

STATEWIDE FLEET ADMINISTRATION INTERNAL OPERATING POLICIES
FOR DAS OWNED, RENTED, OR ASSIGNED VEHICLES

Web Site Address for Oregon Administrative Rules Chapter 125.155 Relating to State Vehicle Use
http://www.sos.state.or.us/archives/rules/OARS_100/OAR_125/125_tofc.html

Web Site Address for Statewide Fleet Administration
<http://www.oregon.gov/DAS/SSD/FLEET/index.shtml>

107103-1 **DAILY RENTAL VEHICLES**

- A current Motor Pool Checkout Card and a valid driver's license are required to rent a vehicle from any Motor Pool location for daily rental use.
- Forms to request Motor Pool Checkout Cards may be obtained at the Fleet Web site or through the DAS Statewide Fleet Administration Office (503) 378-2307.
- Daily rentals are available for a minimum of one day not to exceed one month.
- Fleet recommends that reservations are made as far in advance as possible not to exceed 60 days out. Reservations more than 60 days in the future require manager approval.
- Each Motor Pool reserves the right to re-assign a vehicle if it is not picked up within two hours of the requested time. Failure to pick up a reserved vehicle may result in a \$25 fee.
- If a reservation for a passenger van or sport utility vehicle is made, and the reservation is cancelled with less than 48 hours notice to the Motor Pool, a \$25 fee may be charged.

107103-2 **PERMANENTLY ASSIGNED VEHICLES**

- When it is determined that a permanently assigned vehicle best meets the requirements of the agency, the agency submits a Request for Permanent Assignment Form to DAS Statewide Fleet Administration.
- All requests for additional vehicles, exchange of vehicle type, change of driver, cost center etc., must be approved by the agency's designated approving authority.
- Permanently assigned vehicles must be for a minimum of one month up to the useful life of the vehicle. The inventory of daily rental vehicles may not be available to be assigned permanently.
- Vehicles will be assigned based on use and estimated monthly mileage.
- Vehicles are scheduled for replacement based on the current criteria of eight years or 110,000 miles.
- Permanently assigned vehicles are issued with one extra set of keys. Additional sets of keys will be billed to the agency.
- The agency will be charged the actual fee to replace lost or damaged license plates or to replace lost renewal stickers.
- It is the agency's responsibility to restore a permanently assigned vehicle to its original condition before it is returned. If an agency installs equipment such as decals, lights, radios, cell phones, etc., on a vehicle, the agency may be billed for damages caused by installation or removal of such equipment.
- Both the exterior and interior of the vehicle are expected to be maintained at an acceptable level of cleanliness.

107103-3 **REFUELING**

- All vehicles are dispatched or assigned with a full tank of fuel.
- When feasible, all vehicles are to be re-fueled at a DAS owned or managed facility.
- Daily rental vehicles dispatched from a Motor Pool location that does not have a fuel station must be returned with a full tank of fuel. Agency drivers who fail to return the vehicle with a full tank of fuel will be billed a \$15 "re-fueling" fee for each rental transaction.
- DAS Statewide Fleet Administration encourages the use of alternative fuels. Agency drivers may contact the Motor Pools for availability information.

107103-4 **FUEL CARD USE**

- All DAS Fleet vehicles have a designated fuel credit card assigned for use only with a specific vehicle. Failure to fuel with the card assigned to the vehicle may result in a \$10 fee per transaction.
- The fuel credit card is to be used to purchase fuel, oil and car washes. All other purchases and services will be pre-authorized by DAS Field Services at 800-378-0077.
- If an emergency requires use of the fuel credit card to accommodate repairs during non-operating hours, DAS Field Services is to be notified the next available working day.
- Unauthorized purchases, such as food items, or misuse of the fuel credit card, such as putting fuel in a vehicle not associated with the card, will be billed back to the responsible agency. A \$25 fee may be assessed for each unauthorized purchase or use.
- The responsible agency may be billed a \$50 fee for the replacement of a lost fuel credit card.

- Drivers must immediately report the loss of any fuel credit card to DAS Statewide Fleet Administration. The agency is responsible for all associated charges until the date and time the credit card is reported to DAS Statewide Fleet Administration and DAS Statewide Fleet Administration has notified the credit card company that the fuel credit card has been lost.

107103-5 VEHICLE MAINTENANCE AND REPAIR

- Agency drivers are required to obtain regular scheduled maintenance for a permanently assigned vehicle. To determine when service is due, call DAS Field Services at 800-378-0077. This service may be scheduled with the Motor Pool or with an outside vendor through a DAS Field Service Coordinator. Each time a regular scheduled maintenance is missed, the agency may be billed a \$50 fee. A \$50 late fee may be applied when regular scheduled maintenance is late by 1,500 miles or more.
- All vehicle repairs must be requested and approved by DAS Field Services. Drivers must contact DAS Field Services to obtain a recommended repair facility. The repair shop or dealership must obtain a purchase order number from DAS Field Services before beginning the repair.
- If repairs are needed when the motor pool is closed, the driver may proceed to the nearest suitable repair facility. Repairs should be prudently completed to make it possible to reach the driver's destination. The next work day, the driver shall notify DAS Field Services at 800-378-0077 of the repairs and the vendor supplying the repairs.
- A minimum \$25 fee will be billed for service calls due to driver error and/or negligence.

107103-6 VEHICLE MARKINGS

- ORS 283 requires all state vehicles be marked with the owning agency name followed by "State of Oregon". Removal of "State of Oregon" vehicle markings will result in a \$25 fee. Unauthorized stickers, signage or placards of any type are not allowed on DAS-owned vehicles.

107103-7 VEHICLE DAMAGE

- Agency drivers are responsible for inspecting a vehicle at the time of dispatch for daily rental or permanent assignment. If any damage is discovered, it must be reported before leaving the Motor Pool. Agencies are responsible for any damage to the vehicle while in the possession of their employees. Cleaning or detailing costs that result from driver negligence will be billed to the agency. If vehicle damage is discovered when the vehicle is being prepared for the next dispatch or assignment, the cost to repair the damage may be billed to the agency whose driver was last responsible for the vehicle.

107103-8 PARKING TICKETS AND TRAFFIC VIOLATIONS

- Parking tickets and moving violation tickets are the responsibility of the driver. In the event that DAS Statewide Fleet Administration pays for a past-due parking citation, the assigned agency (at the time the citation was issued) will be billed for the past-due amount plus a \$25 fee for each occurrence. It will then become the agency's responsibility to collect from their employee. When DAS Statewide Fleet Administration receives notice of a photo radar citation from the issuing law enforcement agency, the driver will be contacted about resolution of the citation.

107103-9 PERSONAL EXPENSE REIMBURSEMENT

- Agencies may be charged a \$25 fee for processing personal expense reimbursement requests. Drivers may request reimbursement for use of personal credit card to purchase fuel for a DAS Fleet vehicle when the fuel credit card is lost or damaged.

107103-10 SMOKING

- Smoking is not allowed in any state-owned vehicle. The agency will be billed for any cleanup or repairs required as a result of a driver or passenger smoking in a state vehicle.

107103-11 LOST & FOUND

- All property left in vehicles will be kept in "Lost and Found" and may be disposed of after two weeks from the date it was found.

107103-12 ANIMALS

- Animals may not ride in state vehicles except as permitted to accomplish state business by Oregon Administrative Rule, and with permission of DAS Statewide Fleet Administration. Animals riding in state vehicles, by permission of DAS Statewide Fleet Administration, must be in an enclosed cage or kennel. Cleaning or detailing costs that result due to animals in the vehicle will be billed to the agency.