

State of Mississippi
Office of Purchasing Travel and Fleet Management

July 2008



Rules and Regulations
Fleet Manual

THIS POLICY IS EFFECTIVE IMMEDIATELY AND REPLACES ALL INCONSISTENT POLICIES. IT IS SUBJECT TO REVISION AS NECESSARY BY THE BFM. FINALLY, THIS POLICY IS INTENDED SOLELY AS GUIDANCE FOR STATE EMPLOYEES. IT IS NOT INTENDED TO CREATE A RIGHT, BENEFIT, OR ENTITLEMENT.

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CHAPTER I GENERAL PROVISIONS

1.101 Purpose of the Fleet Manual

The Bureau of Fleet Management (the “BFM” or “Bureau”) was established within the Office of Purchasing, Travel and Fleet Management, (the “OPTFM”), Department of Finance and Administration (“DFA”) pursuant to Senate Bill 2398, Regular Legislative Session, Laws of 2006, which amended Section 25-1-77 of the Mississippi Code of 1972, as amended (the “Code”). The purpose of the State Fleet Manual is to set forth rules, policies, procedures, and regulations (collectively referred to hereafter as “regulations”) along with any other pertinent information that shall be in effect with the implementation of Title 25, Chapter 1 of the Code. The regulations set forth in this Manual apply to the coordinating and promoting of efficiency and economy in the purchase, lease, rental, acquisition, use, maintenance and disposal of vehicles by state agencies. This Manual is intended to be an exhaustive presentation of procedures relative to fleet practices by all state entities and to serve as a source of information for instructing agencies as to the proper procedures that must be followed in all State of Mississippi fleet activities. This Manual contains cross-references to the State Procurement Manual to assist state agencies, state employees, and other users, and to avoid unnecessary duplication of information. The provisions of this statute and these regulations shall not apply to any State Institution of Higher Learning or any Governing Authority of the State.

1.102 Interpretation, Purposes and Policies

- (1) Interpretation. These regulations shall be construed and applied to promote their underlying purposes and policies.
- (2) Purposes and Policies. The underlying purpose of these procedures/regulations are:
 - (a) to simplify, clarify, and modernize the regulations governing vehicles by agencies of the State of Mississippi;
 - (b) to permit the continued development of vehicle policies and practices;
 - (c) to provide for increased public confidence in the procedures followed in vehicle procurement;
 - (d) to ensure the fair and equitable treatment of all persons who deal with the fleet system of this State;
 - (e) to provide increased economy in State of Mississippi fleet activities and to maximize, to the fullest extent practicable, the purchasing value of public funds of the State;
 - (f) to provide safeguards for the maintenance of a fleet system of quality and integrity.

1.103 Purpose and Implementation of these Regulations

These regulations are designed to achieve maximum practicable uniformity through out the state. Hence, implementation by and within agencies shall be consistent with these regulations.

1.104 Requirement of Good Faith

These regulations require all parties involved in the negotiation, performance or administration of the states fleet to act in good faith.

1.105 Severability

If any provision of these regulations or any application thereof to any person or circumstance is held invalid, such invalidity shall not affect any other provision or application of these regulations

which can be given effect without the invalid provision or application, and to this end the provisions of these regulations are declared to be severable.

1.106 Duration

These regulations, when approved as authorized by Section 25-1-77 of the Code, shall be in effect as written until amended or repealed by the Department of Finance and Administration.

1.107 Definitions

The words defined in this section shall have the meanings set forth below whenever they appear in the regulations, unless:

- (a) the context in which they are used clearly requires a different meaning; or
- (b) a different definition is prescribed for a particular chapter or provision.

- 1.) Agency - shall be defined as is found in Section 31-7-1 of the Code.
- 2.) Auction - a sale of property to the highest bidder.
- 3.) Sealed bid – bids received through a sealed competitive process.
- 4.) BFM - Bureau of Fleet Management.
- 5.) Bio-diesel - a cleaner burning diesel replacement fuel made from natural, renewable sources.
- 6.) Commuting Assignment – a state owned vehicle assigned to be driven from an employee’s official duty station or other place of work to an employee’s residence on a daily basis.
- 7.) Contract - all types of Mississippi agreements, regardless of what they may be called, for the procurement or disposal of commodities, equipment, services, or construction.
- 8.) Department – Mississippi Department of Finance and Administration.
- 9.) Ethanol - an alcohol-based alternative fuel.
- 10.) Fleet - one or more commercial/state owned vehicles.
- 11.) Governing Authority shall be defined as found in Section 31-7- 1 of the Code.
- 12.) Individual Non-Commuting Assignment - a state owned vehicle assigned to be driven to and from an employee's official duty station or other place of work and returned to the official duty station on a daily basis. This vehicle must not be driven to and from the employee’s residence.
- 13.) May - the permissive.
- 14.) Motor Pool Vehicle (MPV) - any vehicle or group of vehicles not permanently assigned to a single individual and available for official use by several individuals licensed and eligible to operate such vehicle(s).
- 15.) OPTFM - Office of Purchasing, Travel and Fleet Management.
- 16.) Motor Vehicle - any vehicle for which a License Tag is required.

- 17.) Passenger Vehicle (PV) - a vehicle used primarily in transporting agency personnel and the agency's equipment from one location to another. (Only vehicles for which a license plate or tag is required under chapter 19, title 27 of the Code).
- 18.) Person - any business, individual, union, committee, club, other organization, or group of individuals.
- 19.) Personal Use - the use of a state owned vehicle to conduct an employee's personal affairs, not within the employee's scope of employment.
- 20.) Preventive Maintenance (PM) - vehicle services that are conducted at regular time intervals to prolong vehicle life and resale value, including, but not limited to, lube, oil and filter changes.
- 21.) Purchase - buying, renting, leasing or otherwise acquiring.
- 22.) Regulation - a governmental body's statement, having general or particular applicability and future effect, designed to implement, interpret, or prescribe law or policy, or describing organization, procedure, or practice requirements, which has been promulgated in accordance with the Section 31-7-9 of the Code.
- 23.) Shall - the imperative.
- 24.) State of Mississippi Fuel Card - a fuel access card issued to vehicles by the fuel network program, to be used when purchasing fuel or automotive services.
- 25.) Vehicle Identification Number (VIN) - the number issued by the vehicle manufacturer to identify the vehicle; this number can be found on the driver's side of the dashboard below the windshield.
- 26.) Virtual Office - vehicles assigned to employees who work in their assigned vehicle outside of their permanent official duty station at least 80% of their scheduled work week.
- 27.) Work Vehicle (WV) - a vehicle used primarily to perform a work assignment or task while incidentally transporting agency personnel and agency equipment from one location to another (only vehicles for which a license plate or tag is required under Chapter 19. Title 27 of the Code.)

CHAPTER II
OFFICE OF FLEET MANAGEMENT ORGANIZATION

2.101 Organization

The State of Mississippi Bureau of Fleet Management (BFM) operates as part of the Mississippi Department of Finance and Administration (DFA) within the Office of Purchasing Travel and Fleet Management (OPTFM). The BFM has the power and duty to coordinate and promote efficiency and economy in the purchase, lease, rental, acquisition, use maintenance and disposal of all state owned vehicles which require a tag (Only vehicles for which a license plate or tag is required under chapter 19, title 27 of the Code by state agencies. This program was implemented to reduce the overall cost of state employee transportation as well as assist agencies in making solid fleet business decisions.

2.101.01 Mission

The Mission of the BFM is to provide a consistent, efficient, and cost effective fleet management program for all vehicles owned and operated by the State of Mississippi.

2.102 Location

The BFM is located in the Woolfolk State Office Building. The address is 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, Mississippi 39201. Offices are located on the 7th floor. The Woolfolk Building is located in the Capitol Complex area of downtown Jackson, and is convenient to Interstate 55 which flows through the heart of Mississippi. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except State Holidays. Coming in bound on I-55, take the High Street exit west to the corner of High and Lamar Streets. The Woolfolk building will be located on your left. For more information or directions call (601) 359-9335.

