

IDAHO STATE POLICE PROCEDURE

02.12 USE OF STATE VEHICLES/FLEET MANAGEMENT

A. General

The state vehicle is considered part of the workplace. All Idaho State Police (ISP) [Conduct Expectations](#) and procedures apply to employee actions in state vehicles. Drivers of state vehicles are personally liable for any fines arising from infractions of traffic regulations and are personally liable for damages if acting outside the scope of employment.

Smoking is prohibited in all ISP vehicles in accordance with [Title 39, Chapter 55](#), Idaho Code.

Employees charged with driving violations while operating a state vehicle must report the allegation to their supervisor as quickly as is practicable.

State vehicles may be used in the Idaho State Police (ISP) Ride Along Program as described in ISP procedure [02.09 Ride Along Program](#).

The Fleet Management Office (FMO) is the single point of contact for ISP vehicles.

[The ISP Business Operations Specialist \(BOS\)](#) is the single point of contact for the Department of Administration's Office of Risk Management (Risk Management).

B. Definitions

“Essential” use of a state vehicle means use necessary or beneficial to the state’s mission.

“[Fleet Manager](#)” means the ISP employee charged with oversight of fleet management.

“Non-essential” travel means travel in a state vehicle occurring beyond a thirty (30) mile radius around the essential use destination.

“Pool vehicle” means any non-assigned vehicle available to ISP employees for conducting state business.

“Special purpose vehicle” designation on the vehicle utilization review means any vehicle assigned to programs due to specialized equipment or for a specific task.

“State vehicle” means both state-owned vehicles and rental vehicles operated on state business and paid for with state funds.

C. Authorized Drivers

1. State vehicles are normally driven by state employees who possess a valid operator’s license.

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2. State law and risk management standards permit the driving of state vehicles by persons other than employees when they:
 - a. have permission from the appropriate Captain/Manager;
 - b. are driving in furtherance of state business; and
 - c. possess a valid operator's license.
3. The Captain/Manager informs non-employee drivers of all applicable guidelines in ISP procedures.

D. Vehicle Use

1. State vehicles are used solely for official business.
2. Non-essential travel should be kept to a minimum.
3. Ordinarily, only state of Idaho employees may "ride" in state-owned vehicles and then only in their official capacities and while on state business.
4. Transporting prisoners, motorists, family members of an injured employee, family members of employees attending funerals of ISP employees, or other agency related activities is an acceptable use of a state vehicle.
5. Employees wishing to have family members accompany them in traveling to conferences or other employment-related activities are encouraged to use a personal vehicle subject to the provisions of ISP procedure [04.10 Travel](#).

E. Vehicle Storage

1. Home-to-office driving is a privilege granted specifically by the Director and is permissible only when:
 - a. beginning or ending an authorized trip outside of regular business hours;
 - b. there is a clearly-defined operational need; or
 - c. no secure vehicle storage is available at the work site.
2. Vehicles may be individually assigned with Board of Examiner approval.
 - a. The Major/Manager makes a written request to the Director to assign the vehicle to an individual;
 - b. the Director determines the need to seek Board of Examiner approval.
3. Vehicles driven home or assigned to individuals are parked in private driveways, secured behind a fence, within a garage, or other protected non-public location overnight.

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4. When the driver of an assigned vehicle is absent from work for an extended period beyond normally-scheduled days off, the state vehicle is parked within a garage or other secure shelter, secured behind a fence, or at the district office.

F. Safety Equipment

1. The operator and all passengers in a state vehicle must use safety restraints in the manner intended by the manufacturer.
2. All operators and passengers will wear helmets when operating motorcycles, ATVs, or any other off-road vehicles for the purpose of state business.
3. Exceptions:
 - a. when, for operational or tactical reasons in an emergency vehicle, the seat belt would affect the employee's safety or ability to perform the duties imposed on the employee by the department;
 - b. when necessary for demonstration purposes in the controlled environment of the driving course during training; or
 - c. when physically impossible to use as intended.

G. Documents Required in all ISP Vehicles

1. Unless the possession of these documents are considered a hazard to an undercover operation, every ISP vehicle must carry the State of Idaho "[Auto Accident Report Guide](#)" (tri-fold), "Citizen's Claim Procedure" (green insert), and a "Certificate of Financial Responsibility", as well as the automobile registration form.
2. It is the responsibility of the employee, to whom the vehicle is assigned, or the appropriate supervisor/designee in the case of special purpose vehicles, or the FMO in the case of pool vehicles, to ensure these certificates and forms are carried in the vehicle.

