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 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>INTRODUCTION</p>
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 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>INTRODUCTION</p>
	<p><i>Subject</i></p> <p>Design of This Guidance Manual</p>

**ORGANIZATION & NUMBERING:**

**Chapters**—The subject matter in the manual is divided into chapters. The chapter title appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

**“FM” Prefix**—Preceding each subject number, this prefix stands for the manual title *Fleet Management*.

**Subject Title**—The title of a subject appears in the upper right-hand corner of the first page of a subject and in the upper left-hand corner of any subsequent page.

**Date**—The latest issuance date of a subject appears at the bottom of each page of the subject. This date agrees with the latest issuance date shown for the subject in the Table of Contents (**FM-01**).

**Page Numbering**—Each subject has its own page numbering, which appears at the bottom of each page.

**LOCATING INFORMATION:**

**Indexes**—To help you quickly find information in the manual, two indexes appear at the front. Each index entry includes the corresponding subject number in the manual where you will find detailed information for the entry.

**LOCATING  
INFORMATION  
(cont.):**

**Table of Contents (FM-01)**—This index lists the titles of the manual's chapters and their subjects, as well as other information, in numerical order. It includes the latest issuance dates of all the subjects. As the manual matures, these dates change.

**Alphabetical Index (FM-02)**—This index alphabetically lists key information in the manual. Generally, it directs you to subject titles and to margin, paragraph, and subparagraph headings within subjects. This index is your main tool for finding specific information in the manual.

**CROSS-  
REFERENCES  
IN MANUAL:**

**Subject Numbers in Parentheses**—When you see a subject number in parentheses within the narrative on a page, refer to that number for more information about the subject.

**QUESTIONS:**

**Whom to Contact**—If you have any questions about the content of the manual, please call the Director of the Division of Fleet Management at **502-564-2260**. If you need additional copies of the manual, contact the Policy Support Branch.



 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>General Information</p>
	<p><i>Subject</i></p> <p>Overview</p>

**PURPOSE OF MANUAL:**

This manual has been developed for the guidance of state personnel who utilize Fleet Management–owned vehicles and other services provided by the Division of Fleet Management. It promotes uniformity in the interpretation and administration of laws, policies, rules, and regulations that are applicable to the Division of Fleet Management and its relationship with other agencies.

**MISSION STATEMENT:**

The Division of Fleet Management shall provide safe, cost-effective, and essential vehicular transportation for a cabinet, agency, or other entity of the Commonwealth of Kentucky that will allow its personnel to carry out their duties efficiently.

**DIVISION GOALS:** The goals of the division are:

- Deliver the best possible service to customers
- Continue to improve communications with customers
- Meet customers’ needs in a timely manner
- Integrate the latest technologies in all aspects of fleet management
- Show continuous improvement in all facets of fleet management

**DIVISION DUTIES:** The division:

- Efficiently maintains the statewide fleet of vehicles
- Assures effective utilization of Fleet Management–owned vehicles
- Establishes procedures governing the purchase, licensure, use, lease, maintenance, and disposal of Fleet Management–owned vehicles

**DIVISION  
SERVICES:**

Fleet Management services include:

- Assigning vehicles (permanent, temporary, or individual trip)
- Vehicle refueling, maintenance, insurance coverage, and accident repair
- Receiving new vehicles and verifying that vehicle specifications are correct
- Preparing new and used vehicles for distribution to customer agencies
- Meeting with customer agencies to determine vehicle needs
- Providing billing and inventory information
- Providing a pool of loaner units at the State Service Garage for use during long-term repairs, subject to availability
- Providing a State Service Garage shuttle van service for State employees that must leave their vehicle for work to be done. The service offers three trips per day to six locations.
- Operating a full-service car wash at the State Service Garage and Frankfort Motor Pool
- Operating a 24-hour lighted refueling facility at the Frankfort Motor Pool to provide regular unleaded and ethanol (E-85) to all Fuel card account holders
- Pursuant to KAR 600 1:120, determining vehicle retirement schedules, which are based on historical operating costs, past performance, and replacement availability

Final determination is based on operating costs, purchase price, make, model, current vehicle condition, and available funds.

**AGENCY FLEET**

**COORDINATORS:** Fleet Management maintains a list of agency fleet coordinators to meet agency fleet needs.

To help keep the agency fleet coordinators list up-to-date, the division requests agencies to contact the Inventory and Surplus Section, at **502-564-9943**, when agency contacts change.

