, and serves as a basis for replacement criteria of vehicles. Utilization of this system for state owned vehicles is mandatory. This system replaces the Equipment Maintenance Information System (EMIS).

**Fiscal Year** – The State's fiscal year begins on July 1<sup>st</sup> of each year and ends on June 30<sup>th</sup> of the following June, both dates inclusive.

**Florida Accounting Information Resource (FLAIR)** –The automated accounting system utilized by the State of Florida that contains the official records of all Departmental property items, which includes all state owned vehicles and financial data.

**Fuel Cards** – A State of Florida approved credit card used to purchase only gasoline, emergency repairs and towing for state owned vehicles. Repairs paid with a fuel card must be pre-approved unless it is an emergency situation.

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**MP-6301** – Form required by the Department of Management Services (DMS) for requesting the purchase of mobile equipment (state vehicles).

**MP-6401** – Form required by DMS for requesting to surplus mobile equipment.

**MP-6401B** – Form required by DMS for requesting commercial disposal of mobile equipment, which has zero commercial value.

**Motor Pool Manager or Regional General Services Liaison** - The staff member whose duties include the management of a Motor Pool(s) and vehicle functions.

**Motor Pool** - A centralized location either at Headquarters or in a program area to which a vehicle(s) is officially assigned per FLEET.

**MyFloridaMarketPlace (MFMP)** – This is the State of Florida’s electronic system for creating, monitoring and tracking purchase and direct orders.

**New Vehicle** - A new vehicle acquired under a specific line item in the budget, without the intent of surplusing another vehicle currently in the Motor Pool.

**Non-State Titled Vehicle** – A vehicle purchased with state funds that is utilized by a provider, which has yet to be tagged and titled to the State of Florida.

**Preventive Maintenance** – Scheduled maintenance conducted on a vehicle based on a time schedule and miles driven.

**Pool Vehicle** – A vehicle that is centrally controlled at a specific location and made available for official state business and returned to the designated Motor Pool upon completion of the trip. Pool vehicles are parked and maintained at the office or facility Motor Pool.

**Property Administrator (Vehicles)** – Staff member in the Bureau of General Services, Support Services Section, that provides logistical support for vehicle management.

**Regional General Services Liaison or Motor Pool Manager** – Staff members whose duties include the management of Motor Pools and vehicle functions.

**Replacement Vehicle** - A vehicle that is authorized to be purchased with the intent of surplusing another state owned vehicle currently in the Motor Pool.

**State Titled Vehicle** – A vehicle that is tagged and titled to the State of Florida.

**Sub-Compact Exemption Form** – Form required by DMS when ordering a sedan larger than a sub-compact. This form shall be completed by the Property Administrator (Vehicles).

**Toll Transponder** - Where used herein, refers to an electronic device that emits a signal that allows a vehicle to pass through state toll collection facilities. The device generates the automatic entry of a toll line item to be billed to the department and used only for official state business in a state owned vehicle.

**Theft Prevention Device** – A device utilized to secure the steering wheel in a vehicle.

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**Unauthorized Passengers** - Any individual not authorized to operate or ride in a state owned vehicle, (e.g., family members, friends).

**Valid Driver's License** – A current active driver's license issued by the State of Florida or other jurisdiction showing that a person may operate a motorized vehicle. The Department does not consider licenses suspended or revoked for any reason, work permits (Business Purpose/Employment/Education Only Licenses) and some types of restricted licenses as valid driver's licenses for purposes of operating state vehicles. However, licenses that have a Corrective Lenses Restriction are acceptable as long as the driver wears their corrective lenses while operating a state vehicle.

**Vehicle Operator** –Department or contract provider employee or other authorized person that operates a State Titled Vehicle or Non-State Titled Vehicle.

**Vehicle Repairs** - Any repair made to a vehicle that is not performed during Preventive Maintenance.

## **II. STANDARDS/PROCEDURES**

Vehicle Replacement Criteria: The following criteria shall be used at a minimum to determine the replacement of state-owned vehicles whose continued operation has been determined unsafe or uneconomical.

