

# CARE AND OPERATION OF FLEET VEHICLES

## *Operators and Uses*

- ⊗ Any state employee holding a valid Arizona driver's license may be an operator if authorized by the employee's agency.
- ⊗ An operator shall use an ADOA Fleet Management vehicle only for state government activities as prescribed under A.R.S. § 38-538.02. Prohibited uses include the following:
  - Domicile-to-duty transportation of a state employee, unless specifically authorized by the employee's agency director;
  - Personal convenience; or
  - Transportation of family members or friends, or any person not essential to accomplishing the purpose for which the vehicle is dispatched.

## *Operator Responsibilities*

- ⊗ Fueling facilities
  - An operator shall use an approved fueling facility whenever available. If an approved fueling facility is not available, an operator shall use a fueling facility that accepts the ADOA Fleet Management-issued credit card, if possible.
  - An operator assigned an alternative fuel vehicle shall use alternative fuel whenever available.
  - An operator shall use regular unleaded fuel.
  - Except in the case of emergency, operators within the Capitol area shall use the ADOA Fleet Management facility located at 150 West Madison, Phoenix, Arizona to refuel ADOA Fleet Management vehicles.
- ⊗ Purchases and repairs
  - An operator shall use the ADOA Fleet Management-issued credit card for purchases and repairs up to \$50.00 only on ADOA Fleet Management vehicles.

- An operator shall obtain authorization from the maintenance provider before making a purchase or repair for an ADOA Fleet Management vehicle that costs more than \$50.00.

#### ⊗ Accident reporting

- An operator shall report an ADOA Fleet Management vehicle accident to the police and shall make a written report to ADOA Fleet Management within 24 hours after the accident using the automobile loss report form contained in the accident reporting packet. If the operator is incapacitated, the operator's supervisor shall make the report.
- The operator and the operator's supervisor shall sign the automobile loss report and give it to ADOA Fleet Management within 24 hours after the accident.
- If another driver is involved, the operator shall request that the other driver fill out the witness information card located in the accident reporting packet. The operator shall obtain the name and telephone number of any witness.
- The operator shall submit the police report regarding the accident to ADOA Fleet Management within 10 calendar days after the accident.

#### ⊗ Traffic citations

- An operator is personally responsible for the prompt payment of any fine for a moving or non-moving traffic citation, other than for mechanical failure, received while driving an ADOA Fleet Management vehicle.
- If a citation is received for mechanical failure, the operator shall, as soon as possible, deliver the vehicle, with the citation, to ADOA Fleet Management for repair.
- An operator who receives a traffic citation while driving an ADOA Fleet Management vehicle and fails to resolve the matter within 90 calendar days of the citation shall lose the privilege of operating an ADOA Fleet Management vehicle. The operator's privilege shall be reinstated when the operator provides ADOA Fleet Management with verification that the operator paid the fine, successfully contested the traffic citation, or attended traffic school and possesses a valid driver's license.

⊗ Vehicle operation

- The operator and all passengers shall wear seat belts while the vehicle is in motion.
- An operator is responsible for the safe and careful operation of an ADOA Fleet Management vehicle and for observing all directives Issued by the Governor.

⊗ Care of vehicles. An operator shall ensure that:

- An ADOA Fleet Management vehicle is properly warmed as prescribed in the vehicle operation manual before operation;
- An ADOA Fleet Management vehicle is kept clean and free of litter;
- Any defect or malfunction is promptly reported to ADOA Fleet Management. If the ADOA Fleet administrator determines that the operator is negligent and fails to safeguard the ADOA Fleet Management vehicle, the cost of any resulting damage shall be billed to the using agency;
- The vehicle maintenance schedule is followed. ADOA Fleet Management vehicles not brought in for scheduled service are subject to recall; and
- Smoking does not occur in an ADOA Fleet Management vehicle.
  - If ADOA Fleet Management determines that smoking occurred in an ADOA Fleet Management vehicle, the operator's agency shall be billed for the cleaning expense.
  - A subsequent incident of smoking in an ADOA Fleet Management vehicle shall result in the operator losing the privilege to operate an ADOA Fleet Management vehicle.