Correspondence may be sent to:

Division of Fleet Management  
369 Warsaw Street  
Frankfort, KY 40622

Civilian Traffic Collision Report may be faxed to:

**502-564-9708**  
Attn: Fleet Management Help Desk



**REQUISITIONS:** Identification of Need:

For vehicles managed and assigned by The Division of Fleet Management, Fleet's Inventory and Surplus Section identifies replacement passenger vehicle needs based upon budgeted funding as well as internal inventory information and information provided by agency fleet coordinators.

**PROCEDURE:** Requisitioning:

All agency vehicle purchase requests or orders are to be processed through the Management Administrative and Reporting System (MARS) Procurement Desktop (PD) module. For step-by-step assistance when making a MARS/PD request or placing an order, customers may use the *MARS Tip Sheet*, located at:

<http://www.state.ky.us/agencies/adm/mars/VehiclePurchase.doc>

This document was created when Fleet Management was a part of the Transportation Cabinet, but the general principles and procedures remain intact for MARS functions until the document is updated.

All new passenger vehicle equipment requests are to be sent to the Division of Fleet Management for consideration and approval by the Vehicle Technical Review Committee and the Finance Exceptions Committee.

**VEHICLE**

**SPECIFICATIONS:** Fleet Management staff develops written specifications for vehicle purchase and related safety features.

**INSPECTIONS OF**

**NEW VEHICLES:** Fleet Management staff inspects all new vehicles to determine whether the vehicles meet both contractual and safety requirements. The staff enters approved vehicles into the Operations Management System (OMS). The division refuses acceptance of any vehicles not meeting contractual obligations or safety requirements and returns them to the dealer.

**MARKING &  
LICENSING:**

The Division of Fleet Management ensures an official Commonwealth of Kentucky license plate is assigned to each vehicle. Also, pursuant to KRS 186.065, the Great Seal of Kentucky, along with the words *For Official Use Only*, is attached to the left and right front doors.

**Exceptions:** Nongovernmental license plates are issued pursuant to KRS 186.065.



 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>MOTOR POOL</p>
	<p><i>Subject</i></p> <p>Policies &amp; Procedures</p>

**FLEET MANAGEMENT**

**MOTOR POOL:** The Division of Fleet Management has one motor pool for daily vehicle use:

- Frankfort Motor Pool, **502-564-4680**

**RESERVATIONS:** The motor pool assigns units through telephone/walk-in reservations. Individual customers may also make reservations through the Fleet Management Motor Pool Reservation System via the Internet:

[http://dotsobntop1.kytc.state.ky.us/olrdot/OLR.OLR\\_veh\\_avail.show](http://dotsobntop1.kytc.state.ky.us/olrdot/OLR.OLR_veh_avail.show)

The Motor Pool Reservation System randomly assigns a vehicle by the type selected for reservation. If a customer has special needs or questions regarding the trip, he or she may contact the Frankfort Motor Pool at **502-564-4680**.

**MOTOR POOL STAFF**

**RESPONSIBILITIES:** When a customer arrives at the motor pool office to reserve a vehicle, the motor pool reservation system automatically chooses the vehicle for reservation. When a customer submits the FM-3 form, *Trip Ticket (Exhibit 01)*, the motor pool office keeps two copies and returns two copies to the customer for retention within his or her office for internal billing inquiries. Any customer using MARS Travel Reservation System provides a copy of the TE, TEO, or TEI to the motor pool attendant, who makes a copy for the customer, upon request. To sign out a vehicle, the customer provides the following information on the FM-2 form, *Daily Sign-Out Report (Exhibit 02)*, at the motor pool office:

**MOTOR POOL STAFF  
RESPONSIBILITIES****(cont.):**

- Vehicle License Number
- Type of Vehicle
- Time Out
- Odometer Out
- Destination
- Signature of Customer

The Frankfort Motor Pool staff may provide the customer with:

- In-state and out-of-state fuel-site listings
- Kentucky map
- Ice scraper if necessary

A list of official fuel sites by city or county is available on-line at <http://www.kytc.state.ky.us/fleetmgt/fuelinfo.htm>. A current fuel list is in the glove box of each motor pool vehicle.

**INDIVIDUAL TRIP  
BASIS:**

Customers may request a motor pool vehicle through:

- Motor Pool Reservation System at:

[http://dotsobntop1.kytc.state.ky.us/olrdot/OLR.OLR\\_veh\\_avail.show](http://dotsobntop1.kytc.state.ky.us/olrdot/OLR.OLR_veh_avail.show)

- Frankfort Motor Pool at:

Phone **502-564-4680** or Fax **502-564-1274**

Once a driver has reserved a vehicle, the Motor Pool Reservation System issues a reservation number. Before dispatching the vehicle, the motor pool office assures that the following requirements are met:

- The driver completes lines 1 through 7 of the Trip Ticket with the reservation number in the upper left corner and the signature of the driver's executive director, commissioner, or director.

