

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

NUMBER

105

REVISED

10/21/2024

REVIEWED

10/21/2024

EFFECTIVE

12/20/2001

PAGES

5

SUBJECT: USE AND CARE OF STATE VEHICLES

CATEGORY:

ADMINISTRATION

Policy

The Idaho Department of Juvenile Corrections (IDJC) provides use of state vehicles whenever possible to its employees for conducting official business. The use of state vehicles for personal or nonofficial business is prohibited. The fleet manager names and phone numbers are posted inside the metal folder for each vehicle.

Normally, only state of Idaho employees on official state business may be transported in IDJC vehicles. Transporting juveniles committed to the IDJC or juvenile justice professionals is acceptable use of an IDJC vehicle and is not prohibited by this policy. Other individuals may not operate or ride in an IDJC vehicle without prior approval from the appropriate Division Administrator.

This policy provides a control system to monitor and document the use of vehicles and ensure that vehicles are properly maintained and inspected. Before operating a state vehicle, new IDJC employees must complete the Use and Care of State Vehicles and the State of Idaho Defensive Driving training courses and complete the State of Idaho's Vehicle Usage Acknowledgement form.

It is therefore the policy of the IDJC that all employees know their responsibilities, outlined in this policy, before using or authorizing the use of an IDJC state vehicle.

Operating Procedures

I. General

- A. All drivers of IDJC vehicles must possess a valid driver's license and the proper licenses required by state law for the type of motor vehicle operated. IDJC employees will provide annual self-reporting of a valid driver's license for their state of residence during the Use and Care of State Vehicles training course.
- B. All IDJC employees, including part-time and temporary employees, shall complete the Use and Care of State Vehicles training and State of Idaho Defensive Driving course in Luma annually. Following completion of the training, each employee must review and sign the State of Idaho's Vehicle Usage Acknowledgement and return to Human Resources. Any IDJC employees operating a bus carrying juveniles must complete the Coaching the Bus Driver classroom training course.
- C. The driver and all passengers riding in a state vehicle equipped with seatbelts must wear seatbelts. There will not be more riders than there are seatbelts.

- D. Prior verbal approval must be obtained from the appropriate Division Administrator/designee for all home-to-office driving. Home-to-office driving is allowed only when beginning or ending an authorized trip outside normal business hours or for other reasons considered being in the best interest of the IDJC.
- E. There is no smoking allowed in state vehicles, to include the use of electronic cigarettes. "Electronic cigarette" means any oral device, such as one composed of a heating or ultrasonic element, battery, or electronic circuit, which provides a vapor of nicotine or any other substance, and use or inhalation which simulates smoking, also referred to as vaping. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- F. Driver's may not use hand held mobile devices while driving or operating state vehicles. Any electronic devices must be in hands-free mode while driving, including when stopped at a red light or stop sign.
- G. Drivers are responsible for traffic citations (excluding equipment malfunctions) received while the state vehicle is in their physical control.

II. Scheduling

- A. All vehicle scheduling is accomplished by using the Microsoft Outlook Calendar for that specific vehicle, except at JCC–St Anthony where a designated individual is assigned to schedule these vehicles. If the scheduling desk is closed at JCC–St Anthony, vehicles are scheduled through the security officer on duty. No employee is allowed to take a vehicle that has already been scheduled for use by someone else during that period.
- B. Employees will carpool whenever possible. If a state vehicle is not available, employees should discuss with their supervisor whether the use of a rental car through the state contract vendor would be appropriate. If not, employees can use a private vehicle and claim mileage reimbursement with approval of the Division Administrator. Refer to Travel (200) policy/procedure.
- C. Vehicles are scheduled in advance of a trip. The employee will pick up the vehicle and metal folder (keys contained within) on the scheduled day and time and return them when the trip has been completed. The vehicle log is carried in the vehicle at all times during use. If a vehicle is checked out and is found to be out of gas or dirty, the driver should report this to their supervisor.

III. Vehicle Fuel Card

- A. The IDJC provides a fuel charge card for each vehicle. These fuel cards are accepted at most fuel locations. Receipts for fuel are not required when using the fuel card. If the vendor does not accept the fuel card, retain receipts for all purchases made with a state Purchasing Card (P-card) or other form of reimbursable payment.
- B. Each employee is assigned a Personal Identification Number (PIN) to be used with the fuel cards. Never, under any circumstances, will an employee allow anyone

else use of their assigned PIN. For help and questions regarding the PIN or if a fuel card is lost or stolen, refer to the emergency numbers in the metal vehicle folder and immediately contact the appropriate person.

- C. Fuel cards are provided for state business in state-owned vehicles. AT NO TIME ARE THESE CARDS TO BE USED FOR PERSONAL TRAVEL OR TO FUEL OR SERVICE PERSONAL VEHICLES.