2.102.01 The Bureau of Fleet Management Contact Information

Wayne Cranford, Bureau Director: (601) 359 - 5041
Steve Tucker, Staff Officer: (601) 359 - 5171
Jennifer Stegall, Administrative Assistant: (601) 359 - 9335
Fax (601) 576 - 2740
Web-site: www.dfa.state.ms.us

2.103 Responsibility of the Bureau of Fleet Management

The BFM has the responsibility to serve the State objectively, economically and efficiently; to provide effective service to the state agencies; and to follow fair and ethical practices. The Bureau also provides guidance to all state entities when requested.

2.104 Fleet/Asset System Requirements

The BFM shall require all agencies to provide necessary information for the Bureau to properly monitor the size, use, assignment, maintenance and disposal of the State's fleet of vehicles. Each

agency shall be responsible for entering and maintaining accurate data monthly about each motor vehicle that it owns, operates, or otherwise controls into the BFM's fleet information system. The division shall provide each agency with program access, system reports, user manuals, help-desk access, and user training necessary to maintain and operate the division's fleet information system to track state vehicles. All "Tagged" State Vehicles shall be tracked in the BFM's fleet information system. The system will also track betterments added to State owned vehicles. The states fleet software system is required to be used by all state agencies.

Chapter III PURCHASING STATE OWNED VEHICLES

3.101 Regulations Pertaining to the Purchase of Motor Vehicles

In accordance with Section 25-1-77 of the Code, the BFM, operating within DFA, shall promulgate rules and regulations governing the purchase of any motor vehicle by a state department, institution or agency with regard to the appropriateness of the vehicle to intended use. No state department, institution or agency shall purchase, rent, lease or acquire any motor vehicle, regardless of the source of funds from which the motor vehicle is to be purchased, except under authority granted by the Bureau. The Bureau shall only grant authority to purchase, rent, lease or acquire a motor vehicle which is the lowest cost vehicle to carry out its intended use.

3.101.01 Vehicle Purchase Records

The department or agency shall maintain proper purchase documentation (paper or electronic) which provides the intended use of the vehicle and the basis for choosing the vehicle. Such documentation shall show the department, institution or agency made a diligent effort to purchase, rent, lease or acquire a vehicle that is the lowest cost vehicle for its intended use. For each vehicle purchased, the purchasing entity shall establish and maintain a file (paper or electronic) which shall include all pertinent information concerning the vehicle purchase documentation, including VR-1 form, expense report and vehicle log. Such documentation shall be updated, as needed, when the intended use of the vehicle or any other facts concerning the vehicle are changed. All such documentation shall be approved by the BFM prior to purchase, rental, lease or acquisition or change in use of any vehicle and shall be maintained and made available for review by the State Auditor, any other reviewing agency, and the Legislature.

3.101.02 Approval

No department or agency of the State of Mississippi may purchase any motor vehicle without first obtaining approval from the BFM. Agencies purchasing a vehicle from the state contract should submit the request in Web-Procure and attach a copy of the P-1 Form and VR-1 Form prior to purchase. If purchasing through a sealed bid process, dealer auction, advertised bid, trade, or transfer, prior approval must be received from the BFM. If a vehicle is purchased by any of the processes mentioned other than from the state contract, agencies must submit a completed paper VR-1 Form (by fax, e-mail or mail). Agencies will receive approval/rejection to purchase vehicles by BFM once the VR-1 form has been reviewed. If approval to purchase a vehicle is granted agencies may proceed in the procurement of the vehicle. Once purchased the agency must still submit an electronic P-1 to the BFM along with all supporting documentation (advertisement, sale invoice, etc.). If the purchase is not approved prior the vehicle being requested could be denied if there is not adequate justification to purchase the vehicle.

3.101.03 Justification

Included with the electronic P-1, the requesting entity shall attach a completed and signed Vehicle Request Form (Form VR-1) (See Appendix B). The requesting entity shall maintain a copy (paper or electronic) of the original VR-1 and all revisions in the file established for the vehicle in question. If the vehicle being requested is a replacement, give the state asset number, year, make, model, mileage and vehicle identification number (VIN), and reason why vehicle being replaced is no longer of use by the agency. When completing the section pertaining to the intended use of the vehicle, the agency should include a detailed explanation of why this vehicle is needed. The agency should also give a detailed justification for the additional options being requested. Attach additional page(s) if needed.

Commentary:

The BFM is making individual vehicle approval decisions based on the justification information provided by the agency. Due to this fact, make sure the intended use and justification of need is as specific and detailed as possible the first time it is submitted. Attach a letter of additional details if necessary. Do not assume that the Bureau knows what is going on with an agency or its needs. It should be noted that the state contract usually takes effect in October of each year. While the contract states that it is for a 12-month period, in actuality the contract is only good for as long as the various manufacturers continue to produce the specific vehicles. Another note to consider is that the state contract is for vehicles that are ordered from the factory, it is not intended to be for vehicles that are currently on the dealers lot. Again, this should indicate that the agencies should plan far in advance and order vehicles as soon as possible after the start of the new contract. It should be noted however, if the vehicle being purchased is a replacement for an existing State Owned vehicle, the agency will be required to dispose of a vehicle in their fleet once the new vehicle is taken possession of by the agency. Agencies should look at their fleet prior to disposing of the vehicle being replaced to see if there is a higher mileage, higher maintenance vehicle that could be replaced. However, even if the vehicle is passed down, the Bureau will require a vehicle from the agencies fleet be disposed of. A replacement vehicle that is kept by an agency will be considered as a new replacement for the upcoming fiscal year. Agencies must contact the Bureau if the status of a replacement vehicle changes within one (1) month of the substitution. Failure to inform of this status change will result in the inability to be able to use the original replacement vehicle asset number as a future replacement number. The BFM can assist in this determination upon agency request. (Refer to Chapter VII of this manual for disposal regulations).

3.101.04 Appropriate Use

It will be the intent of the BFM to process all requests in a timely manner and to not impede the agencies ability to perform the functions for which they are responsible. However, the Bureau will reject any VR-1's which do not provide adequate explanation and justification for the specific vehicle and option purchases. Notice of this rejection will be sent by letter or electronically to the requesting agency. A quick response from the requesting agency is crucial to the turn around time of this process. Agencies are encouraged to contact the Bureau with any additional justification to warrant the purchase. The justification should include an explanation why other vehicles would not be appropriate (why is the agency requesting a 3/4 ton pick-up rather than a mid-size pick-up or why is a utility vehicle being requested rather than a pick-up or a van). The justification should be as specific and detailed as possible to the ways the vehicle will be used by the agency to carry out the functions which they are responsible. In an effort to provide guidance, we offer the following discussion of appropriateness of various types and sizes of vehicles. The VR-1 must include the vehicle base contract price with each additional option and price listed separately.

Understand that these are "general" guidelines, the intent of the statute appears to allow for exceptions when justified and it will be the practice of this Bureau to work closely with the requesting entities to assure a state government is not impeded by these processes but one that assures the best use of tax dollars.

- (1) A full size vehicle does not get great gas mileage and has a higher cost when compared to a mid size or intermediate size vehicle, therefore, full size vehicles would not be the appropriate vehicle to purchase if the intended use is to transport a driver only and occasionally three or fewer passengers to and from appointments, meetings, etc. Requests for full size vehicles must include detailed explanation of the need for the increased size (carrying capacity, towing responsibility, etc).
- (2) Utility (SUV) vehicles do not get great gas mileage and have much higher costs when compared to other passenger type vehicles, vans, and pickup trucks; therefore, there are very few situations where a utility vehicle would be the most appropriate vehicle. Transportation of passengers and equipment can normally be accomplished with a passenger van or sedan. Requests for utility vehicles must include a detailed explanation of the need for this type of vehicle.
- (3) Large pick-up trucks (3/4 ton and 1 ton) have much higher purchase and maintenance costs (fuel, etc) and are not appropriate when a smaller vehicle will meet the needs of the agency. Requests for larger trucks should include adequate explanation of the need for the increased size (carrying capacity, towing responsibility, etc). Crew cab trucks should only be requested when crews of 4 or more employees will be transported on a weekly basis.