- a. Age and miles driven, as established by DMS for determining when a vehicle should be taken out of service and replaced.
- b. These criteria may vary depending on the type of vehicle and how the vehicles is used and can be found in the FLEET section of the DMS website or the Bureau of General Services.
- c. When a vehicle is replaced the vehicle cannot be retained in service unless it is required to meet emergency or major unforeseen needs. All replaced vehicles that are retained to meet emergency or unforeseen needs shall be reported to the Legislature in subsequent agency budget request documents, detailing the specific justification for the retention of each vehicle. [s.287.14, F.S.]

All vehicles shall be purchased from current state contract unless otherwise approved by DMS pursuant to all applicable laws and rules.

### A. Assessment of Vehicle Needs and Replacement:

1. Annually General Services shall assess current vehicle needs based on the annual appropriation for vehicles, state-term contract for vehicles and information in FLEET on state owned vehicles, including but not limited to age and mileage of vehicles to develop recommendations for the purchase of new and/or replacement vehicles.
2. General Services shall review these recommendations with the Director of Administration and then each Assistant Secretary and/or Program Directors as appropriate, to make adjustments based on new/replacement needs, caging, first aid or other accessories and appropriation. General Services will present the final recommendations to the Director of Administration, Deputy Secretary and/or Chief of Staff for final decision.

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3. General Services will work with programs to determine vehicles to be surplus on a one-for-one basis when replacement vehicles are ordered.
4. Based on the Deputy Secretary and/or Chief of Staff's final recommendation, each Assistant Secretary and/or Program Director shall provide to General Services a final list of vehicles by type and quantity with needed accessories to be ordered. This information shall be used by the Property Administrator (Vehicles) in preparing the purchase requisitions.
5. Assistant Secretaries and/or Program Directors shall ensure that written justification is provided for each vehicle. The justification statement shall be used by the Property Administrator (Vehicles) in preparing the MP-6301 forms.
6. Assistant Secretaries and/or Program Directors, when required, shall ensure that the Sub-Compact Exemption Form is completed and provided to the Property Administrator (Vehicles).
7. General Services will annually audit idle time for all fleet vehicles and prepare recommendations for transfer or surplus of under-utilized vehicles. Recommendations will be forwarded to the Director of Administration prior to acquisition (Purchase) of State or State Leased Vehicles.

### **B. Procurement of Vehicles:**

1. Upon receipt of final vehicle requests from program areas, the Property Administrator (Vehicles) shall verify state contract information; and, prepare in MFMP the purchase requisitions and the MP-6301 form for each vehicle and submit to the Chief of General Services for review, approval and forwarding to the appropriate Assistant Secretary and/or Program Director for review and approval.
2. The office of Budget shall verify funding availability and organizational codes via MFMP.
3. After Budget has approved, the DJJ Purchasing Agent shall prepare and forward, through MFMP, purchase requisitions and MP-6301 forms to DMS requesting approval to purchase vehicles. (Note: Class and group will determine whether or not the requisition auto-forwards to DMS.)
4. Once DMS approves, the DJJ Purchasing Agent shall issue a direct order to the state term contract vendor(s), and notify Property Administrator (Vehicles) that the direct order was issued through MFMP. If not approved, the DJJ Purchasing Agent shall notify the Bureau of General Services for appropriate action.

### **C. Vehicle Receipt and Acceptance:**

1. Vehicles will only be accepted at DJJ Headquarters in Tallahassee or the Regional General Services Liaison at the address indicated for delivery on the Direct Order.
2. DJJ personnel will not assist in the unloading or delivery of vehicles and department property is not be used for this purpose.
3. The Property Administrator (Vehicles) or the Regional General Services Liaison shall receive and inspect delivered vehicles from vendor(s) to ensure at a minimum:

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- d. compliance with specifications, and
  - e. that vehicles are not damaged.
4. The Vendor's delivery driver and Property Administrator (Vehicles) or Regional General Services Liaison will be expected to verify any damage(s) or missing items by initialing or by signing and dating the delivery receipt of the electronically generated purchase order.
5. The Property Administrator (Vehicles) shall:
- a. coordinate the application of all needed accessories, including caging and first aid kits per the program areas direction;
  - b. issue vehicles in accordance with assignment instructions from Headquarters' program areas; and,
  - c. Have all vehicles tagged and titled with the Department of Highway Safety and Motor Vehicles, data entered into FLEET within thirty (30) days of receipt, a property decal assigned and a logbook assigned and placed in the car.
6. Logbooks will include at a minimum:
- a. Vehicle registration;
  - b. Monthly Vehicle Log (blank copies – see Attachment 1)
  - c. Insurance certificate of coverage
  - d. Keys
  - e. Fuel card assigned to the vehicle
  - f. List of towing vendors
  - g. List of repair centers
  - h. A copy of this DJJ Policy and Procedure FDJJ - 1306
  - i. Toll Transponder if applicable
  - j. Current information for reporting work related injuries

