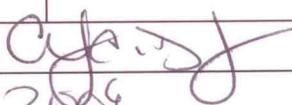


POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.21	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS:	
CHAPTER: 8 Administration	SUBJECT: Use of State Vehicles	
APPROVED BY THE COMMISSIONER: 		
EFFECTIVE DATE: <i>December 9, 2009</i>		
APPROVED FOR PUBLIC RELEASE		

I AUTHORITY: 11 Del. C. 6517, 6556. 29 Del. C. 8903

II PURPOSE: To authorize the use of state vehicles

III APPLICABILITY: All Department employees.

IV DEFINITIONS: None

V: POLICY: It is the policy of the Department of Correction to authorize the use of State vehicles by employees engaged in official Department business.

The Chief of Management Services shall be responsible for developing clear and consistent procedures regulating vehicle use consistent with state Fleet Services procedures when applicable.

These procedures must address the following:

- A. Vehicle maintenance, fuel, and tires.
- B. Vehicle inspection and registration.
- C. Vehicle assignment, availability, and use.
- D. Moving and non-moving motor vehicle violations.
- E. Accidents, theft, vandalism, and vehicle damage.

Each bureau/section manual must include these procedures.