3.101.05 Purchase Decision

The purchase decision should be carefully considered. The BFM does not intend to stop any agency from purchasing a required vehicle but the Bureau will attempt to point out instances where the decision to purchase may not be the best use of the tax dollar. In most instances, if an individual is traveling less than 12,000 miles per year (in a passenger type vehicle) it is possibly more economical for the agency to have the employee drive his/her personal vehicle and have the agency reimburse at the current mileage rate. In many instances where transportation of dignitaries or other officials is required on a non-regular basis, it may be better to rent a full size vehicle or large passenger van for those specific occurrences, rather than purchasing the vehicle and not fully utilizing its capabilities. In situations where the agencies justification is not sufficient for the requested vehicle, Bureau will make a recommendation for the most appropriate vehicle that will perform the functions for which they are responsible. The Legislation that established the BFM requires that requests for all vehicles be scrutinized and that the Bureau shall only grant authority to purchase a motor vehicle which is the lowest cost vehicle to carry out its intended use.

3.101.06 No vehicles shall be purchased from surplus property, dealer auctions, donated or transferred to any agency without prior approval from the BFM.

3.201 Title Process

Titles shall be titled as follows: State of Mississippi/DFA – Agency Number, for all new and used vehicle purchases, transfers and donated State owned vehicles. The DFA, or its designee, shall have sole authority to sign vehicle titles. The BFM has the authority to exempt any agency or agency vehicle(s) if the Bureau determines that state or federal law requires that title be vested only

in the agency name. Title applications shall reflect the requesting agencies current address as the mailing address on the title with the titles being retained on file at the Agency. State contract awarded vehicle vendors shall be notified that all new state contract vehicle purchases shall be titled in the name of the State of Mississippi/DFA – Agency number and to submit to the current agencies mailing address. If state owned vehicles are purchased through any other process other than from the vehicle state contract, it is the agencies responsibility to complete all paperwork to obtain the title appropriately in the name of the State of Mississippi/DFA – Agency number.

Example:

State of Mississippi/DFA – Agency Number
Agency mailing address
City, State Zip

3.301 Marking of State Owned Vehicles

All state vehicles, owned or leased by the State of Mississippi shall have a permanent decal or be painted on both sides of the vehicle in letters at least three (3) inches in height and on the rear in letters not less than one-half (1 ½) inches in height, stating the name of the state agency. The marking must be in a color which is in contrast with the color of the vehicle. The provisions of this paragraph shall not apply to vehicles exempted as set forth in Section 25-1-87 of the Code.

Chapter IV VEHICLE USE POLICY

4.101 State Owned Vehicle Official Use Policy

State-owned motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish **official state business** that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle. State owned vehicles shall be driven only by state employees and used for official state business only. Some examples of unauthorized use are but are not limited to:

- (1) Sightseeing or trips for pleasure unless the trip is part of the official agenda for a business conference.
- (2) Transporting family members, dependants or friends to school, daycare, medical appointments, social events or other personal activities.
- (3) Conducting other personal business outside the employee's scope of employment.

Only authorized passengers are permitted to accompany authorized employees in state vehicles. Non-state individuals such as volunteers, spouses, and children should not be passengers in a state vehicle unless they are involved in the conduct of business which is in the scope of employment of the authorized employee operating the state owned vehicle.

4.101.01 Operating a State Owned Vehicle

Only State employees with a valid driver's license may drive a state owned vehicle. All drivers will be required, on an annual basis, to sign a Vehicle Use Agreement, Form UA – 1 (See Appendix C). The agreement contains a provision signifying that the driver has been given a copy of the fleet policies and procedures and that he/she understands and agrees to them. The Vehicle Use Agreement also contains space for the driver's license number and it informs the driver of his/her obligation to reveal changes in the status of that license. Agencies shall forward signed copies of this form to the BFM. This Form should be updated on a yearly basis or when the driver changes whichever comes first.

4.101.02 State employees who have an acceptable driving record may operate a state owned vehicle. All drivers who use state vehicles will have their driving records checked annually by their agency. Whenever a driver of a state vehicle has his/her driver's license revoked, restricted, or suspended, the driver is required to immediately notify his/her supervisor. **At no time can an employee operate a state owned vehicle to conduct state business with a suspended license.**

4.101.03 Agencies shall avoid allowing employees to travel on state business using a state owned vehicle who are refused use of a state vehicle due to an unacceptable driving record. If travel is unavoidable, such drivers may use their personal vehicles and be reimbursed at the state approved mileage reimbursement rate.

4.101.04 A daily log of all trips must be recorded for each state-owned vehicle. The beginning and ending odometer reading, miles traveled and designation from and to the business location. Do not round up on the miles.

4.102 Misuse of State Owned Vehicles

State owned vehicles are highly visible to the public and their use is scrutinized. Poor driving manners and inappropriate use reflect on all state employees. Operators must exercise the highest degree of prudence and courtesy. If misuse has occurred it is the responsibility of the employee to **immediately** bring the misuse issue to the attention of the agency head by completing a vehicle Misuse Incident Report Form (Form VMR – 1) (See Appendix D). The state agency head shall investigate all alleged misuse complaints received. The agency head must report to the BFM verbally within two business days and in writing within 10 business days from the date a complaint was reported. This report shall contain at a minimum:

1. name, address and telephone number of complainant, if known;
2. summary of complaint;
3. name and address of driver;
4. investigative findings;
5. remedial action taken, if warranted;
6. response to complainant, if warranted.

If a misuse complaint is reported to the BFM directly, it will be forwarded to the agency head which shall follow the same procedures as previously stated. The willful neglect or misuse of any state owned motor vehicle shall constitute grounds for disciplinary action as well as forfeiture of ability to operate a state owned vehicle. If future complaints are filed then the BFM will take an active role in the matter. If there is no response within 10 days, the matter will be turned over to the State Auditors office.

Commentary:

State owned vehicle operators are charged with an ethical responsibility to conduct themselves in a professional and prudent business manner. An employee should not engage in any activity that would violate the obligation of trust given with the privilege of operating a state owned vehicle. Inappropriate activities or misuse include but are not limited to:

- (1) parking any state owned vehicle at a compromising establishment for non-business activities.
- (2) excessive speeding.
- (3) failure to take proper care of the vehicle (washing, vacuuming, routine maintenance).
- (4) using the vehicle for personal use out of the employees scope of employment.

4.102.01 Tobacco Use in State Owned Vehicles

The use of tobacco products are prohibited in all state owned vehicles.

4.102.02 Animals

Animals are not allowed in state vehicles unless they are transported in the conduct of state business or are required by a passenger's disability.

4.102.03 Decals

No decals, bumper stickers, commercial advertising, or political stickers of any kind may be placed on any state owned vehicle without prior approval from the BFM.

4.102.04 Firearms

Firearms are prohibited in state owned vehicles unless they are required for the performance of the official job duties.

4.102.05 Seat Belts

Drivers operating state owned vehicles are required by law to wear seat belts being used for state business, in or out of state.

4.102.06 Personal Property

Personal Property in state owned vehicles is not insured for loss or damage by the state. Coverage for these items may be provided by the employee's personal insurance. Drivers are encouraged to discuss such issues with their own insurance representative and should consider the addition of a "rider" on their own policy.