**D. Requesting Tags and Titles:**

- 1. DJJ vehicles will bear the agency's yellow license plate.
- 2. Regional General Services Liaisons shall submit requests for assistance in obtaining tags and titles to the Property Administrator (Vehicles), providing organizational codes in order to complete a journal transfer to purchase tags and/or titles.
- 3. The Property Administrator (Vehicles) shall complete the journal transfer and submit documentation to Department of Highway Safety and Motor Vehicles for tag and title.

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4. Upon receipt of the tag and title, the Property Administrator shall retain and file original documentation, mailing the tags and copies of documentation to the appropriate office.
5. If it is a new or replacement vehicle, the Property Administrator (Vehicles) shall attach the tag to new or replacement vehicle.
6. Regional General Services Liaisons shall file and maintain copies of documentation in a separate file for each vehicle in the region.
7. Regional General Services Liaisons shall coordinate to have tag attached to vehicle and ensure that each vehicle has a logbook.
8. Regional General Services Liaisons shall complete and submit transfer paperwork to the Property Administrator (Vehicle).

E. Marking, Decaling and Caging New Vehicles:

1. Only DJJ authorized decals or markings will be placed on any vehicle assigned to the Department or they will remain unmarked, unless authorized by the Secretary, Deputy Secretary, Chief of Staff or a designee. Regional General Services Liaisons shall refer to the Property Administrator (Vehicles) for guidance concerning decaling, marking and caging of vehicles.
2. Program Area Headquarters Offices shall provide instructions to the Property Administrator (Vehicles) concerning which newly purchased vehicles to decal/cage.
3. The Property Administrator (Vehicles) shall coordinate with vendors for the marking or caging vehicles per the instructions of program area representative at Headquarters, utilizing organizational code provided by program area to pay for caging or striping and decaling of vehicles.

F. Assignment of Vehicles to Motor Pools:

1. All vehicles will be assigned as Pool Vehicles [Class A pursuant to Rule 60B-1.005(1), F.A.C.] in FLEET and will be maintained and parked in the Motor Pool to which it is assigned when not in use.
2. Vehicles will be available to authorized travelers on a “first come-first served” basis.
3. A request to use a Pool Vehicle should be made at least one week in advance of the expected travel date when at all possible.
4. The Motor Pool Manager will ensure that the vehicle logbook, keys, transponder (if applicable) and the fleet card is with the vehicle when checked out and when it is checked back into the Motor Pool. Furthermore, the Motor Pool Manager shall verify that the vehicle log was completed and if not, notify the individual immediately for proper and appropriate completion.
5. Each motor pool shall maintain a system (either manually or on the computer) in which employees can check out vehicles for official use.

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G. Use and Control of Vehicles:

1. State vehicles will be used only for official state business for authorized travel pursuant to DJJ Travel Policy and Procedure 1407.01.
2. Routine travel to/from an employee's assigned place of work to his/her home, lunch or other personal reasons is not considered state business and state vehicles shall not used for that purpose.
3. When an employee is leaving or returning from an out-of-town trip, and it is more convenient from a time factor and more economical from a vehicle operational standpoint, an employee may keep the pool vehicle at his/her home overnight if the supervisor approves in writing. However, the vehicle is not to be used for any personal use or to transport unauthorized passengers.
  - a. Requesting One Time Authorization to Drive Vehicle to Residence:
    - (1) When requesting a one time authorization to drive a State vehicle to the employee's personal residence in accordance with this policy and procedure, an employee shall submit a request to their supervisor in writing [Attachment 3].
    - (2) Supervisors shall determine that the situation warrants approving the request and forward for further approval if appropriate.
    - (3) Regional Directors, Circuit Managers, Facility Superintendents, Program Directors and Bureau Chiefs shall evaluate requests to ensure they meet the criteria for authorizing the employee to take a state vehicle home.
    - (4) Regional Directors, Circuit Managers, Facility Superintendents, Program Directors and Bureau Chiefs may grant this permission utilizing the Vehicle Authorization memorandum located on the Internet in the Department's Forms Library [see Attachment 3].