**INDIVIDUAL TRIP  
BASIS (cont.):**

- The driver presents a valid driver's license.

**Note:** The Motor Pool Reservation System automatically checks the driver's license for validity. If the license proves invalid for any reason, the motor pool does not issue the driver a vehicle.

- The driver signs the Daily Sign-Out Report.
- For any motor pool reservation longer than 15 days, the driver's executive director, commissioner, or director submits a request for approval to the Motor Pool Branch Manager.
- For any motor pool reservation longer than 30 days, the driver's executive director, commissioner, or director submits written justification for approval to the Director of the Division of Fleet Management.

**USE OF MARS  
TRAVEL  
RESERVATION  
SYSTEM:**

Employees working for an agency utilizing the MARS Travel Reservation System are to provide their valid travel (TE, TEI, or TEO) reservation numbers. The motor pool reservation requires the application of all levels of approval before the release of the vehicle.

**OPERATOR  
REQUIREMENTS:**

The motor pool office requires any individual picking up a vehicle for someone else to show an operator's license for identification, which the office checks for validity prior to releasing the vehicle. The motor pool office then records the vehicle departing mileage on the Trip Ticket and gives two signed copies of the trip ticket to the driver. The driver is responsible for recording the returning mileage on the trip ticket and forwarding a copy to his or her respective accounting section for reconciliation of the bill.

**AFTER-HOURS  
PICKUP:**

If a customer needs to schedule pickup of a vehicle during nonworking hours (before 7:00 a.m. or after 5:00 p.m.), he or she is to make arrangements with the motor pool staff. If a customer cannot pick up or return a vehicle at the scheduled time, he or she is to notify the motor pool immediately.

**NORMAL BUSINESS  
HOURS FOR  
VEHICLE PICKUP  
OR RETURN:**

Normal business hours for the pickup or return of a vehicle are 7:00 a.m. to 5:00 p.m. For assistance in finalizing a trip, the customer is to contact the motor pool staff. The customer is to record mileage in and time in on the FM-1 form, *Daily Sign-In Report (Exhibit 03)*.

**AFTER-HOURS  
RETURN:**

When the driver returns the vehicle after hours, he or she is to:

- Complete the sign-in roster affixed to the front entrance door with the following information:
  - ◆ Vehicle License Number
  - ◆ Time In
  - ◆ Odometer Reading (**correct mileage information is of the utmost importance**)
  - ◆ Customer Signature
- Return the vehicle with a full tank of gas
- Remove all personal items and all trash (that is, return the vehicle as clean as it was when assigned)
- Deposit the keys through the drop slot in the main entrance door

**VEHICLE  
MALFUNCTION:**

Upon returning to the motor pool, the driver is to report in the "Remarks" section of the Daily Sign-In Report any malfunctions or problems encountered while using the vehicle.

**BREAKDOWNS  
AFTER NORMAL  
BUSINESS  
HOURS:**

Should a driver experience a breakdown with a motor pool vehicle after normal business hours, he or she is to contact the Transportation Operations Center (TOC) at **502-564-2080**. Staffed 24 hours a day, the TOC will call for assistance or will arrange for the vehicle to be towed to the nearest garage for repair. Moreover, the TOC will call someone to pick up the driver, at his or her request, or will call the local Transportation Cabinet highway superintendent to transport the driver to the nearest motel or safe place.

**MOTOR POOL**

**BILLING:** Motor pool billing charges are assessed on a weekly basis. Any funding information supplied to the motor pool when reserving a vehicle must be accurate.



 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>PERMANENT VEHICLE ASSIGNMENT</p>
	<p><i>Subject</i></p> <p>Policies &amp; Procedures</p>

**BILLING:** Fleet Management assigns all vehicles the appropriate MARS funding strip for monthly and overage mileage charges. Fleet Management rental rate schedules serve as the basis for vehicle charges.

Users are to report mileage as follows:

- **KYTC Operations Management System (OMS)**—Users are to report vehicle usage via OMS work orders.
- **KYTC Non-OMS**—Users are to report vehicle usage via Transportation Improved Payroll System (TIPS).
- **Non-KYTC**—Users are to report the ending odometer readings in the Agency Assigned Vehicles System (AAVS) by the last business day of the current month.

