

CF OPERATING PROCEDURE  
NO. 40-2

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, April 25, 2022

Travel and Transportation

VEHICLE MANAGEMENT AND OPERATION

1. Purpose. This operating procedure governs the acquisition, use, maintenance, and disposal 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 for transmitting vehicle use 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.
- c. Chapter 287, Part II, F.S., Means of Transportation.
- d. Section 316.304, F.S., Wearing of Headsets.
- e. Section 316.305, F.S., Wireless Communications Devices; Prohibition.
- f. Chapter 409, Part V, F.S., Community Based Child Welfare.
- g. Section 812.15, F.S., Unauthorized reception of communications services; penalties.
- h. Chapter 60B-1, Florida Administrative Code (F.A.C.), Motor Vehicles and Watercraft Acquisition, Assignment and Use.
- i. Chapter 60B-3, F.A.C., Disposal of Motor Vehicles, Watercraft, and Aircraft.
- j. Rule 69I-72.003, F.A.C., Recording of Property.
- k. Chapter 69I-21, F.A.C., Audit and Adjustment of Accounts and Recovery of Accounts Receivable.
- l. Chapter 69I-40, F.A.C., Bureau of Auditing.
- m. CFOP 40-1, Official Travel of DCF Employees and Non-Employees.
- n. CFOP 60-55, Chapter 1, Standards of Conduct and Standards for Disciplinary Action for Department Employees.
- o. CFOP 75-1, Purchasing Policy and Procedures, Chapter 11, Special Purchasing Procedures.
- p. CFOP 75-3, Insurance.

- q. CFOP 80-2, Property Management.
- r. DCF Accounting Procedures Manual 9 APM 7, Sale of Surplus Property.
- s. CFO Memo No. 04 – Guidance on all Contractual Service and Grant Agreements Pursuant to section 215.971, F.S.
- t. DMS Policy 16-102, Vehicle Management.
- u. DMS Procedures FMP2 and FMP3, Live Auction Fleet Disposition and Cash Receipts and Online Auction Fleet Disposition and Cash Receipts.
- v. Code of Federal Regulations, 49 CFR, Volumes 382, 383, 390 and 391.
- w. IRS Publication 463 – Travel, Gift, and Car Expenses.

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. However, section 287.155(1), F.S., provides an exception which permits DCF mental health treatment facilities, subject to the approval of DMS, to purchase motor vehicles and automotive equipment for their use.

(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) 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.

(3) Under Rule 69I-72.003(l), 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.

(4) 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 Bureau of Fleet Management for determining when vehicles should be taken out

of service and replaced. This criterion is referred to as the Minimum Equipment Replacement Criteria (MERC).

(b) The MERC vary depending on the type of vehicle and how the vehicle is used and can be found on the DMS website.

(c) When a motor vehicle is replaced using these funds, the replaced 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.

(5) Alternative Fueled Vehicles. The federal Energy Policy Act (EPAAct) 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.

b. 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 may grant approval directly to the requesting agency. The acquisition will be carried out by the requesting region or facility in accordance with Rule 60A-I.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 must review and approve the specifications prior to the region or facility putting the request out for bid. This request must be submitted through General Services 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.

c. Long-Term Lease of Mobile Equipment. DMS approval is not needed to lease a motor vehicle for a period of 30 days or less.

(1) DMS may 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.

(2) 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 CFO Memo No. 04.

(a) 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.

(b) 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.

4. Submission Process. Under section 287.15, F.S., "No state agency shall purchase, lease, or acquire any motor vehicle, watercraft, or aircraft of any type unless prior approval is first obtained from the Department of Management Services." 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 General Services, via purchase request in MyFloridaMarketPlace (MFMP). When preparing the request, a copy of the completed MP-6301 and other required documents must be attached.

5. 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:

a. Documentation showing that funds were specifically appropriated by the Legislature or were approved by the Executive Office of the Governor;

b. Proof of DMS approval; and,

c. A copy of the purchase requisition.

6. Property Tags. All motor vehicles or other mobile equipment acquired with a cost or value of \$5,000 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.

7. 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 vehicle or equipment use is the most appropriate for meeting the department's 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 Program 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 Program 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 Program 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 as designated by DMS:

(1) Pool (A1). 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 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 workday 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 (B1 or B2). 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 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 workday 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 (B1).