H. Operating or traveling in a State Owned or Leased Vehicle:

1. All personnel who operate or travel in a state owned vehicle will do so in a safe manner.
2. Operators shall properly complete the vehicle log daily and at the beginning and ending of each trip, including recording and maintaining receipts for fuel or other services.
3. Use of Wireless Communication Devices while Driving
  - a. In order to maintain safe driving conditions, the vehicular use of a cellular telephone or other wireless communication device is permitted only when used with available hands-free listening device technology such as a Bluetooth earpiece, a wired ear-bud or vehicle mounted hands-free technology. Employees must be able to maintain both hands on the steering wheel of the vehicle they are operating at all times while using the device.

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- b. Employees will refrain from dialing calls while the vehicle is in motion. To place an outgoing call, employees should pull the vehicle off the road and stop in a safe location, or use voice or speed dialing features to minimize driver distraction.
  - c. The use of wireless voice/data communication devices, either Department or personally owned, for data communication (i.e., sending or receiving text messages or emails) while driving a stated owned vehicle, rental car or personal vehicle while on state business is prohibited.
4. Vehicles will be returned to the motor pool to which it is assigned at the completion of the travel, unless approved in writing by the employee's supervisor.
  5. Operators will comply with state and local laws, agency policies and ordinances in the operation of state vehicles.
  6. Operators and passengers will utilize seat belts.
  7. The consumption or possession of alcoholic beverages in state vehicles is prohibited.
  8. Smoking or use of tobacco products in state vehicles is prohibited.
  9. Vehicles will be inspected for damage when checked in and out of the pool with damage noted and reported to the Vehicle Pool Manager.
  10. Vehicle Pool managers will ensure that vehicles are checked for fluid levels when the vehicle is checked out and back into the pool.
  11. Vehicles will be clean and free of trash, papers, personal items, etc., when returned to the pool.
- I. Authorized and Non-authorized Operators and Passengers:
1. Persons other than state employees will not normally be permitted to use a state-owned or leased vehicle unless justified in writing, and authorized by the Secretary or his designee for official state business.
  2. Volunteers may use or be passengers pursuant to the provisions of section 110.504(3), F.S. when it is for official state business.
- J. Driver's License Requirements:
1. All operators of state owned or leased vehicles will have a valid Florida's driver's license.
  2. Employee's operating state vehicles that require a commercial driver's license (CDL) will possess the proper license (class A, B, or C) for the class, size and type of vehicle they are operating.
  3. It will be the responsibility of each supervisor to ensure their employees have the appropriate and valid license for the vehicles they operate.



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**K. General, Emergency, Major Repairs, and Preventive and Essential Maintenance:**

1. The Motor Pool Manager shall schedule and coordinate, in a timely manner, any needed repairs to vehicles assigned to the facility when any operational problem occurs.
2. The Motor Pool Manager shall provide copies of all repair work done to their Regional General Services Liaison.
3. Regional General Services Liaisons shall receive and maintain repair documentation on all vehicles in the region, to be kept in the regional file for the vehicle in question.
4. Regional General Services Liaisons shall monitor the condition of the region's Motor Pool to ensure all vehicles are kept in good working order.
5. The Property Administrator (Vehicles) shall coordinate and complete all repairs on Headquarters vehicles.

**L. Conduct Preventive Maintenance:**

1. Motor Pool Managers shall maintain a Preventive Maintenance schedules for all vehicles assigned to their facility or office.
2. Motor Pool Managers shall coordinate the Preventive Maintenance of all vehicles per the schedule recommended by the vehicle owner's manual or warranty.
3. Motor Pool Managers shall forward copies of all Preventive Maintenance documentation to their Regional General Services Liaison.
4. Regional General Services Liaisons shall maintain a maintenance file on each vehicle in the region.
5. Regional General Services Liaisons shall monitor all regional vehicles to ensure compliance with Preventive Maintenance schedules.
6. The Property Administrator (Vehicles) shall coordinate and complete all Preventive Maintenance for all Headquarters' vehicles.

