

<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER 12.11</p>	<p style="text-align: center;">PAGE NUMBER 1 of 1</p>
	<p>RELATED ACA STANDARDS: 4-4197; 4-4198; 4-ACRS-1B-01; 4-ACRS-1B-02; 4-ACRS-1B-03; 4-ACRS-1B-04</p>	
<p>CHAPTER: 12 CENTRAL BUSINESS OFFICE</p>	<p>SUBJECT: VEHICLE MANAGEMENT AND USE</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 *Del. C.* 6517, 6556; 29 *Del. C.* 89 8903 (4)(5)(7); 29 *Del. C.* 71 §7105, §7106

II. PURPOSE: To establish the administrative management and use of State-owned vehicles (Fleet-leased and Department-owned).

III. APPLICABILITY: All Department employees and contractors approved by the Office of Management and Budget, Government Support Services, Fleet Services to operate a State-owned vehicle and employees assigned the task of fleet management. Offenders are not authorized to drive State vehicles.

IV. DEFINITIONS: None

V. POLICY: It is the policy of the Department of Correction to manage and authorize use of State vehicles by employees engaged in Department business. Use of personal vehicles to conduct official State business should be avoided. The State of Delaware's insurance liability does not extend to employees using personal vehicles while on State business. The employee's personal automobile insurance would be responsible for accidents under that circumstance.

The Chief of Administrative Services is responsible for developing clear and consistent procedures regarding vehicle use and management consistent with Fleet Services' procedures as applicable. The Bureau will maintain a published Fleet Manual to ensure compliance with the rules and regulations established by the Office of Management and Budget. The manual must include, at a minimum, the following topics: authorized drivers, maintenance, fueling, inspection, registration, vehicle assignment, appropriate use, insurance coverage, accident reporting and violations.

Each facility is responsible for implementing policies and procedures for the management and use of vehicles in their respective pools.