IV. Driver's Responsibility

- A. For assigned vehicles, check for a valid fuel card.
- B. Visually inspect vehicle for obvious defects such as low tires, body damage, and glass damage. If any of these things are found, report them to the scheduling desk, maintenance department, or designated HQ or district office individual, both verbally and via e-mail.
- C. Log beginning mileage in the DJC-122 form provided.
- D. Ensure that all passengers are wearing seatbelts.
- E. Purchase fuel with the fuel card. Return the vehicle with at least 3/4 of a tank of fuel. As a courtesy, it is recommended that vehicles be filled prior to returning them.
- F. Wash and vacuum car, if needed. If possible, include a car wash with fuel purchase. Otherwise, use a P-card or other form of reimbursable payment for these expenditures.
- G. Upon return, log ending mileage and park vehicle in designated parking area.
- H. Clean out litter, roll up windows, and lock doors.
- I. Turn in keys and metal folder to the designated storage area, scheduling desk, or to the security office.
- J. Report, via e-mail, any mechanical problems or missing roadside kit items to the scheduling desk, fleet manager, maintenance department, or designated HQ or district office individual.

V. Vehicle and Metal Folder (Can) Contents

- A. Each metal folder (can) contains:
- Vehicle Mileage Log (DJC-122)
 - Proof of liability insurance
 - Green handout entitled *Citizen's Claim Filing Procedure*
 - Fuel card
 - Vehicle registration
 - List of emergency telephone numbers, including fleet manager name and telephone number
 - Notice of Claim by Citizen to the State of Idaho
 - *State of Idaho Auto Accident Report Guide*
 - Certificate of Financial Responsibility
 - Keys to vehicle

C. Each vehicle contains a roadside kit with the following:

- Fire extinguisher
- Jumper cables
- Tire inflator
- First aid kit
- Windshield scraper
- Flares

VI. Mechanical Problems, Maintenance, and Service

- A. Monitoring the service and care of the vehicles is assigned to the maintenance department at each institution or to a designated individual at HQ and each district office. Drivers will report, via e-mail, all mechanical problems and service needs to the scheduling desk, fleet manager, maintenance department, or designated HQ or district office individual. If a driver feels a vehicle is unsafe, return it immediately and, if possible, another vehicle will be made available. Notify the fleet manager or designated maintenance person immediately and ensure that the vehicle is removed from service to prevent other employees from scheduling the vehicle.
- B. All repairs on state-owned vehicles over \$200 are approved by the fleet manager in writing prior to the work being scheduled.
- C. All state vehicles are serviced at regular intervals of at least 5,000 miles. Service includes a complete lube, oil and filter (LOF), as needed, checking and filling all fluid levels, and full service wash and inside cleaning of the vehicle. Every 10,000 miles or less, the tires are rotated and a complete safety and brake inspection done. Repairs such as rock chips, dents, and other repairs are reported to the fleet manager.
- D. Any type of work done on a vehicle, i.e., LOF, tire rotation, windshield repair, battery replacement, warranty or no-charge work, etc. is recorded in the fleet management records spreadsheet located in the Data Center.

VII. Purchase and Disposal of Vehicles

The decision to purchase or dispose of vehicles is made by the Administrative Services Administrator, Division Administrator, and fleet manager. Such decisions are based on fleet analysis of availability of vehicles, repair costs, reliability, and intended use and age of the vehicle.

VIII. Vehicle Accidents

- A. If there are injuries, call 911 for assistance. Give reasonable help to the injured. Movement of injured persons should not be undertaken if likely to cause further injury.
- B. Notify local law enforcement, the fleet manager, and your supervisor as soon as possible.
- C. If the other party feels the state is responsible, give the party the green *Citizen's Claim Filing Procedure*, located in the metal vehicle folder. DO NOT ACCEPT RESPONSIBILITY!

- D. Complete the State of Idaho *Auto Accident Report Guide* located in the metal vehicle folder. Be sure to get names, addresses, and phone numbers from all witnesses. The supervisor signs the completed *Auto Accident Report Guide* and submits it to the fleet manager.
- E. If the physical damage makes the state vehicle inoperable, contact the fleet manager for guidance regarding removal and alternate transportation.
- F. The Maintenance Department at each facility and designated individuals at HQ and each district office are responsible for obtaining three estimates of repair to accompany the police report and *Auto Accident Report Guide* sent to the fleet manager.
- G. Repairs will be scheduled upon approval of one estimate determined by the fleet manager.

IX. Mileage Log Retention

- A. Vehicle mileage logs are retained for the life of the vehicle. Designated staff documents the ending vehicle mileage at the end of each month and stores the DJC-122 mileage logs in a dedicated DataCenter folder.
- B. Designated staff destroys the mileage logs when the vehicle is removed from the IDJC vehicle fleet.

Reference: [Glossary of Terms & Acronyms](#)
 [Establishment of Non-smoking Policy in State Buildings Executive Order 2005-10](#)
 [Rules Governing Indoor Smoking IDAPA 16.02.23](#)
 [Citizen's Claim Filing Procedure](#)
 [Auto Accident Report Guide](#)
 [State of Idaho Travel Policy/Procedures](#)
 [IDHR Safe Driving Policy \(DHR-17\)](#)

Desk Manuals: [Reserving State Vehicles, Meeting Rooms, and Resources \(13\)](#)

Related Policies: [Drug-Free Workplace \(327\)](#)
 [Travel \(200\)](#)
 [Ethics and Standards of Conduct \(324\)](#)
 [Training Requirements \(665\)](#)
 [State of Idaho Section 17: Safe Driving Policy](#)

Related Forms: [Vehicle Mileage Log \(DJC-122\)](#)
 [State of Idaho's Vehicle Usage Acknowledgement Form](#)