4.103 Vehicle Assignments

All state owned vehicles should be assigned as one of three assignment statuses. They are individual commute, individual non-commute and motor pool. They are defined as follows:

4.103.01 Individual Commute

An individual commute assignment is only authorized when it is the most cost-effective or practical alternative. State owned vehicles may not be used in a commuting capacity solely by virtue of an employee's job title or position. A commute vehicle cannot be part of a compensation or administrative package. Before any approval for commuting in a State vehicle will be considered, at least one or more of the following conditions must exist: Law Enforcement, Specialized equipment, Twenty Four Hour on Call, Virtual Office.

4.103.01.01 Law Enforcement

An employee whose position requires him or her to perform the duties of a sworn law enforcement officer, and the vehicle assigned to the employee is specially equipped for law enforcement purposes and having the vehicle is essential for the employee to carry out their job duties.

4.103.01.02 Specialized Equipment

Vehicles with specialized equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location. This vehicle must be used for emergency responses or other essential requirements that are assigned to a driver who is subject to call at times other than normal working hours and who has actually responded to a sufficient number of these circumstances to warrant exemption. To be considered for this type of individual assignment the following must be submitted to the BFM for review:

- (a) List of specialized equipment that is attached to or carried in vehicle.
- (b) Detailed log of the number of times that an employee was required to respond after hours and used this specialized equipment, and a description of the work performed. (See Appendix I)

4.103.01.03 Twenty Four-Hour On-Call

Where the agency clearly demonstrates that the nature of a potential emergency by a first responder is such that an increase in response time, if a commute or take home privilege is not authorized, could endanger a human life (personal injury) or cause significant property damage. In the event that emergency response is the sole purpose of the commute or take home privilege, each driver is required to keep a complete list of all call-outs for audit purposes. In order to be considered for this type of individual assignment the following must be submitted to the BFM for review:

- (a) List of emergency responders listed from the first responder to the last responder.
- (b) Detailed log of the number of 24-hour on call emergencies the employee was required to respond to after hours as a first responder and a description of the type of emergency. (See Appendix H)

4.103.01.04 Virtual Office

Where an agency clearly demonstrates that an employee is required to work at home or out of a vehicle, a minimum of 80 percent of the time, and the assigned vehicle is required to perform critical duties in a manner that is clearly in the best interest of the state. In order to be considered for this type of individual assignment the following must be submitted to the BFM for review:

- (a) Detailed log of days or (hours) per month an employee is working in their official duty station. (See Appendix I)

4.104 Commuting Approval

Once agency approval has been given for an individual commuting assignment the agency shall submit a completed commute Form CR-1 (See Appendix E) to the BFM for each approved driver. Agency heads must certify that individuals meet the requirements of this section by signing and submitting the Form CR-1. This form can be printed from the the BFM website. All commuting vehicles must have a CR-1 Form on file with the Bureau. The Executive Director of each agency shall be directly accountable for ensuring this procedure is followed.

4.105 Commute Approval Expirations

All approvals for commute or take home privileges shall expire at the end of the calendar year on which they were issued. Agencies shall be responsible for updating the assignment in Protégé, as well as, submit updated CR1 forms (See Appendix E) with the appropriate commuter assignment log form on or before December 31st of each year. Agencies must also have these forms available if requested monthly by the BFM. Vehicles that are assigned to agency employees that are used for commute or take home use that do not meet the commuting criteria will result in the suspension or revocation of the commute use privilege. Continued instances of unauthorized commute or take home use reported or monitored by The BFM will be turned over to the Office of the State Auditor and shall result in the suspension or revocation of the state driving privilege. Agencies are subject to audit by the State Auditors Office for unauthorized misuse of commuting privileges.

4.106 Internal Revenue Service Reporting

All approved commuting drivers who have been pre-approved to drive a state vehicle to and from work and their residence on a regular basis are considered by the Internal Revenue Service to have derived gross income from such use of their vehicle. Commute use is considered a taxable fringe benefit. All approved commute use drivers will be assessed the IRS imputed daily fringe benefit rate while using a state vehicle for commute use. For each individual with commute use privileges, the employing agency shall follow the procedures set forth in the MAAPP manual sub-section 15.20.30. The Internal Revenue Service (IRS) guidelines are also available at <http://www.irs.gov/pub/irspdf/p15b.pdf>.

4.107 Individual Non-Commute

Individual Non-Commuting Assignment is a state owned vehicle assigned to be driven to and from an employee's official duty station or other place of work and returned to the official duty station on a daily basis. This vehicle must not be driven to and from the employees' residence.

4.108 Motor Pool

Motor Pool Vehicle is any vehicle or group of vehicles not permanently assigned to a single individual and available for official use by several individuals licensed and eligible to operate such vehicles(s).

4.201 Use of privately Owned Vehicles

The BFM does not encourage the use of private owned vehicles to conduct State business unless the state agency does not have access to a state owned vehicle or the employee does not drive enough miles to warrant a state owned vehicle. If there is not a State owned vehicle that can be used for official state business employees may be reimbursed up to the state approved mileage reimbursement rate. The current reimbursement rate is listed in the revised mileage reimbursement rate memo (<http://www.dfa.state.ms.us/purchasing/travel/mileagerate.pdf>). This rate shall not exceed the maximum amount to be reimbursed. Agencies must establish in house guidelines which are consistent with OPT policy in their agency travel manual for mileage reimbursements of private vehicles submitted to DFA on travel vouchers. These guidelines should address procedures used to determine if government owned vehicles are available or not. It should also include procedures used to determine mileage reimbursement rates charged on employee travel vouchers. It is the

agency's responsibility to maintain all documentation for audit purposes supporting rates reimbursed and must be available to DFA or the Office of the State Auditor if requested. Employees should have current proof of insurance in accordance with state law, if authorized for official use.

Commentary:

Agencies heads must annually perform an audit of the agency personnel assigned commuter vehicles. In instances where commuter vehicles are assigned to employees that are using these vehicles solely as a means to travel back and forth to work (Position Perk), these vehicles should be reassigned to agency personnel that are using their personal vehicles to conduct agency business. If the agency does not have privately owned vehicle users, these vehicles should be used to replace higher mileage/maintenance vehicles in the fleet or be disposed of. Agencies may also contact the BFM about these vehicles to see if they can be used by other agencies. Agencies should also look at the number of employees receiving personal mileage reimbursement and determine if it would be cost effective to reassign the vehicles, which are not truly needed as a commuter vehicle to the privately owned vehicle users. Agencies may contact the BFM for assistance in making these decisions.

4.301 **Investigating and Auditing of Agencies Vehicle Usage Practices**

The BFM has the authority to investigate, at any time, the vehicle usage practices of any state agency. The BFM has the authority to report any investigative findings in to the State Auditor's office. If warranted the State Auditor shall make on-site visits and conduct audits necessary to ensure compliance with the provisions and all rules and regulations set forth in this manual.

4.401 **State Vehicle Safety Operation Policies**

All Operators of state vehicles or private vehicles on state business are responsible for operating vehicles within the bounds of the state and federal laws that apply. The operator should avoid activity that may hinder safe operations such as inappropriate use of a cell phone; eating or reading while driving; and any other activity that may hinder the driver's attentiveness. Driving privileges may be reduced or revoked depending upon the severity and the number of the violations.

4.401.01 **Occupant Safety:**

All drivers are responsible for ensuring that all occupants have fastened their seatbelts prior to the operation of any vehicle. Lap belts and shoulder harnesses should be included. Where provided, the number of seatbelts in a vehicle establishes the maximum number of passengers a vehicle can carry. Supplemental restraint systems (airbags) should not be disabled. Loose material inside passenger compartments should be kept to a minimum.

4.401.02 **Distractions:**

Drivers should attempt to minimize distractions that can interfere with the driver's ability or focus. Distractions include but are not limited to:

- a.) Cell phone use should be held to a minimum. Hands free equipment is recommended.
- b.) PDA/Laptop computer use is not allowed while operating a vehicle.
- c.) Portable two-way radio use should be held to a minimum.
- d.) Eating/Drinking should be held to minimum.
- e.) Reading/writing is not allowed while operating a vehicle.