**M. Use of Privately-Owned Vehicles Due to Unavailability of Pool Vehicles:**

1. The use of a personal vehicle for travel may be approved when a state vehicle is not available and shall be noted/justified as such on the travel reimbursement voucher when submitted for approval [reference DJJ Policy and Procedure 1407.1].

**N. Reporting Accidents and/or Injuries in State Vehicles:**

1. Vehicle Operators shall report accidents to the local law enforcement.
2. Injuries sustained by state employees shall be reported in accordance with the instructions located in the logbook or by calling 1-877-518-2583, operators are available 24-7.

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3. Vehicle Operators shall report to their supervisor and the Property Administrator (Vehicles), any vehicle accident regardless of dollar amount of damage or extent of personal injury.
4. Vehicle Operator shall, within 24 hours after the accident or the next business day if the accident occurs on a weekend or holiday, complete the Automobile Accident Report Form DI4-261 (Attachment 2) and send it, along with the official police report to their Regional General Services Liaison or to the Property Administrator (Vehicles) for HQ Motor Pool.
5. Regional General Services Liaisons shall review and forward Form DI4 261 and the official police report to the Bureau of General Services, Support Services Insurance Section.
6. If a personal (citizen's) vehicle is damaged and the driver of that vehicle alleges the operator of the state owned vehicle is at fault, the Regional General Services Liaisons shall obtain a minimum of three repair estimates from the owner/operator for the citizen's vehicle and forward to the Bureau of General Services, Property Administration (Vehicles) for review.
7. General Services shall review and forward repair estimates, Form DI4 261 and the official police report to the Department of Financial Services.
8. General Services shall monitor the process to ensure the claim of the personal (citizen's) vehicle is processed by Department of Financial Services in a timely manner.

**O. Fuel or other State Approved Credit Cards:**

1. All fuel cards shall be ordered either through the FLEET system or the fuel card vendor's website and mailed to the Headquarters Property Administrator (Vehicles). The Headquarters Property Administrator (Vehicles) will forward each card to the appropriate General Services Liaison. General Services Liaisons shall receive the card (s) and forward them to the appropriate facility or office. The Property Administrator (Vehicles) shall complete this process for all Headquarters Offices. The Headquarters Property Administrator (Vehicles) and General Services Liaisons shall facilitate the necessary training for fuel card usage and payment procedures.

**P. Monthly Report Vehicle Information (Monthly Vehicle Log):**

1. Vehicle Operators shall complete the vehicle log daily and at the end of each trip.
2. The Vehicle Pool Manager shall turn in monthly vehicle logs to the DJJ HQ Motor Pool through their chain of command for their program area by the fifth of each month, ensuring that all information is legible and complete.
3. Facility Managers or Superintendents shall review monthly vehicle logs before they are submitted to the DJJ HQ Motor Pool, ensuring that all information is legible and complete.
4. Vehicle Pool Managers shall ensure that the information from the monthly vehicle logs is input by the tenth of each month in the FLEET system.

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5. The Property Administrator shall monitor all data input by regions and provide exception reports to the Regional General Services Liaisons for vehicles that are not reported.

### **Q. Surplus a Vehicle:**

1. Regional General Services Liaisons shall prepare and submit Department of Management Services Form, MP-6401 and photographs for each vehicle to be surplus to the Support Services section. Additionally, if the request is for a vehicle to be disposed of by commercial destruction, submission of three quotes from commercial vendors shall be required.
2. The Property Administrator (Vehicles) shall receive and review the forms and photographs, and prepare DMS form 6401-B if the request is for a vehicle with zero commercial value to be destroyed.
3. The Property Administrator (Vehicles) shall submit forms, photos, titles and a memorandum to DMS requesting authorization to surplus or dispose of by commercial destruction.
4. The Property Administrator (Vehicles) will receive a memorandum from DMS that approves or denies the request.
5. Regional General Services Liaisons shall receive move orders from DMS for all vehicles that were approved.
6. Regional General Services Liaisons shall forward a copy of the move order to the Property Administrator (Vehicles) for all vehicles that were approved by DMS.
7. Regional General Services Liaisons shall receive notification from DMS of planned pick-up/removal of vehicle(s).
8. Regional General Services Liaisons shall prepare vehicle(s) by cleaning out the interior of the vehicle and removing state license plate and returning it to the Property Administrator (Vehicles).