(b) Non-passenger carrying (B2).

(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 (C1). 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 DCF's agency head and DMS. This must be reviewed annually. 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.

1. 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 Program 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.

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

3. 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.

(b) Law Enforcement (C2). Employee is subject to special emergency calls from the employee's residence for law enforcement purposes.

(c) Emergency Service (C3). 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 Program 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 (C4). 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.

(e) 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 (perquisite).

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.

4. Internal Revenue Service Requirements Assignment. The Internal Revenue Service (IRS) considers use of a state-owned vehicle to or from an employee's home as a fringe benefit. The employee must annually report this fringe benefit to the Internal Revenue Service and the appropriate personnel office. For more tax information, refer to IRS Publication 463 – Travel, Gift, and Car Expenses.

(f) 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.

(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 Program 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 Program 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.

#### 8. Licensing Requirements.

a. State License Plate. All state-owned motor vehicles will carry an official state license plate. State license plates are issued for each individual vehicle. After the disposal of a vehicle, assigned plates must be surrendered to a tax collector office. The tax collector will provide a receipt/cancel registration for all plates that are surrendered. A copy of the receipt must be sent to HQ General Services.

b. Valid Driver's 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 General Services 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. Licenses should be checked regularly to confirm compliance.

9. Safety. 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. 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.

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

c. Alcohol and Dangerous or Controlled Substances. 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.

#### d. Texting and Cell Phone Use.

(1) 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. 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 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.

(c) 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.

(2) 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.

(3) 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.

(a) 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.

(b) 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.

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

1. 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.

2. Reporting an emergency or criminal or suspicious activity to law enforcement authorities.

3. Receiving messages that are:

a. Related to the operation or navigation of the motor vehicle;

b. Safety-related information, including emergency, traffic, or weather alerts;

c. Data used primarily by the motor vehicle; or,

d. Radio broadcasts.

4. 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.

(4) 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.



e. 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.

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 that failed to comply. Truck and bus operators must comply with license and drug testing requirements in 49 CFR 382, 383, 390 and 391.

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

- (1) When not in use, all state-owned pool vehicles will be parked in a designated area.
- (2) Vehicles and equipment will be locked and secured when not in use.
- (3) Ignition keys will be removed, and the vehicle or equipment shall be locked when left unattended.
- (4) 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 Program Director, Hospital Administrator, or their delegated representative.

10. Vehicle Insurance. 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 General Services 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 General Services or found on the Vehicle Management intranet site.

a. Accidents involving Rental Cars. DMS Division of State Purchasing 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 and completing reports relative to the accident. Any questions must be directed to DMS Division of State Purchasing in Tallahassee.

b. Accidents and Reporting. DCF employees involved in a vehicle accident while on official business for DCF must:

(1) Promptly notify appropriate law enforcement personnel, employee supervisor, DCF insurance claims coordinator, and HQ General Services.

(2) Provide first aid as appropriate.

(3) Obtain the information required on the DFS Automobile Accident Report, form DFS-D0-261.

(4) Take photos at the scene of all damaged property.

(5) Accidents involving DCF vehicles must be handled with the same prudence as an accident involving personal vehicles.

(6) If the accident involves bodily injury, heavy property damage, or non-drivable vehicles, the accident must be reported by the employee involved immediately by telephone to the DFS Division of Risk Management. All accidents that take place on holidays or weekends must be reported no later than the first working day following the occurrence. All correspondence received involving legal proceedings must immediately be sent to DCF's General Counsel where legal action will be coordinated with the DFS Division of Risk Management.

c. 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.

11. Fuel and Preventive Maintenance. All state-owned motor vehicles and other mobile equipment must adhere to the service requirements established by the manufacturer. All preventive maintenance, repair, and fuel purchase documentation must be maintained on file in the region, facility, or Headquarters and entered in the DMS fleet management system.

a. Wright Express. The Wright Express Fuel and Maintenance Card (WEX) may be used for the purchase of gasoline, oil changes, car washes, minor repairs, parts, and roadside assistance only for the vehicle which the card is assigned.

(1) Lost or Stolen Cards. Immediately report lost or stolen WEX cards to the region WEX contact and HQ General Services. Cards will be terminated immediately upon notification.

(2) Fuel Purchases. 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.