4.401.03 **Impaired driving:** Drivers are prohibited from the operation of a motor vehicle while mentally or physically impaired. Violations may lead to reduction or termination of driving privileges.

- a) The use of alcohol is prohibited.
- b) The use of illegal drugs is prohibited.
- c) The use of prescription/Non-prescription medicine should be monitored carefully to ensure that it does not impact the drivers abilities to safely operate the vehicle.
- d) Fatigue should be monitored carefully to ensure that it does not impact the drivers abilities to safely operate the vehicle.
- e) Medical condition or illness should be monitored carefully to ensure that it does not impact the drivers abilities to safely operate the vehicle.
- f) Emotional state should be monitored carefully to ensure that it does not impact the drivers abilities to safely operate the vehicle.

4.401.04 **Fines.** All drivers will be expected to report and pay for any parking violations, moving violations, violations resulting in a threat to life, violations resulting in a collision, etc... All fines should be paid immediately.

4.401.05 **Seat Belts.** All employees of the State of Mississippi and other occupants are required by law to wear a safety belt at all times when operating or being transported as a passenger in a State owned vehicle. It shall be each occupant's responsibility to insure compliance with the State's safety belt policy. It is unlawful to remove any seat belt or render it inoperative.

4.401.06 **Reporting Emergencies.** If a vehicle emergency situation arises, vehicle operators should contact their supervisors and dial 911 for assistance.

4.501 **Liability Insurance for State owned vehicles**

The general policy of the State of Mississippi is that state owned vehicles are to be used for state government use only. The driver is fully covered by the Tort Claims Board (TORT) provided that the vehicle is being used within the course and scope of the employment. Drivers should be aware that any accidents, damage, etc. that occurs outside the course and scope of employment are not covered by TORT. It is recommended that the driver have adequate insurance, including a business coverage rider. If an accident is not covered by TORT, the driver will be responsible for all repairs to the state owned vehicle as well as any damages to other individuals or their property.

4.501.01 **Liability Insurance for personal vehicles**

The general policy of the State of Mississippi is that if an employee is assigned a state owned vehicle and decides to use their personal vehicle he or she is not covered by TORT. If an accident occurs, the employee is responsible for the repairs on the employees' vehicle and any other liability that may have occurred. Employees that are required to operate their personal vehicles to conduct state business for an agency that does not have state owned vehicles are fully covered by TORT, provided that the vehicle is being used within the course and scope of the employment. Employees should be aware that any accidents, damage, etc. that occurs outside the course and scope of employment are not covered by TORT. The employee will be responsible for all repairs to their personal vehicle as well as any damages to other individuals or their property. Employees are advised to consider talking to their personal insurance agent to include a "rider" on their personal insurance that will provide additional coverage when driving a state owned vehicle.

4.501.02 **Reporting Accidents**

Should a driver be involved in an automobile accident that implicates a State owned vehicle or a personal vehicle approved for state use, the following steps should be taken:

- 1.) Call an ambulance if any one is injured.
- 2.) Immediately notify the city police, sheriff's office or highway patrol.
- 3.) Do not move either vehicle until an officer of the law advise you to do so.
- 4.) The Proof of Insurance number that should be entered on the police report is 11-46-15.
- 5.) Do not make any statement of guilt to any party.
- 6.) Employee shall notify their immediate supervisor as soon as possible.

4.501.03 **Defensive Driving Training**

The Loss Control Department of TORT offers Defensive Driving Classes to all state agencies. State employees involved in preventable accidents must attend scheduled group classes. Contact the State Loss Control Manager at 601-359-6691 for scheduling.

CHAPTER V
VEHICLE MAINTENANCE

5.101 MAINTENANCE AND CARE OF VEHICLES

Maintenance of state property is a vital responsibility when considering the best use of the tax dollar. All agencies are urged to establish a written policy which shall describe the planned maintenance program for its fleet. This policy shall include mechanisms to assure proper, timely preventive maintenance (oil changes, lubrication, etc) as well as mechanisms to track costs to allow management to make proper decisions concerning the continued operation of the vehicle. At a minimum, agencies should follow the manufacturer's recommended maintenance schedule for each vehicle. The BFM has incorporated minimum scheduled maintenance recommendations into the current Fleet Management software that can be used as a guide. All maintenance and repairs performed on state owned vehicles must be documented and retained for the life of the vehicle. All maintenance and repair information and costs should be entered into the State Fleet Management Software on a monthly basis. The maintenance and upkeep of fleet vehicles is the responsibility of the individual and agency to which the vehicle is assigned. Create a specific vehicle maintenance policy or schedule for each class of vehicles operated. The agency shall enforce the policies and schedules to ensure routine service is completed as scheduled.

5.101.01 Vehicle Warranty Tracking

Agencies should track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent you from paying for repairs or parts that are covered under manufacturer warranties.

5.101.02 Monthly Vehicle Checks

Each agency is responsible for monthly checks of:

- | | |
|--|-------------------------|
| 1.) Brakes | 11.) Battery |
| 2.) Lights | 12.) Air Filter |
| 3.) Tires | 13.) Inspection sticker |
| 4.) Belts/Hoses | 14.) Seat belts |
| 5.) Windshield wipers/fluid | |
| 6.) Automatic transmission fluid level | |
| 7.) Engine oil | |
| 8.) Coolant | |
| 9.) Transmission | |
| 10.) Steering | |

Refer to Appendix F of this manual for a state owned vehicle monthly maintenance check list. This form should be completed by all employees assigned a state owned vehicle on a monthly basis as a means to be proactive on maintenance and to help keep a safe fleet of vehicles for employee use. The Fleet manager or employee supervisor should monitor and sign off on this process. Agency pool vehicles should be under the same monthly maintenance check list.

5.101.03 Routine Washing

It is the agencies responsibility to ensure fleet vehicles represent the State of Mississippi appropriately. Vehicles should be cleaned inside and out as appropriate for the intended use of the vehicle. Passenger vehicles that are not used off road would need to be kept cleaner than a truck that is used off road on a daily basis. Common sense should rule. If in doubt clean it. It is recommended that all passenger vehicles be cleaned inside and out at least once monthly.

5.101.04 Annual Safety Inspection

Each agency shall schedule and complete the annual state inspection at a state approved maintenance facility for each vehicle assigned to their agency. This functionality is built in to the State of Mississippi Fleet Management software and can be used by agencies as a tool to make sure this is taken care of on all state owned vehicles.

5.102 Fuel Purchases

Gasoline purchases shall be obtained using the state approved fuel access cards from the state fuel vendor facilities when available. Only regular unleaded gasoline or diesel from self-service pumps should be used. No higher-octane gas is to be purchased.

Each vehicle shall be issued a state fuel access card that remains in the vehicle at all times. Employees that are assigned vehicles, shall be issued a personal identification number (PIN) that is to be kept separate from the card in the vehicle. When using this card always key in the **correct** meter reading. If a Fuel Access Card is stolen or lost, notify the appropriate agency contact and the card should be canceled. A replacement card should be issued if needed.

The Fuel Access Card is to be used to purchase fuel and vehicle related services only (Repair/Maintenance). All fuel transactions must be entered into the State of Mississippi Fleet Software System on a monthly basis.

5.102.01 Alternative Fuels

The BFM shall encourage the use of alternative fuels, including, but not limited to, ethanol or bio-diesel. Each agency is encouraged to purchase alternative fuel vehicles and use alternative fuels when it is determined that it would be cost effective and would not cause harm to the state owned vehicle.

