

Division of Youth Rehabilitative Services

Chapter 2: Professional Practices	Policy # 2.19	Page: 1 of 3
Subject: Security and Assignment of Division and Fleet Vehicles	Standards: ACA: 4-JCF-2A-24 4-JCF-1-C-17, 3-JDF-3A-24 &25, DSCYF #509 Title 29, Delaware Code, §7106, Fleet Link Handbook	
Effective Date: 6/1/15	Revised:	

- I. PURPOSE: To provide staff safety guidelines and accountability for the operation of State issued vehicles.
- II. POLICY: The proper use of official vehicles is required to ensure the safety of all occupants, the prevention of non-authorized use and other accountabilities.
- III. PROCEDURES:
 - A. Vehicle Assignment:
 1. A Fleet vehicle may be reserved for a daily fee to the requesting Division.
 2. A Fleet vehicle may also be assigned or blocked to an administrative unit due to the proven consistent need to have a vehicle available for the carious responsibilities. This is also paid for by the assigned Division.
 3. A Fleet vehicle is used for professional or official business only. The driver is responsible for any fees or fines accrued while operating a Fleet Vehicle. Reserving a Fleet vehicle for purposes other than conducting State business is prohibited as pursuant Title 29, Delaware Code, §7106.
 - B. Vehicle Safety:
 1. Keys for Fleet vehicles shall be kept securely in a designated area.
 2. A record of all keys issued shall be kept in the Control Room or office location. This record shall include:
 - a. Name of staff member whom the key is issued
 - b. Time and date of key assignment
 - c. Destination of trip

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3. Windows of all vehicles shall be closed and doors locked at all times when not in use.
 4. Each vehicle is equipped with a GPS tracking system for staff and client safety. This system also detects vehicle speed, location, and maintenance information.
 5. The Fleet vehicle handbook can be access via <http://gss.omb.gov/Flrrt/documents/fs-handbook.pdf>
- C. Personal Vehicle Parking: Staff shall park all personal vehicles in the assigned staff parking lot. No car shall be left unattended with the keys in the ignition (running or idle).
- D. Personal Vehicle Use for Official Business: If you choose to use your personal vehicle for business, the following will apply:
1. You are responsible for tolls and gas.
 2. No personal vehicle shall be used to transport youth or youth family members.
- E. Insurance: Fleet vehicles are covered under the State insurance policy.
- F. Maintenance of Vehicles:
1. The assigned driver shall be responsible for reporting any notable issues or concerns with the vehicle.
 2. The gas tanks shall always be at least half full upon return.
 3. The care and safety of Fleet vehicles should be consistent with all emergency weather notifications and observations.

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Review Date:	Reviewed By:
6/1/15	Nancy S. Dutz
5/16/16	Nancy S. Dutz