AAVS is a security-enhanced Internet-based mileage reporting system, located at:

<https://cdc.state.ky.us/kytc/aavs/km>

Agencies within each cabinet are to designate one employee as the Key Master and one back-up Key Master. The Key Master is to enter the odometer readings into AAVS by the 25<sup>th</sup> of the month. Any odometer readings recorded after the end of the month are to be billed in the next month’s cycle.

- **Non-KYTC/Non-AAVS**—Users are to report mileage on the FM-5, *Monthly Mileage Report for Permanently Assigned Vehicles (Exhibit 04)*, which can be found inside the Fleet Management folder in the E-Forms Library. Fleet Management is to receive the form no later than the 25<sup>th</sup> of the current month. The form is to show:

**BILLING (cont.):**

- ◆ License Plate Number
- ◆ Make and Model
- ◆ Cabinet Name and Code
- ◆ Division Name and Code
- ◆ Reporting Period
- ◆ Actual Location of Vehicle
- ◆ Driver Name, Telephone Number, and Signature
- ◆ Odometer Reading (which should be the same at the beginning of the current reporting period as it was at the end of the previous reporting period)

**Note:** Fuel receipts or fuel data are **not** to be sent to Fleet Management. Fuel receipts shall be signed and filed by the agency for one year.

**BILLING SCHEDULE:**

**1<sup>st</sup> of the Month**—Assessed, also called “monthly minimum,” is the amount billed on the 1<sup>st</sup> of each month for vehicles leased to an agency by Fleet Management. For this amount the agency receives a monthly allotment of mileage, which varies with the type of vehicle. If the vehicle does not exceed this monthly allotment of mileage, Fleet Management bills the agency only the assessed amount. Services provided for the assessment include vehicle replacement, fuel, maintenance, insurance, and overhead.

**5<sup>th</sup> of the Month**—Overage billing occurs only when an agency drives a vehicle over the monthly allotted mileage. This billing is for only the miles driven over the monthly allotment at a per-mile rate. Charge rates for overage mileage are calculated to recover the additional fuel and maintenance costs. If overage mileage occurs, it will post after the 5<sup>th</sup> for the previous months reported usage.

**Note:** Any delay in reporting may result in additional mileage charges for that vehicle.

**REIMBURSEMENTS:**

If you are reimbursed for Fuel by Fleet Management, you must submit the paper work **each month** and **always within the Fiscal year, Fleet Management cannot reimburse for reports sent in for the prior Fiscal year.**

**INVENTORY:**

The Fleet Management Inventory and Surplus Section maintains a list of all state-owned vehicles as required by KAR 600 1:120, Section 3(1). The Inventory and Surplus

Section identifies vehicles in need of replacement and coordinates with agencies as replacement vehicles arrive.

**VEHICLE TECHNICAL  
REVIEW COMMITTEE:**

The Vehicle **Technical Review Committee** considers every request for new and replacement vehicles. The purpose of the committee is to ensure the correct vehicles are purchased for the vehicle application.

**VEHICLE EXCHANGE:**

Changes in an agency's vehicle needs are addressed by the **Vehicle Technical Review Committee**. If an agency coordinator requests a vehicle exchange, Fleet Management bases the exchange on a utilization meeting, vehicle availability, and budget limitations.

Fleet Management exchanges vehicles on a one-for-one basis. Exceptions may be granted via written request to the Director of the Division of Fleet Management. The FM-4 form, *Assignment Transaction Form (Exhibit 05)*, is to be completed on exchange of vehicles. The driver is to remove all personal and work-related items from the vehicle being replaced and return the fuel card and all keys provided for the vehicle.

**VEHICLE TRANSFER:**

An employee shall not transfer a vehicle to another employee, nor shall an agency or any of its subdivisions transfer a vehicle to another entity without notifying the Fleet Management Inventory and Surplus Section prior to moving the vehicle. Notification must be in writing from the delegated agency fleet coordinator.



 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>VEHICLE OPERATION</p>
	<p><i>Subject</i></p> <p>Policies &amp; Procedures</p>

**AUTHORIZED  
USERS:**

Pursuant to KRS 44.045(2), all Fleet Management–owned vehicles are to be used solely for official business of the Commonwealth. The vehicle operator is to be an employee or agent of the Commonwealth of Kentucky and have a valid operator's license. An agent of the state is someone who has a signed contract with the state to perform a specific function or provide a specific service. If an agency is uncertain whether someone is an agent of the state, the agency may contact its legal or human resources department.

**PASSENGERS:**

Passengers in state vehicles are limited to state government employees and persons connected with official state business.

