

Office of the State Public Defender Administrative Policies

Subject: Vehicle Management Policy	Policy No.: 220
Title	Pages: 2
Section:	Last Review Date:
Effective Date: 3/30/10	Revision Date:

1. POLICY

The Office of the State Public Defender provides owned or leased state cars to each office. An Office Fleet Manager will be designated in writing for each office to serve as liaison to the Central Office regarding vehicles assigned to the local office.

2. PROCEDURE

2.1 The Regional Deputy Public Defender or Managing Attorney will designate an Office Fleet Manager and a back-up fleet manager in writing and the Central Office will keep this information on file.

2.2 All agency vehicles, owned or leased, 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. The fuel card may be used for other maintenance on owned vehicles only with pre-approval from the Central Office.

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 for leased vehicles.

2.2.3 Incident report forms.

2.2.4 Motor pool leased vehicles will also have the motor pool guidelines in the glove box.

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.

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 to the Central Office based on the vehicle log.

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 Office.

- 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 Ensuring that the vehicle has at least half a tank of gas upon return.
 - 2.4.3 Removing trash from the vehicle and leaving it clean for the next user.
 - 2.4.4 Ensuring that the exterior of the vehicle is clean enough for safe driving.
 - 2.4.5 Reporting needed maintenance or repairs to the Office Fleet Manager.
 - 2.4.6 Reporting accidents to the Office Fleet Manager and completing the incident report.

4. 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 the OPD Central Office at:

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