STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, June 23, 2020

CF OPERATING PROCEDURE
NO. 40-2

Travel and Transportation

VEHICLE MANAGEMENT AND OPERATION

1. **Purpose.** This operating procedure governs the acquisition, operation, and use of all state-owned or leased motor vehicles and other mobile equipment by all organizational units of the Department of Children and Families (DCF). It also establishes uniform standards and methods for transmitting vehicle use information and other required information to the Department of Management Services (DMS), and accident reporting procedures for transmittal of information to the Department of Financial Services (DFS).

2. **References.**
   a. Section 110.504, Florida Statutes (F.S.), Volunteer Benefits.
   b. Section 216.262, F.S., Authorized Positions.
   d. Section 316.304, F.S., Wearing of Headsets.
   e. Section 316.305, F.S., Wireless Communications Devices; Prohibition.
   f. Chapter 60B-1, Florida Administrative Code (F.A.C.), Motor Vehicles and Watercraft Acquisition, Assignment and Use.
   g. Chapter 60B-3, F.A.C., Disposal of Motor Vehicles, Watercraft, and Aircraft.
   h. Rule 69I-72.003, F.A.C., Recording of Property.
   i. Chapter 69I-21, F.A.C., Audit and Adjustment of Accounts and Recovery of Accounts Receivable.
   k. CFOP 40-1, Official Travel of DCF Employees and Non-Employees.
   l. CFOP 60-55, Chapter 1, Standards of Conduct and Standards for Disciplinary Action for Department Employees.
   m. CFOP 75-1, Purchasing Policy and Procedures, Chapter 11, Special Purchasing Procedures.
   n. CFOP 75-3, Insurance.
   o. CFOP 80-2, Property Management.

This operating procedure supersedes CFOP 40-2 dated May 6, 2011.
OPR: ASG
DISTRIBUTION: B
p. DFS Comptroller’s Memorandum No. 4 (2019-2020) – Guidance on all Contractual Service and Grant Agreements Pursuant to section 215.971, F.S.

q. DCF Accounting Procedures Manual 9 APM 7, Sale of Surplus Property.

r. DMS Policy 16-102, Vehicle Management.


t. DMS Procedures FMP2 and FMP3, Live Auction Fleet Disposition and Cash Receipts and Online Auction Fleet Disposition and Cash Receipts.

3. **Vehicle Acquisition.** State-owned motor vehicles and other mobile equipment purchased or leased should be of the smallest class that can safely, adequately, and economically meet the performance and job requirements involved. All vehicles and equipment must be the most appropriate to accomplish the tasks for which they will be used. Consideration must be given to the terrain where the vehicle or equipment is normally operated, type and amount of equipment carried, job duties of the individual(s) usually operating the vehicle, economy of operations, maintenance, and other valid considerations. Accessories and options specified shall be limited to those that are essential to job requirements or beneficial to safety, efficiency, economy, or energy conservation.

   a. **Funding.** Section 287.14, F.S., states that it is unlawful for a state officer or employee to authorize the purchase or continuous lease of a motor vehicle unless funds have been appropriated by the Legislature for that purpose.

      (1) State agencies are prohibited from acquiring motor vehicles using deferred payment contracts that require the payment of interest or its equivalent, unless this is specifically approved by the Executive Office of the Governor after consultation with the legislative appropriations committees as in the best interest of the state.

      (2) Section 287.155, F.S., permits DCF facilities, subject to the approval of DMS, to purchase motor vehicles and automotive equipment for their use.

      (3) The purchase or lease of vehicles needed to meet disaster or emergency situations may take place, if approved by the Executive Office of the Governor after consultation with the legislative appropriations committee.

      (4) Under Rule 69I-72.003, F.A.C., donated items, including federal surplus tangible personal property, shall be valued at fair market value at the date of acquisition. Regardless of acquisition method, the cost or value of a property item shall include ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include expenditures that are directly attributable to asset acquisition and placing the asset in service, such as freight and transportation charges, site preparation costs, and professional fees.

      (5) **Vehicle Replacement Funds.** The Legislature appropriates funds each year specifically for the replacement of state-owned vehicles whose continued operation has been determined to be unsafe or uneconomical.

         (a) This determination is made using criteria, based on age and miles driven, established by DMS’s Division of Fleet Management for determining when vehicles should be taken out of service and replaced.
(b) The criteria vary depending on the type of vehicle and how the vehicle is used and can be found on the DMS website. The criteria are also available from the Office of General Services (ASG).