Nonstate government employee passengers may ride in a Fleet Management–owned vehicle only during emergencies. A state employee may transport a guest in a state vehicle only after receiving written permission from the employee’s division director and completing the FM-6 form, *Authorization for State Employee to Carry Non-State Employee Passenger in State-Owned Vehicles (Exhibit 06)*.

**PROHIBITED  
VEHICLE USE:**

Reckless driving or speeding.

Use for personal purpose or business.

Use of radar-detection devices.

Any other use not expressly authorized by this manual.

All questions regarding the appropriate use of a state vehicle should be directed to agency fleet managers/contacts.

 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>VEHICLE OPERATION</p>
	<p><i>Subject</i></p> <p>Policies &amp; Procedures</p>

**CHILD**

**PASSENGERS:** Pursuant to KRS 189.125, an employee in a state-owned vehicle transporting a child of 40 inches or less in height shall have the child properly secured in a child restraint system that meets federal motor vehicle safety standards.

**OPERATION:** Employees operating Fleet Management–owned vehicles are to comply with all laws, policies, rules, and regulations governing their use. Operators are to drive in a legal, safe, and courteous manner.

**Lap/Shoulder Belts**—All individuals in the vehicle are to wear lap/shoulder safety belts.

**Smoking Policy**—As an extension of the recently enacted prohibition on smoking in all state facilities, smoking is also expressly prohibited in all State Fleet Management vehicles

**Nonworking Hours Parking**—Employees using Fleet Management–owned vehicles on a per-trip basis outside regular working hours are permitted to park the vehicles at their residences provided they have their agency head’s/supervisor’s prior approval.

**LIABILITY  
INSURANCE:**

The Commonwealth of Kentucky provides liability insurance on the state fleet of vehicles. All state employees operating Fleet Management–owned motor vehicles, including motor pool vehicles, have this coverage. If an employee chooses to have additional limits of insurance (secondary), the employee is to purchase a "rider" on his or her personal automobile insurance policy. For further details employees may contact the Department of Insurance at **502-564-6055**.

At insurance renewal time, Fleet Management is to send new insurance cards to the Fleet Management agency coordinators. A card is to be placed in the glove box of each vehicle leased to an agency. The card is to remain in the glove box at all times.

**VEHICLE**

**MODIFICATIONS:** Modifications to vehicles are not to be made without prior written approval from the Fleet Services Branch Manager of the Division of Fleet Management.

**VIOLATIONS:** Any motor vehicle violation incurred while operating a Fleet Management–owned vehicle is solely the responsibility of the driver and is to be resolved in a timely manner.

**DAMAGE  
RESULTING  
FROM MISUSE:**

Drivers of state vehicles may be held responsible for vehicle damage if misuse is the determined cause of the damage. Repercussions may include disciplinary action and/or the requirement of reimbursement for loss incurred by that damage.

**ILLEGAL DRUGS &  
ALCOHOLIC  
BEVERAGES:**

The policy for the possession or use of illegal drugs or alcoholic beverages in Fleet Management–owned vehicles is as follows:

- No illegal drugs or alcoholic beverages are allowed in Fleet Management–owned vehicles.
- The vehicle operator and the passenger(s) are not to possess illegal drugs or alcoholic beverages while in a Fleet Management–owned vehicle.
- Individuals under the influence of illegal drugs or alcoholic beverages are not to operate Fleet Management–owned vehicles.

**FUEL CARDS:** Fuel cards are assigned to each vehicle maintained by Fleet Management. These cards are limited to fuel purchases only. Fuel must be purchased at a participating FleetOne fuel vendor. Vehicle fueling procedures are as follows:

1. Verify with cashier, by showing your fuel card, that the location accepts the Fuel card.
2. Pump the correct grade of fuel. If the vehicle is a flex fuel type you are required to use E85 when ever possible.
3. Enter the current odometer reading and personal identification number (PIN) on the keypad located inside the business.
4. Sign and file the receipt with your agency for one year.

### CARD

**RESTRICTIONS:** Card restrictions are assigned by (1) the type of fuel utilized by the vehicle and (2) the vehicle's fuel-tank capacity. For instance, if a Ford Taurus has a flex fuel engine (E-85) and has a manufacturer's fuel capacity listed at 15 gallons, the card is limited to unleaded fuel or ethanol and the maximum amount per fill-up is set at 17 gallons. The following is a complete list of restrictions:

- **Fuel Type:** Purchase is limited to the type of fuel used by the vehicle assigned to card.
- **Fuel Quantity:** Single purchase is limited to the fuel capacity of the particular make and model of the vehicle.
- **Fuel Grade:** Purchase is limited to regular unleaded fuel, ethanol, and diesel fuel only.

