STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE 9/1/15
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TITLE VEHICLE ACQUISITION, MAINTENANCE, AND DISPOSAL

REVIEW/REVISION HISTORY:

Effective: 2/19/01
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Revised: 8/1/12
Revised: 9/1/15

SUMMARY OF REVISION/REVIEW:

Section I. - Adjusted form usage throughout
I.A. - Added exemption for Correctional Industries
I.A.1. and II.A.2. & 3.c. - Added clarifying language
II.A.4. - Adjusted deadline for submitting mileage reports
III.C. - Adjusted criteria for diesel powered vehicles in Clark, King, Pierce, Snohomish, and Spokane counties requiring annual testing

APPROVED:

Signature on file

7/29/15

BERNARD WARNER, Secretary
Department of Corrections
Date Signed
POLICY

VEHICLE ACQUISITION, MAINTENANCE, AND DISPOSAL

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 39.26.102; RCW 43.41.130; RCW 70.120.170; ACA 1B-01; ACA 1B-02; DOC 230.500 Vehicle Use; Governor’s Executive Order 05-01; State Administrative and Accounting Manual (SAAM) Chapter 12; Records Retention Schedule

POLICY:

I. All state owned and operated passenger vehicles will be acquired, maintained, and disposed of per requirements established by the Washington State Department of Enterprise Services (DES) and the Revised Code of Washington (RCW).

DIRECTIVE:

I. Vehicle Acquisition

A. For a vehicle purchase, employees will submit DES’ BR.01.F1 New and Used Passenger Vehicle Purchase Approval Request to the Headquarters Business Services Procurement Unit. Correctional Industries is exempt from this requirement per RCW 39.26.102.

1. If there is a hybrid (e.g., plug-in) or all-electric vehicle that will accommodate Department needs, it or a vehicle with equivalent fuel efficiency will be purchased. If one is not available, a flexible fuel vehicle should be purchased, if available.

B. To request assignment of a leased vehicle for 30 days or more, employees will forward DES’ Project Request Form or BR.01.F1 New and Used Passenger Vehicle Purchase Approval Request, as appropriate, along with justification to the Agency Transportation Officer.

C. The Headquarters Business Services Procurement Unit will submit an annual report of hybrid/all-electric vehicle and flexible fuel vehicle purchases to the Sustainability Coordinator.

II. Vehicle Maintenance and Repair

A. All facilities/offices with state vehicles will designate employees to:

1. Maintain a preventive maintenance program for each vehicle that follows the manufacturer’s recommendations, including regular interior and exterior cleaning, to maintain optimal vehicle efficiency and value.
2. Ensure items identified in DOC 230.500 Vehicle Use are kept in every vehicle during operation.

3. Maintain a file for each vehicle that contains, at a minimum:
   a. Monthly mileage reports,
   b. Maintenance and repair records, and
   c. Washington State Department of Ecology’s ECY 020-121 Weekly State and Local Government Gasoline Fleet Vehicle Emission Inspection Log, if the vehicle is part of a fleet at a facility with emission testing capabilities, to meet emissions testing requirements.

4. Submit a mileage report for each leased fleet operations vehicle to DES Fleet Operations by the 20th of each month.

B. State vehicle maintenance and repair will be performed at a state facility, whenever possible. When repairs are beyond the capability of state facilities, authorization must be obtained before having the repairs made by a local contracted vendor.

1. For Department vehicles, authorization will be obtained from the appropriate Approving Authority.

2. For State Fleet Operations vehicles, authorization will be obtained from DES Fleet Operations - Vehicles Services.

C. [1B-01] All vehicles owned, leased, or used in the operation of a Work Release or Field Office will have an annual safety inspection conducted by a trained Motor Vehicle Maintenance Technician. Employees responsible for facility/office vehicles will complete DOC 15-019 Vehicle Safety Inspection Checklist annually.

D. When repair is for damage resulting from an accident, the Risk Mitigation Manager should work with staff from the DES Office of Risk Management to determine liability for the damages before proceeding with repairs.

1. If other parties are liable for some or all of the repair costs, claims will be filed.

2. Department authorization must be obtained before proceeding with repairs.

E. Upon detection of a problem, repairs required to make the vehicle safe to operate will be completed immediately. The vehicle will be returned to service after the repairs. [1B-02]
III. Testing Emissions

A. All state owned or operated vehicles will meet the motor vehicle emission control requirements of RCW 70.120.170.

B. Facilities/offices that operate and store 20 or more state owned vehicles will annually test vehicles that are between 5 and 25 years old.

C. Facilities/offices that operate and store state owned vehicles in Clark, King, Pierce, Snohomish, or Spokane counties will annually test when vehicles meet the following criteria:
   1. Gasoline powered vehicles between 5 and 25 years old.
   2. Pre-2007 diesel powered vehicles with a scale weight over 6,000 pounds.

D. Emission tests will be carried out by authorized testing facilities found online at www.emissiontestwa.com.

IV. Vehicle Disposal

A. A Department owned vehicle may be disposed of when one of the following criteria is met:
   1. No longer needed
   2. Has been wrecked or damaged beyond economical repair
   3. 7 years old and has 100,000 miles or more, or a pre-1996 light duty vehicle driven 2,000 miles or more per year
   4. Has been deemed uneconomical to retain, regardless of age or mileage

B. Vehicle disposals will be processed and documented using the DES online property disposal system.

C. Proceeds from a vehicle sale will be deposited as revenue to the fund that originally purchased the vehicle. The proceeds will not be used to recover the cost of a replacement vehicle, unless the replacement was already approved in the budget.

V. Recordkeeping

A. Cost records relating to the operation, maintenance, and management of Department owned or leased passenger vehicles may be maintained on a fleet basis and will include all costs, including, but not limited to:
   1. Depreciation,
   2. Overhead,
3. Service and repairs,
4. Fuel,
5. Oil/lubrication/antifreeze,
6. Parts (e.g., tires, chains, batteries),
7. Insurance, and
8. Storage.

B. Results of emission testing will be kept in the vehicle file per the Records Retention Schedule.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 15-019 Vehicle Safety Inspection Checklist