(c) When a motor vehicle is replaced using these funds, the vehicle cannot be retained in service unless required to meet disaster or emergency needs. All vehicles retained for this purpose must be reported to the Legislature in subsequent agency legislative budget request documents, detailing the specific justification for the retention of each vehicle.

b. Submission Process. Under section 287.15, F.S., all state agencies must obtain written approval from DMS prior to purchasing, leasing, or otherwise acquiring any motor vehicles. DMS requires all acquisition requests to include a completed “Request for Acquisition of Motor Vehicle(s) and Mobile Equipment,” form MP-6301. If a region or facility desires to purchase a used vehicle, the request must also include a detailed description of the vehicle, a written quote from the dealer detailing the price and any warranty being offered, and a copy of a detailed vehicle inspection performed by a reputable mechanic describing the condition of the vehicle. All requests must be submitted to DMS through ASG, via purchase request in MyFloridaMarketPlace (MFMP). When preparing the request, a copy of the completed MP-6301 and other required documents must be attached.

1) Off Contract Purchases. State term contracts are established annually for all classes of vehicular equipment where such contracts can be practical and beneficial. Approvals to purchase or lease from these contracts will be issued directly to requesting agencies. If a region or facility wishes to purchase or lease motor vehicles or other mobile equipment that is not on contract, DMS will grant approval directly to the requesting agency. The acquisition will be carried out by the requesting region or facility in accordance with Rule 60A-1.002, F.A.C., Purchase of Commodities or Contractual Services, utilizing vehicle specifications approved by DMS. This is accomplished by the requesting region or facility submitting detailed specifications to the bureau to be reviewed by the bureau’s motor pool specialists. A specialist will review and approve the specifications prior to the region or facility putting the request out for bid. This request must be submitted through ASG who, upon receiving the letter approving or disapproving the specifications, will forward a copy to the originating region or facility and keep a copy on file. The vehicle purchased or leased must comply with the approved specifications.

2) Long-Term Lease of Mobile Equipment. DMS approval is not needed to lease a motor vehicle for a period of 30 days or less. DMS will approve leasing for longer than 30 days under the following circumstances:

(a) To meet short term needs when leasing is more economical than purchase;

(b) If funds are not available for the purchase of equipment and an authorized need exists;

(c) If the conditions of federal or grant funds prohibit purchase; or,

(d) Under other circumstances where exceptions are granted on a case by case basis.

3) Regions and facilities desiring to lease motor vehicles for more than 30 days must also submit a copy of the proposed lease agreement to the Bureau of Auditing, DFS, for approval prior to execution of the agreement. The request should be submitted in accordance with the procedures communicated in Comptroller’s Memorandum No. 4 (2019-2020). The request should also include evidence that the funds for the lease were specifically appropriated by the Legislature and that DMS has approved the lease. If the lease is for an automobile in a class other than the subcompact class, an explanation of how this acquisition qualifies for an exception must accompany the request.
June 23, 2020

(4) Approval by DMS to purchase or lease motor vehicles does not relieve DCF of the responsibility to comply with state purchasing laws, legislative authority for equipment acquisition or retention, and all other applicable laws, rules, and procedures.

c. Alternative Fueled Vehicles. The federal Energy Policy Act (EPAct) of 1992 mandates the purchase and operation of alternative fueled vehicles beginning with the 1997 model year. The primary goal of the act is to reduce the nation’s dependence on petroleum as a transportation fuel. The current alternative fuels that will be purchased include Compressed Natural Gas, Liquefied Petroleum Gas (propane), and Ethanol (E-85). In addition, biodiesel is available for use in blends of 20 percent or more by volume in medium and heavy-duty vehicles. The mandate applies only to non-exempt on-road vehicles with a gross weight rating (GVWR) of 8,500 pounds or less that are in certain counties of the state, and that are centrally fueled or capable of being centrally fueled. Alternative fueled vehicles are included in the state Automobile and Light Truck purchase contract.

d. Payment. All vehicle purchase requests must be submitted using MFMP. Purchase request for facility motor vehicles should only include evidence of DMS approval and a copy of the requisition. Each document must reflect the requisition number assigned by DMS in MFMP. Request to purchase or lease state-owned motor vehicles or other mobile equipment must include the following:

   (1) Documentation showing that funds were specifically appropriated by the Legislature or were approved by the Executive Office of the Governor;

   (2) Proof of DMS approval; and,

   (3) A copy of the purchase requisition.

e. Property Tags. All motor vehicles or other mobile equipment acquired with a cost or value of $1,000 or more must have property tags affixed to them for property inventory and tracking purposes, and the vehicle information must be recorded in the Florida Accounting Information Resource (FLAIR) Property Subsystem. CFOP 80-2, Property Management, explains in detail the tagging procedures to follow.