### PAYMENT PROBLEMS:

Upon encountering any problems with the fuel card during normal business hours (between 8:00 a.m. and 5:00 p.m., Monday through Friday); the vehicle operator is to call **502-564-4567 or 502-564-2260** and ask for assistance. If problems occur outside normal business hours, the operator may be required to pay for the fuel. To be reimbursed, the operator is to submit the amount on an expense voucher, accompanied with the receipt. When an after-hours problem occurs, the operator is to notify Fleet Management as soon as possible so that the problem may be resolved and the expense logged.

**CARD  
PROBLEMS:**

If a card is damaged, the operator is to contact Fleet Management at **502-564-4567 or 502-564-2260**. A duplicate card will be ordered and replaced for the damaged card. Once the card has been ordered, it takes approximately two business days to be delivered outside Frankfort. During this time the operator may use the card number manually. Employees located in Frankfort can pick up a duplicate card at the Division of Fleet Management, 369 Warsaw, anytime during normal business hours.

If a card is lost or stolen, the operator is to contact Fleet Management immediately so that the card can be deactivated. At this point a new card will be ordered, and the same time frame as above applies.

**PARTICIPATING  
FUEL SITES:**

Vehicle operators may view a list of Fuel sites, both statewide and national, at this Web site:

<http://transportation.ky.gov/fleetmgt/fuelinfo.htm>

This site also includes a mapping feature that identifies every Fuel station along an operator's planned route.



 <b>FLEET MANAGEMENT</b>	<i>Chapter</i>  VEHICLE OPERATION
	<i>Subject</i>  Lighting Packages

**DIRECTIVE:** SHS #05-P1.3a2, Division of Safety and Health Services, “Lighting Packages”

**PURPOSE:** The purpose of this directive is to provide compliance requirements and recommended guidelines to maximize employee safety and the visibility of vehicles and workers engaged in highway operation, maintenance, and construction work activities.

The hazard assessments of the tasks associated with work-zone and other highway maintenance and construction activities identify low visibility as a primary hazard to workers. Therefore, this directive, which is in conjunction with the master agreement, is intended to implement a standard for safer engineering and administrative controls to replace less-effective lighting and warning systems currently used on Transportation Cabinet vehicles. Moreover, it is intended as a measure to achieve long-term cost savings, as the new lighting packages require less maintenance and have a longer usage life than that currently used by the Cabinet.

Work activities defined as having potential high-risk exposure include but are not limited to the following:

- Emergency storm damage tasks
- Incident response
- Snow removal escorts
- Shadow vehicles for mobile operations
- Traffic control installers
- Road sign repair and installation
- Highway patching
- Skid-resistant testing
- Emergency responders

**SCOPE:** This directive shall be effective Transportation Cabinet-wide for all one-half-, three-quarter-, and one-ton trucks; sports utility vehicles (SUVs); vans; and sedans involved in highway operation, maintenance, and construction activities.

**AUTHORITY:** Sources to be referenced are as follows:

- Kentucky Revised Statute (KRS) 338.030, “General Duty”
- 29 Code of Federal Regulations (CFR) 1296.203, Subpart G—“Signs, Signals, and Barricades”
- *Manual on Uniform Traffic Control Devices (MUTCD)* Section 6D.03F, “Worker Safety Considerations”
- *Employee Safety and Health Manual*, Chapter 16

**Note:** Standard procedures for procurement and purchase approvals shall be followed.

**INSTALLATION:** The following instructions shall be implemented for vehicles that may be retrofitted with upgraded lighting packages.

The Division of Fleet Management shall install only the headlight and taillight strobes before delivery. At the discretion of the Chief District Engineer, each district office shall install the specific lighting package as outlined in this policy. The purchase and charges for installation of the lighting package shall be billed to the Division of Maintenance, the Division of Traffic Operations, or the Division of Construction.

**Note:** All retrofitting requests must have prior approval from the Division of Fleet Management.

**PACKAGE 1  
(LOWER RISK):**

Package 1 is to be utilized for lower risk/exposure activities.

All Transportation Cabinet one-half, three-quarter, and one-ton trucks; SUVs; vans; and work sedans shall be equipped with headlight/rear strobe packs. The strobe packs shall be installed to meet the requirements of KRS 189.043 for installation to headlights and the rear yellow lens, utilizing existing lighting lens. Should the rear yellow lens be physically too small to accept the strobe (for example, on the Taurus), then the rear red lens may be used. Additional magnetic top strobe for 360-degree visibility coverage is to be installed. Law enforcement “wig-wag” lighting installation is prohibited.