H. Fleet Maintenance Logs

1. Each employee assigned a vehicle must enter all maintenance and repairs for the vehicle in the [Fleet Management database](#) by the 6th of each month.
2. The FMO prepares a quarterly report for all pool vehicles with the following information:
 - a. miles driven;
 - b. frequency of use;
 - c. maintenance and repair costs;
 - d. fuel costs; and
 - e. end of quarter mileage.

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3. The FMO distributes the report by the 15th of the month following each quarter's end, to the Director, Deputy Director, Major/Managers and Financial Executive Officer for review.

I. Gas Credit Cards

1. A State of Idaho gas credit card is assigned to each vehicle.
2. The State of Idaho utilizes a fuel card service and employees must purchase gasoline at a station that accepts the fuel card issued to each vehicle.
3. Routine maintenance and repairs are charged on the employee's P-Card in accordance with ISP procedure [04.08 Purchasing Card](#).

J. Meridian Pool Vehicles

1. To reserve a pool vehicle, contact the FMO with the following information:
 - a. when the vehicle is needed, date and time;
 - b. expected return date and time;
 - c. type of vehicle needed; and
 - d. special equipment needs (example: police radio).
2. During normal business hours pool vehicle keys are retrieved from the FMO.
3. Prior to issuing a pool vehicle for after-hours use, FMO and the requestor will coordinate where to pick up the vehicle keys.
4. Prior to use, check that the vehicle glove box contains the documents required in section G., above.
5. Pool vehicles must be returned cleaned, and with a full fuel tank to the designated pool vehicle parking area.
6. Return the keys to the FMO and provide the ending miles and any maintenance or repair issues that need to be addressed.

K. All ISP Pool Vehicles

1. Complete the [EHF 02-12-02 Pool Car Check-Out Form](#) each time a pool vehicle is used.
2. The appropriate district staff enters the following information into the [Fleet Maintenance database](#):
 - a. month end date;

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- b. end mileage;
- c. total fuel amount;
- d. and total fuel cost;
- e. maintenance and repair information; and
- f. total monthly usage.

L. ISP Vehicle Crashes

1. Employees involved as a driver in a crash of an ISP vehicle must refer to the [tri-fold](#) at the time of the crash.
2. If the other party expresses an opinion that you are responsible for the crash, give the green "Citizen's Claim Procedure" to the other party.
3. Complete the [tri-fold](#) as soon as possible.

M. Reporting ISP Vehicle Damage

1. Incidents involving damage to another vehicle or injury to any person must be reported within 24 hours to the ISP BOS, who forwards the "Auto Accident Report Guide" ([tri-fold](#)) to Risk Management.
2. Incidents involving damage to a fleet vehicle only, must be reported within 7 days to the ISP BOS if the resulting damage is greater than \$1,000. Damage greater than \$1,000 is covered by Risk Management:
 - a. forward 2 repair estimates to the ISP BOS within 7 days, when possible;
 - b. when a vehicle is towed due to damage, forward a copy of the tow bill to the ISP BOS within 7 days, when possible;
 - c. the ISP BOS forwards the necessary documents to Risk Management.

N. Investigations of ISP Vehicle Crashes

1. Employees immediately report crashes involving ISP vehicles to the local jurisdiction in which the crash occurred and to the employee's supervisor.
2. Captains/Managers or their designees are responsible for:
 - a. reporting to the FMO the extent of damage and potential need for a replacement vehicle;
 - b. submitting the completed [tri-fold](#), any necessary insurance information, and a copy of [EHF 02 12-04 Vehicle Crash and/or Pursuit Data](#) to the ISP BOS within 24 hours.
 - c. completing [EHF 02 12-06 ISP Fleet Crash Check List](#) for proper sequence of reporting and required documentation to be included in the Incident Review file.

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3. For otherwise non-reportable ISP vehicle crashes, the Captain/Manager completes the [EHF 02 12-04 Fleet Crash form](#) and forwards it to their program Major/Manager in accordance with ISP procedure 03.01 Administrative Review and Investigation.
4. Crashes involving ISP vehicles are investigated pursuant to ISP procedure [07.02 Crash Investigation](#):
 - a. the responding officer completes the Idaho Vehicle Collision Report (IVCR) and the investigation of the collision;
 - b. fleet crashes are reviewed within the district in accordance with ISP procedure [03.01 Administrative Review and Investigation](#);
 - c. District command staff completes the [EHF 02 12-04 Fleet Crash](#) form and forwards it through the chain of command to their Major/Manager in accordance with ISP procedure 03.01 Administrative Review and Investigation.

O. Tort Claims Arising From Vehicle Crashes

1. Employees anticipating a tort claim arising from a vehicle crash:
 - a. forward all information to the ISP BOS (see section K. of this procedure);
 - b. refer inquiries regarding the information or claim to the ISP BOS; and
 - c. disclose information concerning the incident only in accordance with ISP procedure [02.06 Public Records Requests](#).
2. The ISP BOS maintains a file of the information until a tort claim is filed with the Secretary of State by the injured party.