4. Vehicle Assignment and Use. All state-owned motor vehicles and other mobile equipment shall only be used for official state business, or to relieve emergency situations where the protection of life or property is involved and there is no other satisfactory means of transportation available. Managers at all levels need to ensure that the vehicle or equipment used is the most appropriate for meeting DCFs needs.

   a. When determining whether an employee is using state-owned motor vehicles for official state business, the following criteria shall be considered:

      (1) Use of the vehicle is necessary to carry out state official or employee job assignments.

      (2) The vehicle is being used for transporting an employee, state official, or other person authorized by the Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their designee for purposes of performing services for the state.

      (3) The Florida Department of Law Enforcement has directed the Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their designee to provide security or transportation.

      (4) An emergency exists requiring the use of a vehicle for the protection of life or property.
b. **Vehicle Assignment.** The Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their designated representative will determine assignment of their vehicles. All DCF vehicles must be assigned for usage in one of the following categories:

(1) **Pool.** These are vehicles centrally controlled and made available for specific trips and returned to the pool upon completion. Pool vehicles may not be driven to an employee’s home or used during non-working hours unless the employee is departing upon or returning from an official trip away from the employee’s home office under circumstances which make it impractical to use other means of transportation or when the employee needs the use of the vehicle after the end of the regular work day in order to continue to conduct state business on that day or before usual working hours the next day. All state-owned motor vehicles not otherwise assigned will be given this classification.

(2) **Limited Use.** These are state-owned motor vehicles that are assigned to an employee to conduct official state business, when such use exceeds 15 workdays per month and does not meet special use assignment requirements. Limited use vehicles are used full-time by the employee during regular working hours but remain parked at the employee’s work location overnight and when not in use. A limited use vehicle may not be driven to the employee’s home or used during non-working hours unless the employee is departing on or returning from an official trip away from the employee’s home office under circumstances which make it impractical to use other means of transportation, or when the employee needs the use of the vehicle after the end of the regular work day in order to continue to conduct state business that day or before usual working hours the next day. The limited use category has two subcategories:

   (a) Passenger carrying.

   (b) Non-passenger carrying.

(3) **Special Use.** These are state-owned motor vehicles which are 1) officially authorized as a perquisite by DMS, 2) required by an employee after normal duty hours to perform the duties of the position to which the employee is assigned, or 3) assigned to an employee whose home is the employee’s official base of operations. A vehicle in this classification may be driven to and from an employee’s home when used for the purpose or under the conditions stated below:

   (a) **Perquisite.** A vehicle is considered a perquisite if the employee requires it to accomplish his or her job. An employee is entitled to use of the vehicle by virtue of the employee’s position and such use has been approved and authorized by DCFs agency head and DMS. This must be reviewed annually. In order to request approval for the special assignment of vehicles under this code, agencies are required to submit a Request for Approval of Perquisites or Sale of Goods and Services form to the Bureau of Fleet Management and Federal Property Assistance for approval. To ensure all requests under this category receive the proper review, this form must be submitted to General Services for initial review and handling.

   (b) **Law Enforcement.** Employee is subject to special emergency calls from the employee’s residence for law enforcement purposes.

   (c) **Emergency Service.** Employee is subject to emergency calls from the employee’s residence for protection of life or property. Requests and detailed justification for this assignment must be directed to the Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their designated representative, and authorization will be granted on a case-by-case basis.

   (d) **Employee’s Home Is the Employee’s Office.** Employee whose home is the employee’s official base of operation and the vehicle is parked at the employee’s home when not in use.
c. An employee may be assigned a motor vehicle only if the employee is projected to drive the vehicle a minimum of 10,000 miles annually on official state business unless the Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their designated representative provides written justification for the need to assign the vehicle. The minimum annual mileage calculation shall not include commuting mileage.

d. **Commuting Purposes.** The term “official state business” shall not be construed to permit the use of a vehicle for commuting purposes, unless one of the following conditions is met:

   1. Special assignment of a vehicle is authorized by DMS.

   2. A vehicle is required by an employee after normal duty hours to perform duties of the position to which the employee is assigned.