### **III. RESPONSIBILITY AND DUTIES**

#### **A. Assistant Secretaries and HQ Motor Pool Manager**

1. Shall ensure the proper utilization of all program area vehicles, requiring each region to have a vehicle rotation plan that provides for level utilization of the vehicles and avoids excessive idle time and/or high mileage.
2. Responsible for providing the Property Administrator (Vehicles) with vehicle type and quantity for the acquisition of replacement and new vehicles.
3. Shall provide the Property Administrator (Vehicles) with information concerning accessory equipment needed on each new vehicle or replacement vehicle.
4. Shall provide assignment instructions and organizational codes to the Property Administrator (Vehicles) for all acquired vehicles no later than 10 days after delivery of vehicles.

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5. Responsible for providing information for the Department wide Legislative Budget Request for new vehicles each year by June 1.
6. Shall ensure that each Department owned vehicle is equipped with a Toll Road Transponder.

### **B. Motor Pool Manager**

1. Responsible for ensuring that a comprehensive inventory of all areas designated as motor pools and the vehicles assigned to the pool is maintained.
2. Responsible for the overall condition and accountability of their state owned vehicles in their assigned Motor Pool.
3. Responsible for monitoring the maintenance program for vehicles in their Motor Pool.
4. Responsible for the overall maintenance program of state owned vehicles in their region, including Preventive Maintenance and mechanical repairs.
5. Responsible for coordinating with their Headquarters' program area for the replacement, assignment and issuance of new vehicles.
6. Shall ensure the proper utilization of all assigned vehicles requiring a vehicle rotation plan within their Motor Pool that provides for level utilization of the region's vehicles and avoids excessive idle time and/or high mileage.
7. Shall ensure that all state owned vehicles in their Motor Pool are decaled and striped with DJJ decals or shall remain unmarked.
8. Responsible for the accuracy of their vehicle data in FLEET.
9. Responsible for ensuring that new Regional General Services Liaisons receive vehicle management training.
10. Responsible for ensuring that all unrepairable vehicles in their Motor Pool are requested to be surplusd within 90 days of determination.
11. Shall ensure that each Department owned vehicle is equipped with a Toll Road Transponder.

### **C. Facility Managers/Superintendents**

1. Shall appoint a staff member to serve as the Motor Pool Manager for that facility. This staff member shall assist the Manager/Superintendent in managing the vehicles at the facility.
2. Shall ensure that the monthly vehicle logs (Attachment 1) are submitted to the Regional General Services Liaison by the fifth of the month to be input into FLEET.
3. Shall ensure that Preventive Maintenance is conducted on all state owned vehicles at the facility in accordance with the Motor Pool management schedule or if it exists, a higher level of maintenance covered in the vehicle's warranty book.

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4. Shall ensure that an annual vehicle safety inspection is conducted.
5. Shall ensure that vehicle repairs are conducted on all assigned state owned vehicles in a timely manner.
6. Shall maintain a maintenance file on each state owned vehicle that includes copies of all repair work and Preventive Maintenance completed on vehicles at the facility.
7. Shall report all accidents immediately regardless of dollar amount of damage or extent of personal injury.
8. Shall ensure that all unrepairable vehicles in their Motor Pool are requested to be surplused within 90 days of determination.
9. Shall ensure that each Department owned vehicle is equipped with a Toll Road Transponder.

**D. Regional General Services Liaisons or Motor Pool Managers**

1. Shall coordinate and or update all vehicle information to be placed into FLEET by the tenth of each month, ensuring that all data is accurate and timely.
2. Shall provide support and guidance to facilities and programs through monthly reports and annual inspections of assigned state vehicles, identifying areas needing improvement.
3. Shall monitors all Preventive Maintenance services and vehicle repairs performed on assigned vehicles.
4. Shall maintain a file on each State Titled and Non-State Titled Vehicle that includes copies of all repair work, Preventive Maintenance and monthly vehicle logs completed on region vehicles.
5. Shall inspect the maintenance file of each vehicle at the region's facilities or administrative offices on an annual basis.
6. Shall coordinate the reassignment of the region's vehicles with the Property Administrator (Vehicles).
7. Shall audit the use of fuel cards assigned to vehicles in their areas.
8. Shall coordinate with the Property Administrator (Vehicles) on all selection, movement, and removal of surplus vehicles, to include the completion of all documentation as required by state regulations and procedures.
9. Responsible for ensuring that all vehicles are accounted for during the Department's annual inventory.
10. Responsible for providing an annual list of all Non-State Titled Vehicles with fiscal year end mileage to the Property Administrator (Vehicles). This shall include vehicles utilized by contract providers in which the first expiration date of the contract has not been reached.