Chapter VI
REPLACEMENT GOALS

6.101 Replacement Criteria

The following guidelines provide minimum replacement goals for routine vehicle replacement. In general, most vehicles should be replaced when they reach 6 years (72 months) of service or 120,000 miles whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs or low yearly mileage). Agencies may make this determination on a case-by-case basis, using these guidelines as a starting point for their deliberations. Before disposal or sale of any vehicle, the BFM shall make a determination that the lifetime use and mileage of the vehicle has been maximized and it would not be feasible for another state agency to use this vehicle. All disposals shall be approved by the BFM prior to disposal (Refer to Chapter VII of this manual for disposal procedures). The following table details the specific replacement goals for different types of vehicles:

Vehicle Type	Replacement Goals	
	Age	or Mileage
Sedans and wagons	6 years	120,000 miles
Light trucks and Sport Utility Vehicles (SUVs) (8,600 GVWR or below)	6 years	120,000 miles
Passenger vans	6 years	120,000 miles
Cargo vans	6 years	120,000 miles

CHAPTER VII
DISPOSAL RULES AND REGULATIONS

7.101 Procedures for Selling, or Transferring, State Owned Vehicles

Before disposing of any vehicles, agencies must send a list of vehicles to the BFM for prior disposal approval. These vehicles will be checked to make sure they meet replacement criteria (See chapter IV of this manual). Agencies shall ensure that the highest mile and/or highest maintenance cost vehicles are the vehicles chosen for disposal. The BFM will assist agencies in determining the most appropriate vehicles upon request. With BFM approval, agencies can proceed with their disposal process. All vehicles deemed scrap must be submitted to the BFM to request authorization to dispose of vehicles prior to disposal. Vehicles that have become no longer usable to the agency still have a value if only in scrap metal. Once these vehicles have been approved for disposal by the BFM the agency can proceed with the disposal process. The scrap vehicle disposal process still falls under the statute procurement law in reference to which disposal method is used. If the vehicle(s) are valued at more than one hundred dollars up to twenty-five thousand dollars, two quotes are required. If vehicle(s) are valued at more than twenty-five thousand dollars they must be advertised to be sold. After vehicle(s) have been disposed a completed Vehicle Deletion Form should be submitted to the BFM. Vehicle(s) shall no longer be disposed of on a Form 961. Once the Vehicle Deletion Form has been received and approved by the BFM it will be forwarded to the Office of the State Auditor. After vehicles have been disposed, a Vehicle Deletion Form (see Appendix G) must be submitted to the BFM including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. Once the BFM reviews and approves this form, a copy will be forwarded to the Office of the State Auditor.

7.101.01 Methods

State owned vehicles which become surplus to the needs of a state agency may be disposed of in any of the following ways:

- (1) Traded
- (2) Transferred
- (3) Sold

7.101.01.1 Sale of state owned vehicle(s) may be accomplished by public auction, sealed bid, or private treaty negotiated sale.

7.101.01.2 Trades State owned vehicles which no longer meet the needs of an agency or become obsolete or inoperable and still have a residual value may be traded as a part of the transaction to acquire new vehicles. This method of disposal may not be used when acquiring any vehicle from a state contract. The request for pricing, which includes a trade-in, must be made a part of the specification for the vehicle being purchased. The specification shall contain all pertinent information about the vehicle being traded (i.e., make, model, year model, mileage, its location where it may be seen, etc). If a vehicle is to be disposed of by trade-in, the Vehicle Deletion Form shall be completed to include all information applicable to the trade-in. However, the agency must at the same time submit the Form P-1 for approval to purchase the item to which the trade-in applies. The Vehicle Deletion form may not serve as the purchase request. The Vehicle Deletion form is to be considered as an inventory deletion form only. Approval of both documents by the BFM must be obtained prior to the issuance of a purchase order.

COMMENTARY:

It should be noted that, when trading in a state owned vehicle and applying the revenue towards a reduction in the purchase price, the agency must evaluate the value of the state owned vehicle being traded, as well as, the value of the item being procured to determine the proper methods of soliciting bids. If the estimated value of the "trade-in" vehicle exceeds \$5,000, then the transaction shall be advertised (see 8.101.01.4 of the State Procurement Manual). If the estimated value of the

vehicle to be purchased exceeds \$25,000, then the transaction shall be advertised (see Section 31-7-13(c) of the Code). If the estimated value of the vehicle to be purchased exceeds \$5000 but does not exceed \$25,000, then the transaction shall be entered into after obtaining at least two competitive quotes (see Section 31-7-13(b) of the Code) An example of what is not proper and not allowed would be: an agency wishes to trade in vehicles having a value of \$20,000, in return they would purchase vehicles with a value of \$21,000 for a total cost of \$1,000. The agency would indicate that since the cost is only \$1,000, they should not be required to obtain bids. This is not a correct interpretation. The agency is using \$20,000 of state resources and acquiring an item with a value of \$21,000, this transaction would require advertising and sealed bids.

7.101.01.3 Transfers State owned vehicles may be transferred from one state agency to another state agency (including transfers to the Office of Surplus Property). Transfers or sale of vehicles from one state agency to another or transfers from a state agency to a governing authority does require approval from the BFM. Agencies requesting a vehicle to be transferred to them must submit to the BFM a Form VR-1 (See Appendix B) with a detailed justification of why the requested vehicle is needed. If approval is granted the agency receiving the reassigned vehicle shall pay to the previous agency's special fund, or if no special fund exists to the state general fund, the National Automobile Dealers Association (NADA) wholesale value for the vehicle or the estimated amount for which the vehicle would have sold at auction, as shall be determined by the BFM, whichever is less. The agency transferring the vehicle must submit the completed Vehicle Deletion Form to BFM. Once received and approved by the BFM, the Vehicle Deletion Form will be forwarded to the Office of the State Auditor. No transfers of state agency vehicles shall take place without prior approval from the BFM.

7.101.02 Sale of State Property

7.101.02.1 Sealed Bid When disposing of State owned vehicles by sealed bid, agencies will be required to advertise the sale in the same manner as set forth in Section 31-7-13(c) of the Code. Such advertisement shall be made one time each week for two consecutive weeks and shall be made in a newspaper published in the county or municipality in which the agency is located. Such advertisement should indicate where, when, and for how long Invitation for Bids may be obtained; generally describe the vehicles being sold; when and where the vehicles may be seen; and contain other pertinent information but is not required to include detailed specifications. Bids received for such sale shall be handled in compliance with Section 3.202.12 of the State Procurement Manual (Receipt, Opening, and Recording of Bids). No vehicles sold by sealed bid shall be released to the successful bidder until the Vehicle Deletion Form has been approved by the BFM and Property Control, Division of the State Department of Audit. The Vehicle Deletion form submitted to the BFM must include the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. The opening of sealed bids for the sale of state owned vehicles shall be in compliance with Section 3.202.12 of the State Procurement Manual (Receipt, Opening and Recording of Bids).

7.101.02.2 State Owned Vehicle, Disposal Specifications The specifications or instructions to prospective buyers should provide a listing of all items being offered and such listing shall provide, but is not limited to, the following:

- (1) Make – Model (Dodge B150 -ton pickup)
- (3) Year of manufacture
- (4) Mileage
- (5) Location – (Where the vehicle may be seen.)
- (6) Date and time when vehicle may be inspected
- (7) Address of location to which the bids shall be delivered
- (8) Time and date set for the bid opening
- (9) Name of person (include telephone number) to be contacted if additional information is necessary

7.101.02.3 Bid Rejection The selling agency shall have the authority to reject any or all bids or any part of any or all bids if it is determined by the head of the selling agency or the Chief Procurement Officer or a designee of either that:

- (a) The vehicle should remain in service with the using agency or that it would be to the best interest of the State to transfer or sell the item to another agency or governing authority;
- (b) The best price offered was determined to be too low; or
- (c) The information provided on the listing of vehicles was erroneous or misleading in such a manner as to be detrimental to the buyer or the State.
(see Section 8.101.02.3 of the State Procurement Manual)

7.101.03 Auction (see Section 8.101.03 of the State Procurement Manual)

7.101.03.1 Public auctions have long been an acceptable, as well as, preferred method of disposing of vehicles that is advantageous to the State. Vehicles sold at auction have historically brought more money than those sold by sealed bid.