(a) Fuel. Select a vendor that accepts the WEX card. When the purchase of commercial fuel is required, commercial self service facilities shall be used when available to reduce the cost of commercial fuel. Most commercial fueling stations accept WEX, but a list can be found at [Accepting Locations - WEXOnline](#).

1. Obtain a copy of the receipt. If one does not print at the pump or is not completely legible, a copy must be obtained from the clerk.

2. The receipt must show the vehicle identifier, date, location, price, gallons, and odometer. If the reprint from the clerk does not have all this information, write it on the receipt.

3. The driver must sign and date the receipt.

4. If the receipt is lost, unavailable, or becomes illegible, a Replacement Receipt form is required for each affected transaction.

(b) Maintenance, Parts, and Repairs. This includes oil changes, car washes, lubricants, fluids, minor repairs, and parts.

1. 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.

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

3. Inform the supplier/merchant that the purchase will be made using the DCF WEX card issued through the State of Florida. Verify that this form of payment is accepted prior to initiating the purchase or agreeing to services.

4. Inform the merchant that the purchase is tax-exempt. Review the receipt before leaving the store or repair facility and, if taxes were included, request a credit. The tax-exempt certificate can be found on the Vehicle Management or Office of Financial Support Services intranet pages. Credits for tax will not be applied by or through WEX and invoices can't be short paid to account for improperly charged tax.

5. 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.

6. The recipient of the goods or services must sign and date the receipt. The receipt must provide an itemized account of the goods or services received.

7. Record the charges on the appropriate section of form CF1345 Vehicle Usage Record and attach each receipt.

(c) Roadside Assistance. Call 1-866-329-3471 to contact the National Auto Club (NAC) for roadside assistance.

1. NAC will deploy a local provider that is in their network based on your location. In most cases, you will not receive a copy of an invoice, but you should be able to obtain a bill of lading or some other documentation from the towing vendor.

2. It is the responsibility of the employee to obtain an official invoice showing the date, towing company name and contact information, mileage or reason for service, and charges.

b. Other Fuel and Maintenance Purchases.

(1) 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.

(2) 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 must include the driver's name, the employee's name who authorized the transaction, the date, vehicle tag number, the amount of fuel acquired, and the cost.

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

c. Transaction Receipts. The original receipt must be maintained for 3 years.

12. 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, maintenance and repairs, and other related costs. This form is required as the information must be entered in the DMS Fleet Management System (FMS) each month.

13. Fleet Management System (FMS). 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. This system provides information on operating and maintenance costs, use and availability, and condition. In accordance with Rule 60B-1.010, F.A.C., utilization of this system is mandatory for all state-owned automobiles, vans, trucks, buses, utility vehicles, and other items primarily used for transporting passengers.

a. FMS Access. Employees may request access to FMS by contacting HQ General Services. If approved, HQ General Services will forward the request to DMS to grant access. Access levels available to staff outside of HQ General Services are Data Entry, Mechanic, and Read Only.

b. FMS Coordinator. Each region, facility, and HQ General Services must have at least one employee responsible for entering the required information into the system each month.

c. Adding Assets. All state-owned motor vehicles shall be entered into FMS within 30 calendar days from the date a vehicle is received by the region, facility, or Headquarters. Vehicle assignment codes are required upon entry and shall be in accordance with paragraph 7b of this operating procedure. Only HQ General Services has the capability to add vehicles to the system.

d. Adding Log, Fuel, and Maintenance Data. Documentation should be collected from the drivers and/or vehicle custodians by the FMS Coordinator no later than the 5<sup>th</sup> day of the following

month to allow time to calculate, reconcile, and enter the information by the 15<sup>th</sup> day of the following month. The FMS Coordinator shall enter the vehicle usage, cost, and maintenance information into the system by the 15<sup>th</sup> day of each month for the previous month's activity. Failure of drivers and/or vehicle custodians to submit logs, fuel, and maintenance data to the FMS Coordinator by the deadline, creates a violation of Rule 60B-1.010, F.A.C.