P. New Vehicles

1. The Fleet Manager completes the [EHF 02 12-01 Fleet Work Order](#) form to authorize Public Safety Communications/designee to install equipment.
2. The Fleet Work Order form is placed in the vehicle when it is delivered to Microwave Services.
3. The Microwave Services technician completes the form by entering the serial numbers, BOC and ISP numbers.
 - a. The Fleet Work Order form and the Microwave Services – Service Work Order form are delivered to the Fleet Manager/designee and filed.
 - b. The Fleet Manager/designee completes an [EHF 04 02-01 Property Transfer Form](#) from the information on the Fleet Work Order form.
 - c. The Fleet Manager/designee forwards the completed 04 02-01 to the Fixed Asset System [\(FAS\) Administrator](#).
 - d. The FAS Administrator posts the information into the FAS.

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Q. Vehicle Maintenance

While each district's internal process for obtaining permissions and transferring information may be verbal rather than written, the following steps must be followed:

1. Employees must inspect department vehicles prior to operation and report any hazards to their immediate supervisor.
2. Defects are corrected as quickly as is practicable.
3. The Fleet Manager or the affected employee must remove unsafe vehicles from service until safe operation can be ensured.
4. Employees may not modify, remove or alter state vehicle equipment or parts, other than authorized alterations to vehicle use in law enforcement activities.
5. Only the Fleet Manager or the Captain/Manager authorizes alterations.
6. All repairs, mechanical or otherwise, estimated to be in excess of \$250 must have prior approval by the Captain/Manager/designee.
7. All radio repairs, installations, re-fits, radio changes, frequency changes, CB installs, or any repair work required to be accomplished by a technician of the Public Safety Communications must have prior approval of the Captain/Manager/designee.
 - a. an [EHF 02 12-05 ISP Radio Shop Work Order/PTF](#) must be completed by the officer when the work is performed and delivered to the Captain/Manager/designee;
 - b. if equipment was removed and/or installed, a copy of the EH 02 12-05 Radio Shop Work Order/PTF is sent to the FAS Administrator;
 - c. the FAS Administrator posts the information into the FAS; and
 - d. the completed EH 02 12-05 Radio Shop Work Order/PTF is used by the Captain/Manager/designee to reconcile with the invoices.
8. All radio frequencies are pre-determined by ISP management and no changes may be made without prior approval of the Major/Manager.
9. Any employee who does not receive prior approval for repairs in the above category may be personally liable for the cost of those repairs.
10. For routine maintenance follow the appropriate vehicle maintenance checklist as directed by the FMO.
11. Where no checklist is published for the vehicle, follow the manufacturer's or owner's manual recommendations.

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12. Employees are responsible to have routine maintenance performed on their assigned vehicles.
13. Captains/Managers or their designees are responsible for routine maintenance on program owned vehicles not assigned to specific individuals.
14. The FMO is responsible for the routine maintenance of pool vehicles.

R. Recalls

1. All vehicles subject to manufacturer's recall must be brought to the attention of the Captain/Manager.
2. The Captain/Manager ensures that the recall is accomplished in a timely manner.
3. The Captain/Manager informs the Fleet Manager (for each vehicle) when the work is completed.

S. Vehicle Disposition

1. The FMO reviews all ISP vehicles for disposal and replacement.
2. ISP vehicles may be disposed of if they:
 - a. are 10 years old;
 - b. have reached 75,000 to 100,000 miles (or greater due to available funding or legislative intent);
 - c. have become cost prohibitive due to excessive repairs; or
 - d. are otherwise in accordance with Division of Financial Management and Legislative Services Office's Budget Development Manual guidelines.

T. Fleet Reports

1. The FMO and FSO staff quarterly reconcile vehicles reported in the FAS with those maintained by the FMO.
2. A fleet report of this reconciliation is provided by the FMO to the Director and Majors/Managers.
3. The FMO reviews ISP vehicle utilization quarterly based on annual mileage, frequency of use, and purpose of use.
4. Assigned Patrol and Investigations vehicles are for law enforcement use and are reviewed against the national average of 12,000 miles per year.

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5. Vehicles may be rotated within their assigned program to meet utilization and disposal criteria.
6. All ISP special use and pool vehicles must meet one of the following criteria in the order listed:
 - a. 3,500 miles per year; or
 - b. average 100 uses per year; or
 - c. have written justification, approved by the Director, on file in the FMO for purpose of use not meeting the above standards.
7. Vehicles not meeting ISP's utilization criteria are returned to the FMO for reassignment or disposal.