7.101.03.2 Selection Process. Auctioneers or auction companies and the selection of them provides for two options which are:

- (a) auctions that are held on agency property; and
- (b) auctions held at auction company location

7.101.03.3 Auctions held on agency Property. When conducting an auction at the agency location, a decision must be made as to the extent of the involvement by the auction company. The two options available are:

- (a) will the auction company only be required to sell each item with no involvement in any other aspect; i.e., advertisement, item numbering, paperwork, collection, etc; or
- (b) will the auction company provide a “lock and key” job? In which case the auction company will be responsible for all aspects of the auction up to depositing of receipts.

7.101.03.4 If the auction company is responsible only for selling each vehicle, the selling agency may negotiate with a company provided the fee does not exceed an amount equal to 10% per item but not to exceed \$25 per item. Example: The fee would be 10% on any item selling for not more than \$250. Items selling for more than \$250 will generate a flat fee of \$25 per item to the auction company. Such contracts may be made without advertising.

7.101.03.5 If the above fee does not apply, the auction company may only be selected through the competitive bid process. Specifications shall be written which shall set forth all requirements imposed on the auction companies offering bids. The intent to contract shall be advertised in compliance with Section 31-7-13 (c) of the Code.

7.101.03.6 Dealer Auctions. There are several dealer auction facilities located throughout the State where vehicles may be sold. To use the services of any of these facilities, the company must agree that the sale will be open to the public for state-owned vehicles and must agree that the fee charged the seller of state-owned vehicles shall be not more than \$50 per vehicle. Auctions that are dealer only sales (Auctions that do not allow public participation in the auction process) cannot auction state owned vehicles. A list of all fees is posted on the Department of Finance and Administrations website under the BFM. Presently, state-owned vehicles are being sold at the state auction on the first Thursday of each month. Any agency wishing to dispose of vehicles in this manner may do so by delivering the vehicles along with a signed (undated) title to the auction company not later than the Thursday, one week prior to the sale, before 5:00 p.m. This will allow the auction to properly advertise the sale of the state vehicles. If vehicles cannot be delivered by this cut off date, the vehicles will be held for the next month's sale and so on. If vehicles show up at auction, after the cut off date, they can be stored on auction premises until the next sale date, or the owning agency can pick up the vehicles and re-deliver them by the next month sale cutoff. The vehicles need to be thoroughly cleaned, and have all decals and lettering removed prior to sending them to auction. A representative of the BFM will be viewing these vehicles prior to the sale and has the authority to have any vehicle pulled from sale to be cleaned or de-identified by the auctions reconditioning facility. Pulled vehicles will be put in the next month's sale. The BFM will sale all state vehicles under a red light ("as is where is" at auction). The BFM reserves the right to attend all auctions to ensure that best practices and sale prices are being administered. Agencies shall represent their vehicles on sale day. Even if an agency representative is available The BFM has full authority to reject any bid if is not in the best interest of the State of Mississippi. Once vehicles are delivered and set for sale at the state auction, no sale may be made to the public or to any dealer before crossing the auction block at least one time. When vehicles have sold, the auction company will be responsible for collecting proceeds from buyers and will provide, to the agency, all documentation (bill of sale, mileage certification, etc.). The auction company will deliver, within 10 working days, a check for the net proceeds to the selling agency. Any auction company handling vehicles owned by state agencies shall be bonded as required by law. After vehicles have been sold, a Vehicle Deletion form must be submitted to the BFM including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. Once the BFM reviews and approves the disposal form will be forwarded to the Office of the State Auditor.

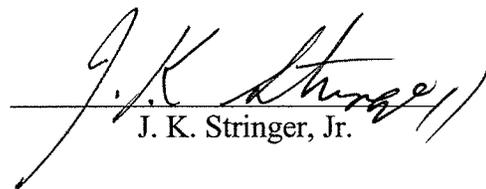
7.101.03.7 Any time vehicles are sold at public auction, the BFM shall be notified in writing not less than 30 days prior to the auction. This notification shall include:

- (a) a detailed list of the vehicles being sold including the asset numbers,
- (b) the time, date, and place where the auction will be held, (c) a copy of the auctioneer's contract,
- (d) copies of specifications and bids for auctioneer's services (if applicable),
- (e) a list of potential buyers who are being sent a notification of the auction; and
- (f) a copy of, or a draft of a legal advertisement to notify potential bidders of the day, time and place of auction. The advertisement should run in a newspaper of

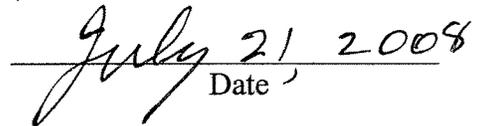
general circulation in the county in which the auction will be held and should appear in the paper not less than twice. The second appearance of the advertisement shall be not less than 7 working days prior to the auction. If a copy of an advertisement is submitted, it should include the days in which it appeared in the newspaper. If a draft of an advertisement is submitted, the agency should indicate the days it will appear in the newspaper. Included with this information should be a request for authority to proceed with the auction. After vehicles are disposed, a Vehicle Deletion form must be submitted to the BFM including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. Agencies shall attach copies of the sale invoice, sale check, cash receipt, and signed title copies (showing the person/entity that purchased the vehicle(s) to the Vehicle Deletion form.

**AUTHORIZATION OF POLICY AND PROCEDURE
MANUAL FOR THE UTILIZATION OF STATE OWNED
VEHICLES.**

As Executive Director of the Department of Finance and Administration and by the authority empowered to me, I authorize the implementation of this policy and procedure manual on this date.



J. K. Stringer, Jr.



Date

**Appendix A
REQUEST FOR AUTHORITY TO PURCHASE**

Form P-1/Revised - 3/07

To: Office of Purchasing and Travel
701 Woolfolk Building, Suite A
501 North West Street
Jackson, MS 39201

Dept. No. _____ Request No. _____

Date _____

SAAS PC No. _____

From: _____

Address _____

We hereby request Authority to Purchase the following commodity or commodities covered by Purchasing Regulations.

QUANTITY	NAME OF ITEM	DESCRIPTION AND COMPLETE SPECIFICATIONS	PRICE EACH	TOTAL
		To Be Shipped To: _____ Address or Location		

The following bids have been received () after advertising; () by solicitation, and copies of said bids are attached hereto.

NAME AND ADDRESS OF BIDDER	AMOUNT OF BID	AGENCY PREFERENCE	TYPE OF TRANSACTION
			Purchase Agency Contract For _____ Mos. Rental/Lease For _____ Mos. Fleet Construction (Bureau of Building)
			(FOR USE WITH LEASES OR RENTALS ONLY) THE ORIGINAL COPY OF THIS P.1 FORM IS ON FILE WITH OFFICE OF FISCAL MANAGEMENT, SUBMIT A PURCHASE ORDER EACH MONTH FOR THE MONTHLY LEASE OR RENTAL CHARGE AND REFER TO P.1 No. _____

SC-1 FORM WITH PROPER SIGNATURES AND JUSTIFICATIONS ATTACHED

Attach the following: () Copy of bids (minimum of 2 written bids required if purchase is over \$5,000)
 () Proof of advertising - including copy of bids (if purchase is over \$25,000.00)
 () Statement containing reason for agency preference and such other information as agency deems pertinent.

APPROVED Date _____
By _____
OFFICE OF PURCHASING, TRAVEL AND FLEET
MANAGEMENT

SUBMITTED BY: _____
PURCHASING AGENT PHONE NUMBER

INSTRUCTIONS: Send three copies to Office of Purchasing and Travel. The Office of Purchasing and Travel will return two copies (White and Green). Agency will attach one copy (White, original copy) to purchase order, Agency will retain one copy (Green) for their records.