**PACKAGE 2,  
HIGH-RISK:**

Package 2 is to be used in addition to Package 1 headlight/rear strobe packs.

All Transportation Cabinet one-half-, three-quarter, and one-ton trucks; SUVs; vans; and work sedans engaged in high-risk activities shall be equipped, at a minimum, with a third-generation mini light-emitting diode (LED) light bar (18 to 24 inches with up to 6 heads, all amber front and rear, with 1 red in center facing the rear), which provides 360-degree visibility protection. (High-intensity lighting such as LED lights is far superior to strobe lights in darkness, rain, fog, and snow conditions.)

**PACKAGE 3,  
HIGH-RISK  
OPTIONAL:**

Package 3 is to be used in addition to Package 1 or 2.

All Transportation Cabinet one-half, three-quarter, and one-ton trucks; SUVs; vans; and work sedans engaged in high-risk activities may be equipped, in addition to Package 1 or Package 2, with an LED light bar (44 to 49 inches). All light heads are to be amber front and rear, with one or two red in the center facing the rear, providing 360-degree visibility protection. (High-intensity lighting such as LED lights is far superior to strobe lights in darkness, rain, fog, and snow conditions.)

**Note:** Mounting approval by the Division of Fleet Management shall be required for all vehicles weighing less than one ton. Mounting approval by the Division of Equipment shall be required for all one-ton vehicles.

**ADDITIONAL  
OPTIONS:**

Additional options include:

- LED NarrowStik, 39-inch: Supplemental LED lightstick to enhance visibility to the rear
- LED ArrowStik, 47-inch: Lightstick with capability of LED directional right, left, or caution-mode arrow to direct and enhance traffic flow
- Spotlight: Portable magnetic, mountable searchlight, or Light bar Takedowns

**USES &  
LIMITATIONS:**

The following limitations shall apply:

- Lighting packages shall be used for emergency situations to supplement more-prominent traffic-control devices and do not eliminate or replace standard work-zone traffic-control procedures.
- The ArrowStik shall not eliminate standard arrow panels (Type A, B, or C) or other standard traffic-control devices.
- ArrowStik use for two-lane, two-way highway work activities or for shoulder work shall be utilized only in the caution mode.

**ACTIVATION:**

The warning lights shall be activated when:

- A vehicle is engaged in a work-zone or incident-response operation within a temporary traffic-control zone
- Workers are out of the vehicle while in a lane of traffic or on the adjacent shoulder
- Vehicles are traveling less than 10 mph or are traveling more than 30 mph below the traffic operating speed within a mobile work zone

**Note:** Operators of warning lights shall:

- Exercise due care for the safety of others
- Never operate lights outside their intended uses
- Utilize all other necessary traffic control devices required pursuant to the *MUTCD*

**EXEMPT  
VEHICLES:**

Sedans utilized exclusively for administrative purposes and not exposed to fieldwork hazards shall be exempt from this directive.

Vehicles with existing 47- or 48-inch bar light strobes may be considered to conform to high risk, high intensity requirements and need not be upgraded at this time.



 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>MAINTENANCE &amp; REPAIR</p>
	<p><i>Subject</i></p> <p>Policies &amp; Procedures</p>

**STATE SERVICE GARAGE:** The State Service Garage is located at 513 Barrett Avenue in Frankfort, Kentucky. The garage is designed and maintained in the same style and manner as any car dealership service garage. The State Service Garage is a Ford, Chevrolet, and Daimler-Chrysler warranty garage. The garage performs on a “first-come–first-served basis” many different types of services and repairs, including:

- Oil changes
- Tire repairs
- Tire changes
- Engine maintenance
- Wreck repairs and body work
- Detail car washes both inside and outside
- Brake repairs
- A host of other vehicle repairs
- Shuttle service

**PREVENTIVE MAINTENANCE & SERVICE:**

The State Service Garage requires that all vehicles be serviced and the oil changed every 5,000 miles or at the end of a six-month period (whichever comes first). The vehicle owner’s manual shows a list of the preventive maintenance schedules that the manufacturer recommends concerning brakes, tires, shocks, exhaust, etc.

**VEHICLE REPAIRS (WRECKS):**

All wrecks of, or damages to, Fleet Management vehicles are to be reported to The State Service Garage. If a police report is not available, the garage requires a written explanation as to how the damages occurred. In the event of an accident or damage to a state vehicle, the accident coordinator at The State Service Garage at **502-564-4549** is to be contacted.

**VEHICLE REPAIRS**

**(WRECKS) (cont.):** It is important that all damage be reported. Even the simplest fender-bender can hide serious, unsafe conditions. Failing to report damage can result in future problems that may lead to early retirement of the vehicle.

