

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.07 USE OF POST VEHICLES/FLEET MANAGEMENT

A. General

This procedure supplements ISP procedure 02.12 Use of State Vehicles/Fleet Management, governing POST's specific practices for vehicle use, maintenance, and required reporting.

State law and risk management standards permit the driving of state vehicles by persons other than employees when they have permission from the appropriate authority, are driving in furtherance of state business, and possess a valid operator's license. Non-employee drivers are subject to all ISP and POST vehicle and Conduct Expectations policies and procedures.

B. POST Vehicles

1. POST maintains fleet vehicles for general employee use and special purpose vehicles. Special purpose vehicles include range vehicles, scenario vehicles, EVOC, and PIT cars for training staff, instructor, and student use.
2. Special purpose vehicles are not available for general use by employees or instructors unless approved by the Training Manager.
3. The PIT/SKID cars are not generally loaned to outside agencies due to high cost and frequency of repair. Exceptions must be specifically approved by the Training Manager, designee or Deputy Administrator and the POST Receipt and Agreement for Equipment form must be completed and signed by the borrower prior to use.
4. POST maintains Easy Drift tires which are special equipment for skid car training used with EVOC vehicles. Easy Drift tires are not loaned to outside agencies, whether for use on POST vehicles or other vehicles. Exceptions must be specifically approved by the Training Manager, designee or Deputy Administrator and the POST Receipt and Agreement for Equipment form must be completed and signed by the borrower.
5. When not in use, non-assigned vehicles are backed in to designated parking stalls located in building 8 parking lots.
6. POST vehicles are subject to inspection under ISP procedure 02.19, Inspections and Reviews.
7. Any POST vehicle experiencing mechanical issues will be inspected and repaired (if necessary) by a professional automotive mechanic.

C. POST Fleet Coordinator

1. POST Fleet Coordinator Responsibilities:
 - a. Collaborates with the POST Financial Manager, POST Training Manager, ISP Fleet Services, and the Idaho Transportation Department (ITD) to ensure the accurate acquisition, transfer, and maintenance of all POST vehicle DMV records and license plates. Completes and submits the required ITD Form 3670 as needed, in accordance with ISP and POST standard operating procedures (SOPs). Maintains digital records of all submissions.

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

- b. Ensures that each vehicle carries the State of Idaho “Auto Accident Report Guide” (tri-fold), “Citizen’s Claim Procedure” (green insert), a “Certificate of Financial Responsibility”, and the automobile registration form.
 - c. Provides the NHTSA Van Safety Information brochure to drivers of the 15-passenger van, and receives the signed Van Safety Acknowledgment from each driver;
 - d. Maintains and issues POST vehicle keys and clipboards with monthly pool vehicle check-out logs and gas cards;
 - e. Issues vehicles to authorized drivers possessing a valid drivers’ license and driving in furtherance of state business;
 - f. Informs non-employee drivers of all applicable guidelines in ISP/POST procedures;
 - g. Ensures that borrowers sign and submit the POST Receipt and Agreement for Equipment Form prior to vehicle use whenever such form is required by this policy and completes the form when the vehicle is returned. If a vehicle is not returned in acceptable condition the Fleet Coordinator submits the form to the Business Operations Specialist along with a cost estimate of any necessary repairs or replacement.
 - h. Tracks and maintains all training vehicles;
 - i. Ensures all maintenance and repairs, oil/filter changes, tire rotations and recalls occur when necessary;
 - j. Prepares and submits all required reports to the Division Administrator, Deputy Administrator and Business Operations Specialist;
 - k. Enters required information into the Fleet Management database for training vehicles;
 - l. May order rental vehicles as needed for academies;
 - m. Conducts and maintains a self-audit spreadsheet/logbook annually on randomly chosen vehicles;
 - n. Assists with the management efficiency review audit under ISP procedure 02.19.
3. To ensure that vehicles receive timely required maintenance such as oil/filter changes, tire rotations or recalls, users may occasionally be assigned those tasks by the Fleet Coordinator.
4. In the Fleet Coordinator’s absence, the Training Manager serves as the back-up Fleet Coordinator.
- D. Requesting Use of/Checking Out POST Vehicles**
- 1. Basic training academies have the highest scheduling priority for use of vehicles.
 - 2. The Fleet Coordinator maintains a record showing the status of each available vehicle.
 - 3. The Fleet Coordinator determines which vehicle to assign based on mileage, specific purpose and vehicle availability.
 - 4. All requests for vehicle use must be submitted in writing; email is preferred.
 - 5. Requests for special vehicle use must be submitted in writing at least 2 weeks prior to the anticipated use:
 - a. Requests not made prior to the 2-week deadline must also be made in writing/email and are considered on an as-needed, first-come, first-served basis;

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

- b. Academies typically using certain special purpose vehicles may submit a request for vehicles to be used throughout a calendar year, although due to need and demand, all vehicles may not be blocked out for all academies for the entire year;
 - c. Staff or approved firearms instructors having the primary range responsibility may check out a designated special purpose vehicle for the duration of the range activity scheduled.
6. Individuals checking out a vehicle receive the keys, clipboard, and the gas card from the fleet coordinator.
7. “Self-checkout” by users is not permitted other than in a validated emergency and/or academy function; abuses may lead to loss of vehicle privileges.

E. Driver Responsibilities

- 1. Each individual using a POST vehicle must:
 - a. Accurately log the purpose of use, dates of use and mileage out/in on the Vehicle Check Out Log;
 - b. Refuel the vehicle to maintain no less than ½ tank of fuel; all fuel purchases must be made with the appropriate gas card and should not be made using a P-card;
 - c. Ensure that the vehicle is clean inside and out when returned;
 - d. Back the vehicle into its assigned parking stall; and
 - e. Return the assigned keys, completed log on the clipboard, any necessary receipts and the gas card to the Fleet Coordinator.
- 2. POST employees may purchase car washes either with the individual P-card or the assigned fleet gas card:
 - a. for car washes by P-card purchase, retain the receipt and follow the P-card reconciliation process described in ISP procedure 04.08 Purchasing Card, section C. Card Usage;
 - b. for car washes purchased with the fleet gas card, return the receipt to the Fleet Coordinator, along with the assigned keys and clipboard containing the completed log.

F. Assigned Vehicles

- 1. Assigned manager and regional coordinator vehicles are maintained on that individual’s personal inventory. Regular maintenance for these vehicles is the responsibility of the staff member the vehicle is assigned to.
- 2. Managers and regional coordinators will receive the following from the Fleet Coordinator: insurance, registration, and recall notices.
- 3. When the fleet gas card is used to pay for car washes, the expense is reported on the monthly fleet log.

G. Vehicle Storage

- 1. ISP procedure 02.12 Use of State Vehicle/Fleet Management section E. Vehicle Storage defines home-to-office driving as a privilege granted specifically by the Director under certain circumstances.

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

2. The POST Division Administrator has the Director's delegated authority to approve home-to-office driving of state vehicles for POST employees.