14. Vehicle Disposal. To dispose of state-owned vehicles requires the approval of DMS. DMS contracts for auctioneer and towing services. The most approved disposal methods are public auction, scrap, and inter-agency transfers.

a. All requests to dispose of a vehicle must come through HQ General Services. HQ General Services will review and assemble the complete request and, if approved, send to DMS for final approval. The request from the regions and facilities shall include, at minimum, the following documentation:

- (1) DMS Form MP6401.
- (2) Photos in JPEG or equivalent format.
- (3) Estimate to repair (if applicable).
- (4) Crash report (if applicable).
- (5) Insurance Settlement Offer (if applicable).
- (6) Original title.

b. Disposal by Public Auction. DMS contracts with auctioneers to sell vehicles and mobile equipment for all state agencies. The above documentation will be delivered to DMS for processing. Once an item is sold, DMS will remove any service fees and commissions and forward the proceeds to HQ ASSC via Journal Transfer. A copy of the results will be sent to HQ General Services which will be compiled with the disposal package. The completed package, which contains all of the documentation from the original request to dispose to the final sale information, will be sent to HQ Property and the respective region and/or facility to have the item removed from property tracking systems. DMS is responsible for removing disposed items from their fleet management system.

(1) Live Auction. If a vehicle is approved for disposal and designated for live auction, the vehicle can be picked up by the towing vendor that DMS has contracted with or be self-delivered to the appointed auction location. If transportation is arranged by DMS or the auction vendor, those costs will be deducted from the auction proceeds. Once DMS has taken possession of the vehicle, they will handle the disposition and transfer of auction proceeds.

(2) Online Auction. If a vehicle is approved for disposal and designated for online auction, the vehicle will be left in place and additional information will be required from the requestor so that an online advertisement can be created.

(a) Additional information includes additional current detailed photos, completion of the Vehicle Information Form, contact information for scheduling public inspection of the vehicle and scheduling pickup of the vehicle once it is sold. Detailed process information will be provided by DMS on a case-by-case basis.

(b) Vehicles located in Tallahassee and in the immediately surrounding cities /counties may be an exception to being auctioned at a DCF location. DMS hosts a limited number of

vehicles in a lot in Tallahassee for online auction. Once possession is surrendered to DMS, they will handle the remainder of the disposal process.

c. Disposal by Scrap. If a vehicle is determined to have no commercial value or will cost more to auction than will be returned, it will be requested to be sold to a local vehicle recycling dealer. This determination will be made by HQ General Services and /or DMS and requires DMS form MP6401B, Request for Disposal of Equipment Without Commercial Value. This additional form will be completed by HQ General Services.

(1) If approved for scrap, the original title will be returned to the requesting region or facility to conduct the sale to a scrap dealer. Proceeds from the sale shall be sent to HQ ASSC with a copy sent to HQ General Services.

(2) HQ General Services will forward the completed sale documents to HQ Property and DMS to have the disposed item removed from their respective property tracking systems.

d. Disposal by Transfer or Donation. State-owned motor vehicles and other mobile equipment can be transferred to other organizations with DMS approval. When vehicles are transferred, DMS will facilitate the update of their FMS and DCF Property will make the changes in FLAIR. The region, facility or HQ General Services will handle the cancellation of any WEX cards, license plates and registrations. CFOP 80-2, Property Management, explains in detail the transfer procedures to follow.

15. 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.

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. When a CBC determines a vehicle is no longer of use to the program, the CBC must advise the contract manager, who will then notify HQ General Services. The CBC will provide the year, make, model, mileage, VIN, and information on the condition and any known defects and/or an estimate to repair from a reputable mechanic. The decision to accept the vehicle from the CBC or decline the vehicle will be made by HQ General Services.

(1) If the vehicle is accepted, HQ General Services will coordinate with the region or facility to obtain the vehicle, signed title, and donation letter from the CBC. The title and donation letter are required to transfer ownership of the vehicle with the Department of Highway Safety and Motor Vehicles (HSMV). HQ General Services will coordinate with the region or facility to have the vehicle title transferred, license plate and registration obtained, and WEX card (if needed) ordered.

(2) Because the vehicle funds were previously appropriated to the department for the purpose of purchasing vehicles by a CBC, DMS form MP6301 and a replacement vehicle are not required.

(3) If the vehicle is declined, the CBC will coordinate with the contract manager concerning disposition of the asset.

16. Disciplinary Action. The Secretary, Assistant Secretary, Regional Program 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 LLOYD  
Assistant Secretary for  
Administration

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

Substantially reorganized and updated the operating procedure to provide better clarity and understanding of vehicle management and operation requirements.