I. PURPOSE

The purpose of this Standard Procedure is to establish the Department's policies and procedures on the use of state owned vehicles.

II. POLICIES

The following policies will be followed by all Department employees.

A. Request for Vehicles

1. The manager of the ORG. unit desiring a state owned vehicle will complete (questions 1 through 5) the "Request for Assignment of State Owned Vehicle" (Attachment II). The completed, signed and approved request will be forwarded to Connie Garbiso, Fleet Management Coordinator.

2. The Fleet Management Coordinator will review the estimated annual mileage and the vehicle use. If the annual estimated mileage exceeds 12,600 or the vehicle use is unique enough to justify the lesser mileage, the Fleet Management Coordinator will continue processing the request. If neither of the requirements are met the request will be returned to the ORG. unit manager unapproved.

3. The Fleet Management Coordinator will review the use of all CDLE vehicles to determine if the request can be fulfilled by the transfer of an under-utilized vehicle. If a vehicle is not available from within the Department, the Fleet Management Coordinator will contact State Fleet Management and determine if a vehicle is available and the estimated costs both fixed and variable. The estimated cost will be documented on the request form. The Fleet Management Coordinator will sign the request and forward the request to the Department's Budget Office.

4. If the request is to be fulfilled by the transfer of a vehicle, the Fleet Management Coordinator will notify the ORG. unit manager of the unit giving up the vehicle, the requesting ORG. unit manager, the Accounts Payable supervisor and the Budget Office of the monthly lease and the per mile costs so that the appropriate changes can be made in the necessary additions to the ORG. unit Expense Budget.

5. Upon receipt of the request which has been approved by the Fleet Management Coordinator,
the Budget Office will assure funds are available. The request will be approved/disapproved and signed by the Budget Office. An approved request will be returned to the Fleet Management Coordinator who will obtain the vehicle for the requesting ORG. unit. The Fleet Management Coordinator will advise the Accounts Payable supervisor of the new vehicle assignment. The Fleet Management Coordinator will arrange with the State Fleet Management the activities necessary to receive the additional vehicle. The Budget office will make the necessary additions to the ORG. unit Expense Budget.

6. A disapproved request will be returned to the Fleet Management Coordinator who will notify the ORG. unit manager of the disapproval.

B. Use and Reporting for State Owned Vehicles

1. The Department Approved Vehicle Mileage Log (Attachment I) will accompany all vehicles (pool or individually assigned). These logs will be completed for each individual trip taken. The information required on the log is organizational unit, time in, time out, driver's social security number, beginning odometer, ending odometer, purpose, business miles driven, and commuter miles driven. Commuter miles are defined as any mileage driven between an employee's home and normal work location. By the 20th of each month the responsible individual (pool car administrator or individual assigned vehicle-individual) will complete a Monthly Odometer Report. The Monthly Odometer Report will document the vehicle number, any commuter mileage and the ending odometer reading. The source of information for this report will be the Vehicle Mileage Log. This report must be approved by either the administrator of the pool vehicle or the ORG. unit manager of the individual to which the vehicle is assigned. Upon completion of the fiscal year (June 30) the Vehicle Mileage Log will be sent to the Department's Fleet Management Coordinator.

2. The Monthly Odometer Report is required to be submitted to the Fleet Management Coordinator no later than the 20th day of the month. If employees are going to be gone on the 20th day, the report should be submitted prior to the employee leaving. These odometer readings are then forwarded to the General Support Services, Colorado State Fleet Management. Effective FY92, Colorado State Fleet Management is levying a 1,000 mile default fine for all reports that are submitted late (1000 x current variable rate - e.g. 1000 x $.08 = $80.00). The ORG. unit will be charged the late fee.

3. Employees are allowed to take a state vehicle home the night before a trip (official state business) without a commuter mileage charge, if the trip will begin by 6:30 AM the next morning. Employees are also allowed to take the vehicle home without a commuter mileage charge if the employee would return to his normal work location after 5:00 PM. Employees who have assigned vehicles which are an employee's primary office may have to pay commuter mileage. Each assignment will be individually reviewed to determine if the driver must pay commuter mileage. The criteria used to determine if the driver must pay commuter mileage will be those established by General Support Services, Colorado State Fleet Management. To determine if an assigned vehicle is an employee's primary office a written explanation of the use of the vehicle must be submitted to the Associate Director of Finance. Each case will be judged on an individual basis.

4. All employees who anticipate using a State owned vehicle for commuting purposes must receive the prior approval of the CDLE Executive Director. Approval will be obtained by
completing and submitting a "Commuting Authorization Form" as required by Colorado State Fleet Management. These forms may be obtained from the Fleet Management Coordinator. The payment for commuter mileage will be made by payroll deduction. The amount of the payroll deduction will be computed using the "Commuting Rate Table" provided by Colorado State Fleet Management. The "Commuting Authorization Form" must be completed and submitted to the Fleet Management Coordinator. It will be reviewed by the Finance Office and forwarded to the Executive Director with a recommendation for approval or disapproval. Employees who have not obtained prior approval for commuting in a State vehicle are NOT authorized to incur commuter mileage. All employees with a permanent assigned State owned vehicle must complete a "Commuting Authorization Form". If no authorization for commuter mileage is being requested, indicate by responding "N/A" in the "One-way Commuting Distance" field of the form and the statement "No authorization for commuter mileage requested" in the justification section of Part C of the form. The "Payroll Deduction Information" (Section C) is to be left blank.

5. Department employees are required to use state owned credit cards and are required to use designated and self service gasoline facilities when they are available. Maintenance on any vehicle must be pre-approved through Fleet Management (303-289-5050 or 303-289-5051).

6. Any questions regarding Fleet Management requirements should be addressed to Patricia Torres the Fleet Management Coordinator. She can be reached at 303-318-8013, and is located at 1515 Arapahoe St. T2/400, Denver, 80202-2117.

7. Pool vehicles (a vehicle assigned to a ORG. unit for use by all employees needing a state vehicle) are assigned to ORG. units. The ORG. unit manager is responsible for selecting a pool vehicle administrator. This administrator is responsible for scheduling the use of the vehicle, checking the vehicle in and out, and submitting the Monthly Odometer Report.

C. Monitoring of State Owned Vehicles

1. At the end of each calendar quarter the Fleet Management Coordinator will send the Budget Office a written report detailing the ending odometer reading for all state owned vehicles assigned to the Department.

2. Upon receipt of the written mileage report, the Budget Office will compute the use of the vehicles assigned to the Department. The Budget Office will analyze the information gathered and make recommendations for vehicle assignment or elimination to the CDLE management team.

3. This Standard Procedure is effective immediately.
TO: Patricia Torres  
Fleet Management Coordinator

FROM: ___________________________  Approved:  
Organizational Unit Manager  Program/Division Director

DATE:

1. A state owned vehicle is needed to:

2. The type of vehicle needed is (truck, car, van, etc):

3. The estimated annual miles the vehicle will be driven is:

4. Special equipment needed on the vehicle is:

5. Coding for the vehicle is: Org. ______, Appr ______, GBL _______

The estimated annual mileage exceeds the 12,600 requirement or the use of the vehicle is unique enough to meet the requirements for vehicle assignment. The estimated cost for the vehicle is ___________/month (fixed) and ___________/mile (variable). The license number of the available vehicle from within the Department is ____________________________.

_________________________________________  Date

Fleet Management Coordinator  

_________________________________________  Date

Budget Director  
The cost center or program has the funds available for the estimated cost of the vehicle