   3. A vehicle is authorized for an employee whose home is the employee's official base of operation.

e. **Use of Vehicles by Volunteers.** Under the provisions of section 110.504(3), F.S., volunteers may utilize state-owned vehicles in the performance of DCF-related duties.

f. **Use of Vehicles for Personal Purposes.**

   1. State-owned or leased vehicles will not be used for personal purposes unless officially authorized as a perquisite.

   2. As outlined in section 216.262, F.S., vehicles may be assigned to an employee as a perquisite only if it is determined to be in the best interest of the state due to the exceptional or unique requirements of the position and such assignment is approved each fiscal year by DMS.

g. **Transporting Non-DCF Personnel.** An employee or volunteer may provide transportation in a state-owned motor vehicle to persons who are non-DCF employees if the state-owned motor vehicle is being used for official state business and involves no additional expense to the state. The Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their designated representative may authorize transportation in a state-owned motor vehicle to persons who are non-DCF employees if written authorization and justification is maintained on file. The justification must state, at a minimum, that the purpose of travel can be more usefully served by including the non-DCF employee and involves no additional expense to the state. The approving authority may also grant “Blanket Authorization” for transporting any non-DCF personnel in the approving authority’s administrative area if written authorization and justification is maintained on file.

h. **Loaning Vehicles.** Loaning state-owned motor vehicles or other mobile equipment as a means of providing transportation services is prohibited.

i. **Emergency Situations.** The Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or designated representative may make temporary exceptions to these provisions to protect life and property in the case of disaster or emergency situations such as hurricanes, floods, or riots.

5. **Licensing Requirements, Safety and Fuel Purchases.**

   a. **State License Tag.** All state-owned motor vehicles will carry an official state license tag. State license tags are issued for each individual vehicle. After the disposal of a vehicle, assigned tags may be transferred to another vehicle. However, no interim transfers may be made.
b. **Valid Drivers License.** All drivers of state-owned motor vehicles and other mobile equipment must have and carry a valid and applicable driver’s license. Each region, facility, and ASG will develop and implement a procedure for verifying that every driver of a state-owned motor vehicle and other mobile equipment has a valid license.

c. **Seat Belts.** All seated occupants of state-owned, leased, or rented vehicles, personal vehicles, and other mobile equipment operated on state business must properly utilize seat belts or other occupant restraint systems that are provided. Failure to utilize seat belts or other occupant restraint systems shall be considered improper use of the vehicle or equipment and shall subject employees to disciplinary action.

d. **Smoking.** Smoking is prohibited in all state-owned, leased, or rented vehicles, and other mobile equipment.

e. **Vehicle Preventive Maintenance.** All state-owned motor vehicles and other mobile equipment must adhere to the service requirements established by the manufacturer. All preventive maintenance and repair documentation must be maintained on file in the region, facility, or Headquarters and entered into the FLEET Information Management System (FIMS).

f. **Fuel Purchase.** Fuel purchased in any manner for state use, including state petroleum credit cards and state fuel facilities, shall be used only for official purposes. Promotional items including trading stamps, rebates, and other gifts received by an employee incidental to such purchases shall be state property and turned in to the employee’s agency unless the agency determines they have no useful purpose for the agency or state. Violation of this requirement shall subject the employee to disciplinary action and, in appropriate cases, to criminal prosecution.

1. **Wright Express.** The Wright Express Fuel and Maintenance Card may be used for the purchase of gasoline, oil changes, car washes, minor repairs, and parts. When using the card, users should:

   a. Select a vendor following all state and DCF purchasing rules. Ensure that the goods or services to be purchased are allowable and for official state business only.

   b. Determine if the intended purchase is within the Fuel and Maintenance Card limits.

   c. Tell the supplier/merchant that the purchase will be made using the DCF Wright Express Fuel MasterCard issued through the State of Florida.

   d. For charges other than fuel, inform the merchant that the purchase is tax-exempt. Review the receipt before leaving the store and, if taxes were included, request a credit.

   e. Make sure the merchant understands that charges are not to be billed until the goods/services have been received. Florida law prohibits payment to a merchant prior to receipt of the goods or services except in specific circumstances.

   f. Complete the vehicle log. Each section of the vehicle log must be completed, all transactions must be recorded, and all receipts must be signed and dated prior to returning vehicle to fleet personnel.

2. **Purchase Receipts.** When using the Wright Express card, users must:

   a. Ensure the vehicle tag number and odometer reading are on the receipt.
(b) Ensure there is a complete description of what was purchased.

(c) Ensure the date goods/services were received is on the receipt.

(d) Document the justification for purchase.

(e) Verify that the amount charged is correct and that no sales tax was charged.

(f) Ensure the user signed the receipt.

(g) Ensure all receipts are completely legible.

(3) All transaction receipts must be given to fleet personnel upon return of the state vehicle. A copy of all transaction receipts on the monthly invoice must be forwarded to the ASSC by region, facility and Headquarters personnel. The original receipt must be maintained for 3 years by fleet personnel.

(4) Fuel for state-owned or leased vehicles shall be purchased from state-operated fuel facilities whenever practical. If the time or distance required to go to a state facility would nullify the savings, use of the state facility will be considered impractical.