**REPAIR & SERVICE**

**PROCEDURES:** For repair or service, vehicle operators are to follow these procedures:

- Since the State Service Garage performs services on a “first-come–first served basis,” calling ahead is not required if the operator brings the vehicle directly to the State Service Garage.
- If in need of roadside assistance, which includes wrecker service, the vehicle operator is to call **800-928-4649** and talk to a Help Desk representative.
- If in need of service or repair, the vehicle operator is to drive to the main service entrance on 513 Barrett Avenue. If the door is closed, the operator is to sound the horn, and a service-desk employee will open the door and direct the operator to drive in and stop at the first yellow line.
- The operator is to provide the following information to the service writer:
  - ◆ License Plate Number
  - ◆ Odometer Reading
  - ◆ Operator Name
  - ◆ Operator Work Number
  - ◆ Whom to Contact When Vehicle Is Ready
- The operator gives a detailed description of the services required. If the vehicle needs repair, the operator describes the problem in as much detail as possible.
- If the operator’s vehicle requires a service such as an oil change, wash, detail wash, or standard preventive maintenance checks, the State Service Garage has a customer waiting area with drink and snack machines. The garage can complete most services in about 45 minutes. If the operator chooses to wait, the garage asks that he or she wait patiently in the customer waiting area for safety reasons or, if necessary, for further discussion about the vehicle with the State Service Garage personnel.

**LOANER  
VEHICLES:**

In the event of extended repair times, the State Service Garage has a pool of loaner vehicles, subject to availability.

**CAR-WASHING  
FACILITIES:**

The Frankfort Motor Pool has a car-wash facility available to all employees utilizing any state-owned vehicle. Employees driving vehicles assigned to outside agencies or permanently assigned vehicles may bring their vehicles for both interior and exterior cleaning.

**HELP DESK  
PROCEDURES:**

A vehicle operator is not required to call the Help Desk before taking a vehicle to the State Service Garage. The Help Desk is designed to coordinate maintenance for Fleet Management-owned vehicles within the state but not located close to Frankfort. The Help Desk is open from 7:00 a.m. to 5:00 p.m. The toll-free number is **800-928-4649**, and the local (Frankfort) number is **502-564-4649**. For emergencies outside normal business hours and on weekends, the number to call is **502-564-2080**. The duty of the Help Desk is to assist all state employees requiring services or repairs to their vehicles. The procedures for assistance from the Help Desk are as follows:

1. The vehicle operator calls the Help Desk at **800-928-4649** or **502-564-4649**.
2. The Help Desk logs the repair or service into the computer system and asks the operator for the vehicle's license plate number and odometer reading.
3. On the basis of the vehicle's location, the service or repair needed, and other factors, the Help Desk informs the operator where to take the vehicle for service.
4. The operator takes the vehicle to the recommended vendor and gives the information to the vendor service representative. Before beginning work on the vehicle, the representative contacts the Help Desk.
5. The Help Desk gives the vendor a PO number this PO# guarantees payment.

**PAYMENT PROCEDURES:**

- 6. Once the vehicle is finished, the vendor faxes the invoice to the Administrative Services Branch, 502-564-2010. An employee will call back with payment via ProCard.
  
- 7. The operator contacts the State Service Garage if he or she believes the vendor has not performed the repairs properly.

**HELP DESK  
CONTACT LIST:**

<b>Maintenance and Repairs</b>	<b>Local</b>	<b>502-564-4649</b>
		<b>502-564-4090</b>
	<b>Outside Frankfort</b>	<b>800-928-4649</b>
	<b>Fax</b>	<b>502-564-9708</b>
<b>Wrecks and Damage</b>		<b>502-564-2746</b>
<b>Fuel Cards</b>		<b>502-564-2260</b>
<b>Fleet Service Manager</b>		<b>502-564-4549</b>
		<b>502-330-5176 Cell</b>



 <p><b>FLEET MANAGEMENT</b></p>	<p><i>Chapter</i></p> <p>EXHIBITS</p>
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03	Trip Ticket	FM-3
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05	Monthly Mileage Report for Permanently Assigned Vehicles	FM-5
06	Authorization for State Employee to Carry Non-State Employee Passengers in State-Owned Vehicles	FM-6
07	State Service Garage (2 pages)	FM-7
08	Notice of In-House Minor Vehicle Repair	FM-8
09	Notice of In-House Minor Vehicle Repair Continuation Sheet	FM-9
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**FLEET MANAGEMENT**

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