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11. Responsible for providing documentation concerning accidents to Support Services.
12. Serves as the primary trainer for region staff members (including new personnel) on vehicle related matters and the FLEET system.
13. Shall ensure that each Department owned vehicle is equipped with a Toll Road Transponder.

**E. Contract Managers**

1. Shall collect monthly vehicle logs of State Titled Vehicles and Non-State Titled Vehicles from their providers at the end of the month and submit them to the Regional General Services Liaison by the fifth of each month Including receipts and all pertinent maintenance/repair documentation.
2. Shall provide guidance to programs through monthly reports and annual inspections of assigned Motor Pool vehicles, identifying areas needing improvement. Shall forward all reports and documentation to the respective Regional General Services Liaison.
3. Shall coordinate with the Regional General Services Liaison on all vehicle transfers and all vehicle relocations.
4. Shall coordinate with the Regional General Services Liaison on all selections, movement, and removal of surplus vehicles to include the completion of all documentation as required by state regulations and procedures.
5. Shall ensure that all vehicles are accounted for during the Department's annual inventory.
6. Shall provide an annual list of all Non-State Titled Vehicles with fiscal year end mileage to the Regional General Services Liaison. The list shall include vehicles purchased with state funds and utilized by contract providers in which the first expiration date of the contract has not been reached.
7. Shall request state tags and titles for vehicles acquired upon the first expiration date of a contract to the Regional General Services Liaison.
8. Shall ensure the contract providers are trained on all vehicle related matters, including adherence to Department policy and procedures.
9. Shall ensure that contract providers have the proper insurance coverage for all Non-State Titled vehicles.
10. Shall ensure that each Department owned vehicle is equipped with a Toll Road Transponder.

**F. Contract Providers:**

1. Shall ensure that the monthly vehicle logs of State Titled Vehicles and Non-State Titled Vehicles are submitted to the Contract Manager by the third of each month.
2. Shall ensure that Preventive Maintenance is conducted on all vehicles at the facility in accordance with the Motor Pool management schedule or if it exists, a higher level of maintenance covered in the vehicle's warranty book.

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3. Shall ensure that vehicle repairs are conducted on all assigned vehicles in a timely manner.
4. Shall maintain a maintenance file on each vehicle that includes copies of all repair work and Preventive Maintenance completed on vehicles at the facility.
5. Shall report all accidents immediately regardless of dollar amount of damage or extent of personal injury.
6. Shall ensure that all vehicles will be marked with only the Departments decals or remain unmarked.
7. Shall report annually to the Contract Manager an inventory of all State vehicles.
8. Shall report annually to the Contract Manager an inventory of all Non-State Vehicles with fiscal year end mileage.
9. Shall transfer vehicle titles of all State funded vehicles at the time of purchase.
10. Shall ensure that each Department owned vehicle is equipped with a Toll Road Transponder.

**G. Property Administrator (Vehicles)**

1. Shall coordinate and assist with all vehicle related matters.
2. Shall provide assistance to Regional General Services Liaisons in the operation of FLEET.
3. Shall provide technical assistance in the training, issuance and monitoring of the fuel cards, serving as the point of contact with the vendor who manages the Department's fuel card account.
4. Shall assist program areas with the acquisition of all new and/or donated vehicles, including the processing of all documentation in accordance with state regulations and procedures.
5. Shall acquire state license plates and titles for all new and replacement vehicles and other vehicles as requested.
6. Shall coordinate with Regional General Services Liaisons the procurement of all emergency and safety items (includes caging, first aid kits, and anti-theft gear) to be installed in new and replacement vehicles.
7. Shall coordinate with Regional General Services Liaisons and Contract Managers on the selection and surplus of all expired Department Motor Pool vehicles; coordinating the pick up and removal of the vehicle from Department locations with DMS; and removing the surplus vehicle from FLEET and FLAIR records.
8. Shall receive all vehicle surplus auction summary documents from DMS. Shall facilitate reconciliation of auction summaries and DMS journal transfers.
9. Shall submit surplus auction summary documents to the Bureau of Budget within 5 working days of receipt.

