

Office of the State Public Defender Administrative Policies

Subject: Vehicle Management Policy	Policy No.: 220
Title	Pages: 2
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1. POLICY

The Office of the State Public Defender (OPD) provides state cars to each office. An Office Fleet Manager will be designated in writing for each office to serve as liaison to the Central Services Division regarding vehicles assigned to the local office.

2. PROCEDURE

- 2.1 The Regional Deputy Public Defender, Managing Attorney or Division Administrator will designate an Office Fleet Manager and a back-up fleet manager and the Central Services Division will keep this information on file.
- 2.2 All agency vehicles will be assigned confidential license plates, and will have the following in the glove compartment:
 - 2.2.1 A fuel card to be used for fuel, car washes and incidentals such as windshield washer fluid or windshield wipers. All other purchases must be approved by State Motor Pool. All non-fuel receipts must be sent directly to State Motor Pool.
 - 2.2.2 Registration including the confidential plate number. The original motor pool registration and the original motor pool license plates are to be kept in the trunk.
 - 2.2.3 Incident report forms.
 - 2.2.4 Motor pool guidelines.
- 2.3 The Office Fleet Manager will be responsible for:
 - 2.3.1 Scheduling and calendaring the use of all vehicles assigned to the office. Scheduling will not be done on a first-come first-served basis, but to provide the greatest benefit to the agency. In most cases, this means that priority will be given to the user traveling the greatest distance.
 - 2.3.2 Ensuring the security of vehicle keys.
 - 2.3.3 Ensuring that routine maintenance is performed as scheduled.
 - 2.3.4 Reporting the monthly mileage and actual number of days used to the Central Services Division based on the vehicle log. Vehicle logs are to be maintained in the office for three years to ensure they are available for audit purposes.
 - 2.3.5 Notifying vehicle users in writing if a state vehicle is not available for their planned itinerary.
 - 2.3.6 Ensuring that incident reports are completed, photographs taken, and the

appropriate signatures are obtained prior to submitting the report to the Central Services Division.

- 2.4 The vehicle user will be responsible for:
 - 2.4.1 Maintaining the vehicle log each time the car is used.
 - 2.4.2 Paying for parking, which can be reimbursed by submitting a travel voucher. Parking tickets will not be paid by OPD.
 - 2.4.3 Ensuring that the vehicle has at least a half tank of gas upon return.
 - 2.4.4 Removing trash from the vehicle and leaving it clean for the next user.
 - 2.4.5 Ensuring that the exterior of the vehicle is clean enough for safe driving.
 - 2.4.6 Reporting needed maintenance or repairs to the Office Fleet Manager.
 - 2.4.7 Reporting accidents to the Office Fleet Manager and completing the incident report.

3. **CLOSING**

This policy shall be followed unless it conflicts with negotiated labor contracts or specific statutes, which shall take precedence to the extent applicable.

Questions about this policy can be directed to your supervisor or to:

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