(a) In the event fuel is purchased from a state-operated facility, the transaction must be recorded on the vehicle log and documented at the facility. The information should include the driver’s name, the employee’s name who authorized the transaction, the date, vehicle tag number, the amount of gas used, and the gas amount. The logs are reviewed monthly for reporting purposes.

(b) The purchase of fuel for rental and personal vehicles is strictly prohibited at DCF Mental Health Treatment Facility fueling stations.

(5) When purchase of commercial fuel is required, commercial self service facilities shall be used when available to reduce the cost of commercial fuel.

6. Driver Responsibility When Using a Vehicle. Drivers must always operate all state-owned, leased, or rented vehicles, all personal vehicles, and other mobile equipment while on official state business in a safe and courteous manner. Failure to operate vehicles and equipment in a safe and courteous manner shall be considered improper use and shall subject employees to disciplinary action.

a. Every DCF employee is responsible for preventing and reporting state-owned, leased, or rented motor vehicle, and other mobile equipment abuse and misuse. The following are some examples of abuse and misuse:

(1) Operating a vehicle with insufficient oil or coolants.

(2) Failing to report known malfunctions, defects, or damage affecting mechanical condition and safe operation.

(3) Operating a vehicle in improperly selected gear, such as shifting into reverse when traveling forward.

(4) Distributing loads improperly in cargo area of a vehicle or equipment.

(5) Driving at excessive speed.

(6) Distracted driving.
b. Pursuant to section 316.304, F.S., no person shall operate a vehicle while wearing a headset, headphone, or other listening device, other than a hearing aid or instrument for the improvement of defective human hearing.

(1) This section does not apply to:

(a) Any law enforcement officer equipped with any communication device necessary in performing his or her assigned duties or to any emergency vehicle operator equipped with any ear protection device.

(b) Any applicant for a license to operate a motorcycle while taking the examination required by section 322.12(5), F.S.

(c) Any person operating a motorcycle who is using a headset that is installed in a helmet and worn to prevent the speakers from making direct contact with the user's ears so that the user can hear surrounding sounds.

(d) Any person using a headset in conjunction with a cellular telephone that only provides sound through one ear and allows surrounding sounds to be heard with the other ear.

(e) Any person using a headset in conjunction with communicating with the central base operation that only provides sound through one ear and allows surrounding sounds to be heard with the other ear.

c. While operating a state-owned, personal, leased or rental vehicle on official state business, the driver is prohibited from placing outgoing calls or receiving incoming calls on a wireless device unless the driver utilizes a "hands free" option or a single ear headset. If the driver is not using a "hands free" option or a single ear headset, the driver must remove the vehicle from traffic and come to a complete stop before placing or receiving calls on a wireless device. Exceptions to this DCF policy include a person using a wireless device to report illegal activity, to summon medical or other emergency assistance, or to prevent injury or damage to a person or property.

d. Pursuant to section 316.305, F.S. ("Florida Ban on Texting While Driving Law"), a person may not operate a motor vehicle while manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device or while sending or reading data on such a device for the purpose of nonvoice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, and instant messaging.

(1) As used in this section, the term “wireless communications device” means any handheld device used or capable of being used in a handheld manner, that is designed or intended to receive or transmit text or character-based messages, access or store data, or connect to the Internet or any communications service as defined in section 812.15, F.S., and that allows text communications.

(2) For the purposes of this paragraph, a motor vehicle that is stationary is not being operated and is not subject to the prohibition in this paragraph.

(3) This section does not apply to a motor vehicle operator who is:

(a) Performing official duties as an operator of an authorized emergency vehicle as defined in section 322.01, F.S., a law enforcement or fire service professional, or an emergency medical services professional.

(b) Reporting an emergency or criminal or suspicious activity to law enforcement authorities.
(c) Receiving messages that are:

1. Related to the operation or navigation of the motor vehicle;
2. Safety-related information, including emergency, traffic, or weather alerts;
3. Data used primarily by the motor vehicle; or,
4. Radio broadcasts.

(d) Using a device or system for navigation purposes.

(e) Conducting wireless interpersonal communication that does not require manual entry of multiple letters, numbers, or symbols, except to activate, deactivate, or initiate a feature or function.