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10. Shall provide technical assistance to regional staff in conducting Preventive Maintenance programs of Department vehicles.
11. Shall serve as the primary trainer for General Services staff in the regions for vehicle related matters.
12. Shall coordinate all vehicle information to be placed into FLEET by the tenth of each month for Department Headquarters vehicles, ensuring that all data is accurate and timely.
13. Shall inspect the maintenance files of each Regional General Services Liaison on an annual basis.
14. Shall enter purchase requisitions into the MFMP system.
15. Shall provide training to the Regional General Service Liaisons.
16. Shall ensure that each Department owned vehicle is equipped with a Toll Road Transponder.
17. Shall perform an annual reconciliation of the FLEET and FLAIR systems to ensure accuracy.

H. Support Services Director, Bureau of General Services

1. Shall prepare Legislative Budget Requests in consultation with Assistant Secretaries.
2. Shall coordinate and oversee the annual ordering of new and replacement vehicles.
3. Shall coordinate the issuance and delivery of new and replacement vehicles with the regions within sixty days of delivery.

I. HQ Purchasing Office, Bureau of General Services

1. Shall review purchase requisitions and MP-6301 forms before they are submitted to the Bureau of Budget.
2. Shall prepare cover letters for purchase requisitions and MP-6301 forms and forwards them to DMS.
3. Shall prepare purchase orders in MFMP after approval is received from DMS, and forwards to vendors.
4. Shall coordinate and issue a bid for any needed items not on state contract.

J. Vehicle Operators

1. Shall only operate a vehicle if they have a valid driver's license in their possession.
2. Shall ensure that the state owned vehicle is used only for official state business. The only passengers permitted in the vehicle are authorized persons and youth in the custody of the Department.
3. Shall ensure that all adjustments needed to safely operate the vehicle are made prior to operation. These adjustments include, but are not limited to seats and mirrors.



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4. Shall report any vehicle accident to their supervisor immediately to ensure that all forms are properly completed, signed, and sent to the Regional General Services Liaison.
5. Shall properly maintain the monthly vehicle log on a daily basis, ensuring all information entered on the log is legible and accurate.
6. Shall properly maintain the fuel card assigned to the vehicle, recording all purchases by maintaining receipts and following established guidelines. All receipts are to be signed by the driver, inputting gallons and dollar amount on the vehicle log sheet and placed into the vehicle log book at the time of purchase.
7. A user should never lend their card or PIN to any other individual. The account number must not be given to any individual other than the merchant from whom the Card User is making a purchase. Every card member is responsible for the security of their PIN. All precautions should be used to maintain confidentiality of the Fuel Card information and every effort must be made to keep the card in a safe location. Shall ensure that the vehicle is locked and secured with a theft prevention device.
8. Shall ensure that all passengers utilize seatbelts and that there is no smoking in the vehicle.
9. Shall only use a cellular telephone or other wireless communication device in conjunction with a hands-free listening device (e.g., Bluetooth earpiece, wired ear-bud or vehicle mounted device) while driving a Department owned vehicle, rental car or personal vehicle on state business.
10. Shall ensure that the vehicle in their possession is equipped with a Toll Road Transponder.

**K. Budget Office**

1. Shall record the surplus motor vehicle sales net proceeds received from DMS in FLAIR.
2. Shall reconcile the vehicle net sales proceeds recorded on the Auction Summary to the vehicle sales net proceeds journal transferred from DMS to DJJ.
3. Shall provide confirmation to the Support Services Director that the surplus motor vehicle sales net proceeds have been transferred from DMS to DJJ or if there are discrepancies that require resolution by DMS.

**IV. ATTACHMENTS**

Attachment 1 - Monthly Vehicle Log

Attachment 2 - Automobile Accident Report

Attachment 3 – Vehicle Authorization Memorandum (One Time Use of State Owned Motor Pool Vehicle)