Appendix C

Form UA – 1, 7/08

STATE OF MISSISSIPPI
VEHICLE USE AGREEMENT

I (print name) _____ being age 18 or older, understand and agree that my use of the State of Mississippi vehicle assigned to me for the dates from _____ to _____ (maximum one year) shall be exclusively for the fulfillment of the State of Mississippi business that I have been engaged for. I understand and agree that I am not to use the vehicle for any other reason what so ever. I agree to operate this vehicle in a safe, prudent and lawful manner at all times. Seat belts shall be worn by all vehicle occupants when the vehicle is in motion. I will not permit any other person to operate the vehicle while it is in my control unless such use is made part of this agreement. I will not drive this vehicle out of the State of Mississippi without prior approval. I do truthfully state that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension. I grant permission to the Agency to verify my license information and motor vehicle driving record and willingly offer the following license information:

Date of Birth _____ License No. (If SSN list last 4 digits) _____

One of the following MUST be checked:

- (1) I do truthfully state that in the past three years: my license has not been suspended, I have not been convicted of any alcohol related driving violations, nor have I been convicted of any unsafe motor vehicle operations.
(2) I do truthfully state that in the past three years I have been issued the following motor vehicle violations (list):
Type of violation: _____ Date: _____
Type of violation: _____ Date: _____
Type of violation: _____ Date: _____

I UNDERSTAND THAT ANY MATERIAL, FALSE STATEMENT, OR USE OF THE VEHICLE NOT PERMITTED BY THIS AGREEMENT WILL REQUIRE ME TO ASSUME THE FULL LEGAL AND FINANCIAL CONSEQUENCES OF MY ACTIONS. I HAVE ALSO BEEN GIVEN A COPY OF THE STATE FLEET MANUAL AND HAVE READ AND UNDERSTAND ITS CONTENTS. IMPORTANT NOTICE TO DRIVER: DO NOT SIGN BELOW UNLESS YOU HAVE READ AND UNDERSTAND THIS DOCUMENT.

Agency Name: _____ Agency No.: _____

Driver Signature: _____ Date Signed: _____

Signature of Executive Director: _____ Date Signed: _____

PROCESSING DIRECTIONS: It is the employing agency's responsibility to require potential drivers of state owned vehicles to complete this form annually. Based on the information given the agency will need to approve or disapprove the potential drivers use of a state owned vehicle. The BFM reserves the right to deny use of State owned vehicles based on the information given when is it is in the best interest of safety while using a state owned vehicle. When ALL of the above information is completed, immediately send or fax this form to The BFM, 701 Woolfolk Bldg., Suite A. 501 N. West Street, Jackson, MS 39201; Fax 601-576-2740. This from is due by July 1st of each Fiscal year. If you have any questions, call 601-359-9335 or 601-359-5171.

Appendix D

Form VMR – 1, 7/08

Vehicle Misuse Incident Report Form

State of Mississippi
Department of Finance and Administration
Bureau of Fleet Management

To: Bureau of Fleet Management
701 Woolfolk Building, Suite A
501 North West Street
Jackson, MS 39201

The State of Mississippi requires its employees to operate State vehicles in a safe and courteous fashion, obeying all transportation laws. Citizens or State Employees who observe a State vehicle being operated improperly are asked to notify State Fleet management of such incidents.

Notify our office by completing the form below and sending it to the address listed at the top of this page. We will forward a copy of the complaint to the appropriate agency for an investigation of the incident to determine if action is required.

We at State Fleet management sincerely appreciate your interest and concern for the proper operation of the vehicles belonging to the State, and we thank you for your time and effort.

Date of observation Date: _____ Time: _____ AM / PM

Vehicle Identification (if known)

Year: _____ Make: _____ Model: _____

Driver Identification (if Known) Name: _____

Approximate Age: _____ Sex: _____ Description: _____

Location of Incident (such as street, highway, intersection, direction of travel)

Brief Description of Incident (Be specific; attach additional pages as necessary)

Agency Name: _____ Agency No.: _____

Signature: _____ Telephone: _____

Name (print) _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

APPENDIX F

Form VC – 1, 7/08

STATE VEHICLE MONTHLY MAINTENANCE CHECK LIST

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Agency Name: _____ Asset No.: _____

ELEMENT	SATISFACTORY (X)	UNSATISFACTORY (X)
1. Brakes – Do service brakes and parking brake operate?		
2. Lights – Check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?		
3. Tires – Check Pressure against P.S.I. noted on tire. Check for defects such as unusual wear pattern, bubbles or deformed sidewalls. Is spare tire ok?		
4. Belts/hoses – Are they quiet with engine running? Any hose leaks?		
5. Windshield wipers/Fluid – Do they operate and remove washer fluid when tested? Is reservoir full, does it pump when operated?		
6. Engine oil – Check oil fluid level on oil stick. Is the oil line above the full mark on the stick? Are there any leaks?		
7. Coolant – Is Fluid to full mark on reservoir?		
8. Transmission - Check transmission fluid level on oil stick. Is the oil line above the full mark on the stick? Are there any leaks? Does it shift properly?		
9. Steering – Does steering react when steering wheel is turned? Any noise? Is power steering fluid reservoir full?		
10. Battery – Do vehicle lights appear dim? Are posts clear of corrosion?		
11. Air Filter – Is air filter discolored?		
12. Inspection Sticker – Is a current inspection Sticker in lower driver’s side corner of windshield?		
13. Seat belts – Are all seat belts and airbags present. Do seatbelts operate properly?		

Comments:

Vehicle Assigned Driver: _____ Vehicle Tag Number: _____

Supervisors Signature: _____ Date of Inspection: _____

Appendix H

MERL Form, 7/08

Department of Finance and Administration
BFM
Monthly 24/7 Commuter Log

Instructions: All employees with Executive Director authorization to commute as an 24/7 emergency responder must complete this log monthly. Failure to submit this log or submission of logs which indicate no 24/7 emergency responses will result in revocation of the driver's authorization to use a state vehicle for commuting. Agencies shall maintain a copy of this form and all revisions on a mothly basis for review on request by the BFM.

Agency Name: _____

Asset Number of Vehicle: _____

For the Month/Year: _____ / _____

List emergency responses occurring during the period above for which the state vehicle was used outside of normal work hours. (State law requires that all state offices shall be available to the public for services 8:00 a. m. until 5:00 p. m., Monday through Friday);

Date/Time Description of 24/7 Emergency

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

_____	_____	_____
Signature of Employee	Printed Name	Date

_____	_____	_____
Employees Supervisor	Printed Name	Date

Authorization for commuting is state vehicle is: Continued

Revoked

_____	_____
Agency Executive Director	Date

Appendix I

SEVO Form, 7/08

Department of Finance and Administration
BFM
Specialized Equipment-Virtual Office Log Form

Instructions: All employees with Executive Director authorization to commute as a specialized equipment-virtual office assignment must complete this log monthly. Failure to submit this log or submission of logs which indicate no specialized equipment, virtual office responses will result in revocation of the driver's authorization to use a state vehicle for commuting. Agencies shall maintain a copy of this form and all revisions on a monthly basis for review on request by the BFM.

Agency Name: _____

Asset Number of Vehicle: _____

Check the assignment that applies:

Specialized Equipment

Virtual Office

For the Month/Year: _____/_____

If assignment is specialized equipment list equipment that is too large or heavy, or has specialized features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location: _____

Specialized equipment - List number of times that an employee was required to respond and use the specialized equipment during the period above for which the state vehicle was used outside of normal work hours. (State law requires that all state offices shall be available to the public for services 8:00 a. m. until 5:00 p. m., Monday through Friday);

Virtual office - List the days or hours per month an employee worked in their official duty station (Physical state agency office).

Date/Time Description

- 1.
- 2.
- 3.
- 4.
- 5.

_____/_____
Signature of Employee Date

_____/_____
Above Employees Supervisor

Authorization for commuting is state vehicle is: Continued

Revoked

_____/_____
Agency Executive Director