(f) Operating an autonomous vehicle, as defined in section 316.003(3), F.S., with the automated driving system engaged.

    e. If any local or state laws or ordinances should prohibit the use of a wireless device while driving, that law/ordinance shall take precedence over DCF policy.

    f. Drivers of all state-owned, leased, or rented vehicles, and all personal vehicles and other mobile equipment operated on official state business must operate in compliance with all applicable federal, state, and local laws or ordinances. Failure to comply with federal, state, and local laws or ordinances shall be considered improper use or maintenance of a vehicle and shall subject employees to disciplinary action. All fines and penalties resulting from failure to comply with all laws or ordinances are the personal responsibility of the driver or employee responsible for maintaining the vehicle. Truck and bus operators must comply with license and drug testing requirements in 49 CFR 382, 383, 390 and 391.

    g. Drivers are prohibited from transporting while on state business alcoholic beverages or illegal drugs in state-owned, leased, or rented vehicles, all personal vehicles, and other mobile equipment, or driving under the influence of alcoholic beverages or any chemical substances that impair a person’s driving ability. This prohibition does not apply to the authorized transportation of drugs within the scope of specific job duties.

    h. Drivers of all state-owned, leased, or rented vehicles involved in an accident in which they are at fault must take and complete a driver training course prior to being allowed to drive state-owned, leased, or rented vehicles again.

7. Vehicle Insurance and Accident Reporting. All state-owned or leased vehicles automatically have automobile liability coverage under the State Risk Management Trust Fund. This liability coverage is provided by DFS. No request for coverage is necessary under the state self-insurance program. Each region, facility, and ASG in Headquarters is responsible for including copies of the automobile liability coverage certificate and the Fleet Automobile Liability Insurance Information Pamphlet in the glove compartment of every state-owned motor vehicle. Copies of these documents can be obtained from ASG.

    a. Personal Responsibility. DCF employees or agents involved in a vehicle accident while on official business for DCF must make every effort to promptly notify appropriate law enforcement personnel and obtain the information required on the DFS Automobile Accident Report, form DFS-D0-261. Witnesses must be identified and no comments made to persons involved in the accident. First
aid must be rendered as appropriate. Accidents involving DCF vehicles must be handled with the same prudence as an accident involving personal vehicles.

b. Accident Reporting. Whenever an automobile accident occurs which may develop into a liability claim against the state, DFS Form D0-261, Automobile Accident Report (available in DCF Forms), must be filed with the Bureau of State Liability Claims, along with a copy of the police report. If the accident involves bodily injury, heavy property damage, or non-driveable vehicles, the accident must be reported by the employee involved immediately by telephone to the Bureau of State Liability Claims. All accidents that take place on holidays or weekends should be reported on the first working day following the occurrence. Information copies of the Automobile Accident Report and the police report must be forwarded to the appropriate DCF insurance claims coordinator and ASG. All correspondence received involving legal proceedings must immediately be sent to DCFs General Counsel where legal action will be coordinated with the Bureau of State Liability Claims.

c. Accidents involving Rental Cars. DMS Division of Fleet Management, Federal Property Assistance and Correctional Privatization maintains a rental car contract with a commercial rental car company. The contract provides for full collision damage coverage as a part of the rental rate. This enables state employees to avoid payment of the premium which rental agencies charge to cover the collision damage deductible portion of the standard rental contract.

(1) If circumstances require rental of a car from a company other than the one on state contract, employees are authorized to pay the deductible premium and claim reimbursement on their travel voucher.

(2) Employees involved in an accident must report any accident involving a rental car to the proper law enforcement agency and the rental agent. They must cooperate with both agencies in providing information or completing reports relative to the accident. Any questions must be directed to DMS Division of Specialized Services in Tallahassee.

8. Security. All employees and volunteers are responsible for the security of state-owned motor vehicles and other mobile equipment assigned to their activity.

a. When not in use, all state-owned pool vehicles will be parked in a designated area.

b. Vehicles and equipment will be locked and secured when not in use.

c. Ignition keys will be removed, and the vehicle or equipment locked when left unattended.

d. In certain locations within DCF, there are instances where vehicles and equipment are vandalized when they are parked overnight in parking lots. For this reason, it may be practical to approve an employee or volunteer to drive a state-owned motor vehicle or other mobile equipment home at night for security of the vehicle or equipment until the security problem is resolved. Formal written approval, on a case-by-case basis, must be obtained from the Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their delegated representative.
9. Fleet Information Management System (FIMS). DMS administers an on-line management and reporting system that provides the management and cost information required for state agencies to effectively and efficiently manage their vehicle fleets. The system also provides the important and vital function of providing accountability of equipment use and expenditures. FIMS provides information on operating and maintenance costs, use and availability, condition, and anticipated scheduled replacement for state-owned motor vehicles and mobile equipment. Utilization of this system is mandatory for all state-owned automobiles, vans, trucks, buses, utility vehicles, tractors, crawlers, heavy equipment, trailers except house trailers, and forklifts.

   a. FIMS Coordinator. Each region, facility, and ASG must have at least one employee responsible for keeping FIMS current. This person will be responsible for entering new vehicles into the system and updating the records on a monthly basis or as required.

   b. FIMS Access. Employees may be granted access to FIMS only by DMS upon request. All requests for access can only be made through ASG.

   c. Creating a New Record.

