

Sixth District Department of Correctional Services POLICY	Issue Date 05/16/03	Effective Date 09/10/18	Policy Number 124-18
Subject VEHICLE OPERATION AND MAINTENANCE		Review Month December	Author 0733 (KPO)
Rescinds 124-14	References IRS Publication 15-B, Code of Iowa Sec. 907.2		

POLICY:

Staff operates vehicles in a responsible manner and obey all municipal, county, and state laws, including not engaging in high speed (above the posted speed limit) pursuits.

PROCEDURE:

1. Staff and non-Departmental personnel are permitted to operate Department owned vehicles for the purpose of conducting agency sponsored business.
2. All individuals operating Department owned vehicles have the ability to be insured under standard Department insurance policy.
3. Family members, friends and the general public are not transported in Department owned vehicles without prior supervisory approval.
4. Staff, with supervisory approval, may take a Department vehicle to his/her residence due to business necessity, to shorten a business trip the following day, or to provide a more expedient public safety response in their capacity as a High Risk Unit Officer.
5. Staff choosing to use a personal vehicle for Department business maintains liability insurance. If a Department vehicle is available, personal mileage is not reimbursed, unless an exception is approved, in advance, by the employee's direct Supervisor or higher.
6. Use of Department owned vehicles are governed by the following:
 - A. Longer distances take priority over shorter distances;
 - B. Field work takes priority over routine business;
 - C. First come, first served.
7. When operating any vehicle, Department or personal, staff:
 - A. Obey all motor vehicle laws;
 - B. Possess a valid Iowa driver's license;
 - C. Operate the vehicle in a safe manner using "defensive driving" techniques.
 - D. Use seat belts;
 - E. Obey State laws regarding the use of cell phones.

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PROCEDURE: (continued)

8. Staff ensures the Department Vehicle Mileage Log (124A) is accurately completed with each use. Completed mileage logs are turned into the designated Department Unit or staff person.
9. Prior to operating the vehicle, staff checks for damage and reports to the Supervisor.
10. Prior to returning the vehicle to the Department, staff ensures the gas tank is at least half full using one of the following options:
 - A. Vehicles returned to the Cedar Rapids fleet are filled utilizing the "gas boy" gas key system.
 - B. Vehicles returned to the Coralville/Iowa City fleet are filled utilizing the IMCC pumps.
 - C. Utilize a Department credit card to purchase self-service fuel; the receipt is forwarded to the Accounting Technician within three (3) days of purchase.
11. Smoking is not permitted in Department owed vehicles. All trash is removed upon return of vehicle.
12. Vehicles are locked at all times when not in use.
13. In case of an accident, staff:
 - A. File the accident claim form provided by law enforcement.
 - B. Do not admit liability to any outside party.
 - C. Complete a written report and forward to the administration.
14. The designated Department Unit or staff person maintains the assigned vehicle(s) with scheduled routine service, follow up on any reported damages or malfunctions and ensure an appropriate first aid kit is stored within each vehicle.
15. In the event of a vehicle breakdown or accident requiring tow service, each vehicle is equipped with information on how to access such services.

BY ORDER OF:

Bruce Vander Sanden, District Director