       (1) All state-owned motor vehicles shall be entered into FIMS within 30 calendar days from the date a vehicle is received by the region, facility, or Headquarters. When creating a new record, the appropriate FIMS Location Code must be entered (see Appendix A to this operating procedure).

       (2) Vehicle Assignment Codes. When creating a record, FIMS requires inclusion of an alpha numeric code that is used to describe the provisions of the assignment in each class. These codes are:

           (a) A-1, Pool Vehicles.

           (b) Class B, Limited Use.


               2. B-2, Limited Use Non-Passenger Carrying Vehicles.

           (c) Class C, Special.

               1. C-1, Perquisite Vehicles.

               2. C-2, Law Enforcement Vehicles.


               4. C-4, Employee’s Home is Their Office.

   d. Vehicle Usage Record. Form CF 1345 (available in DCF Forms). All state-owned motor vehicles must have an up to date Vehicle Usage Record. This form will be used to record the daily use of each vehicle, including mileage, fuel, oil consumption and its cost, and other related costs, including tires, maintenance, and other costs.

   e. Monthly FIMS Updates. The FIMS Coordinator shall update FIMS using information from the Vehicle Usage Record or other source on a monthly basis. The updates shall be made no later than the 15th day of each month for the previous month’s activity.
f. **FIMS Report Function.** FIMS has a function that enables the user to generate both canned and improvised reports using the information entered into FIMS. The function is menu driven and allows the user to view reports either on-line or as Word documents or Excel worksheets. Access to the report function is separate from the regular FIMS access and can be given by DMS only with ASG approval.

10. **Vehicle Disposal.** Under the provisions of section 287.16(6), F.S., and Chapter 60B-3, F.A.C., the disposal of all state-owned motor vehicles is the responsibility of DMS.

   a. **Disposal Request Process.** DMS requires all requests to include a completed form MP-6041, Request for the Disposal of Mobile Equipment, for each vehicle. Requests for vehicles with commercial value must include the vehicle’s original title. Request for vehicles to be cannibalized, scraped, or abandoned must include a completed form MP-6401B, Request for Disposal of Equipment Without Commercial Value, along with photos of the vehicle documenting its condition. All disposal requests must be submitted to ASG for prior approval. A cover letter must accompany each request. Use only certified mail to send the cover letter, form MP-6401, and original titles to ASG, who will review each request on a case-by-case basis and forward to DMS for approval. The requesting unit will be notified of the procedures to be followed in the disposal.

   b. **Disposal of Vehicles with Commercial Value.** The disposal of state-owned motor vehicles and other mobile equipment with commercial value will be carried out by DMS. This will most often be done through auctions that DMS contracts or conducts at various locations throughout the state. ASG will notify the requesting unit of the procedures to be followed.

   c. **Disposal of Vehicles Without Commercial Value.** Any state-owned motor vehicle or other mobile equipment with no commercial value can be disposed of by donation, abandonment, or cannibalization. ASG will notify the requesting unit of the procedures to be used in the disposal. The regional, facility, or Headquarters property office shall document briefly in a memorandum the means used for abandonment or steps taken during cannibalization.

   d. **Transfer.** State-owned motor vehicles and other mobile equipment can be transferred within DCF or to other organizations with DMS approval. When vehicles are transferred, FIMS and FLAIR must be updated to reflect the changes, as well as cancellation or addition of any state petroleum credit cards. CFOP 80-2, Property Management, explains in detail the transfer procedures to follow.

   1. **Community-Based Care (CBC) Providers.** Chapter 409, F.S., requires DCF to privatize foster care and protective supervision staff to CBC lead agencies. The law requires all DCF management, capital, and administrative funds to transfer to these lead agencies to enable them to provide the services. The need to use and maintain any state-owned motor vehicles or other mobile equipment shifts from DCF to the lead agencies. Consequently, DCF must transfer these vehicles to the appropriate CBC. Each CBC contract contains specific requirements for transferring state-owned motor vehicles and other mobile equipment to lead agencies, and the lead agencies’ responsibilities for inventorying its vehicles and equipment on an annual basis. It is essential that the contract manager, general service manager, and property administrator in each region work closely together in ensuring lead agencies comply with the contract provisions. No sales tax needs to be collected on the transfer of a state-owned motor vehicle or other mobile equipment to or from a nonprofit organization because both entities are tax exempt and do not pay sales tax.

   2. **Transfer Request and Approval.**

      a. Motor vehicles and other mobile equipment may be permanently transferred to lead agencies based upon documented client needs and the statutory authority that provides for privatization of those services. The request must explicitly document that the transfer of motor vehicles
or other mobile equipment to the lead agency is necessary to satisfy health, safety, or welfare needs of clients.

(b) If the request is approved, the request package will be processed through ASG, which is responsible for coordinating the transfer and updating FLAIR and FIMS. ASG will keep a copy of the transfer on file and forward copies of all related documentation to the originating region.

e. Revenue from the Sale of Motor Vehicles. Revenue from the sale of vehicles and other mobile equipment will be turned over to the Headquarters fiscal office for handling in accordance with DCF Accounting Procedures Manual (9 APM 7), Sale of Surplus Property. Following the sale, DMS will provide ASG with the results of the sale as well as DCFs portion of the proceeds after subtracting fees for transporting and preparing the vehicles or equipment for sale and holding the auction. The proceeds will be divided and forwarded to the appropriate region, facility, or Headquarters.

f. Removal from FIMS and FLAIR. All state-owned motor vehicles disposed of must be deleted from FIMS within 30 calendar days of disposal. The FIMS Coordinator will provide the necessary information to ASG for deleting records from the systems.

11. Disciplinary Action. The Secretary, Assistant Secretary, Regional Managing Director, Hospital Administrator, or their designated representative, upon the determination that an employee or other person has improperly used a state-owned or leased vehicle shall take such action as they feel just and proper under the circumstances in compliance with section 287.175, F.S., and CFOP 60-55, Chapter 1, Standards of Conduct and Standards for Disciplinary Action for Department Employees. Each incident of improper use shall be reported to the State Comptroller detailing the nature of the misuse and the action taken.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

TONY B. LLOYD
Assistant Secretary for Administration

---

**SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL**

Update to the DMS FIMS from EMIS to FIMS have been changed throughout the operating procedure. Includes information for employee and supervisor roles and responsibilities for reporting incidents. Reflects changes made in the Florida Statutes and updates to the References paragraph, DMS Perquisite process, and fuel purchases.
## FIMS LOCATION CODES

<table>
<thead>
<tr>
<th>CODE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>District One</td>
</tr>
<tr>
<td>0200</td>
<td>District Two</td>
</tr>
<tr>
<td>0280</td>
<td>Sunland at Marianna – (Inactive)</td>
</tr>
<tr>
<td>0290</td>
<td>Florida State Hospital</td>
</tr>
<tr>
<td>0300</td>
<td>District Three</td>
</tr>
<tr>
<td>0381</td>
<td>Tacachale – (Inactive)</td>
</tr>
<tr>
<td>0391</td>
<td>North Florida Evaluation and Treatment Center</td>
</tr>
<tr>
<td>0400</td>
<td>District Four</td>
</tr>
<tr>
<td>0492</td>
<td>Northeast Florida State Hospital</td>
</tr>
<tr>
<td>0700</td>
<td>District Seven</td>
</tr>
<tr>
<td>0800</td>
<td>District Eight</td>
</tr>
<tr>
<td>0882</td>
<td>Gulf Coast Center – (Inactive)</td>
</tr>
<tr>
<td>0900</td>
<td>District Nine</td>
</tr>
<tr>
<td>1000</td>
<td>District Ten</td>
</tr>
<tr>
<td>1100</td>
<td>District Eleven</td>
</tr>
<tr>
<td>1200</td>
<td>District Twelve</td>
</tr>
<tr>
<td>1300</td>
<td>District Thirteen</td>
</tr>
<tr>
<td>1400</td>
<td>District Fourteen</td>
</tr>
<tr>
<td>1500</td>
<td>District Fifteen</td>
</tr>
<tr>
<td>2000</td>
<td>Headquarters</td>
</tr>
<tr>
<td>2300</td>
<td>Suncoast Region</td>
</tr>
<tr>
<td>3100</td>
<td>Northwest Region</td>
</tr>
<tr>
<td>3200</td>
<td>Northeast Region</td>
</tr>
<tr>
<td>3300</td>
<td>Suncoast Region</td>
</tr>
<tr>
<td>3400</td>
<td>Central Region</td>
</tr>
<tr>
<td>3500</td>
<td>Southeast Region</td>
</tr>
<tr>
<td>3600</td>
<td>Southern Region</td>
</tr>
</tbody>
</table>