

# State of Arizona

## Vehicle and Equipment Fleet Policy

### (DRAFT) Version 1

#### PURPOSE

The purpose of this document is to provide guidelines and direction for all State of Arizona vehicle and equipment fleets to include the following: acquisition and leasing of vehicles/equipment, utilization requirements, maintenance responsibilities, disposal activities, tracking and monitoring, privately owned vehicles, fuel use, motor pools and risk management oversight. State agencies that operate fleet vehicles must follow this policy at a minimum.

The state of Arizona's fleet consists of over 10,000 assets ranging from light duty sedans to heavy duty off-road and specialized emergency response equipment. These fleet assets are required to fulfill each state agency's core mission, along with having available assets for critical emergency situations. A professionally managed fleet is extremely important to ensure a lean and waste free operation is in place. Having fleet professionals working together as one well-managed operation is paramount to carry out the day-to-day requirements and responsibilities. The state of Arizona has assembled a team of fleet professionals that represent different agencies called the State Fleet Council. The Fleet Council works to ensure best practices are in place and that agencies share ideas and work towards a lean and efficient state fleet.

Vehicles that have the sole purpose of enforcing laws are excluded from the utilization standards set forth by this policy.

#### THE FLEET COUNCIL

The Governor's State Fleet Council is made up by different fleet professionals from various state agencies. Any state agency fleet professional can be a part of the Fleet Council group, up to a maximum of two people from each agency. Fleet Council representatives review fleet management best practices being performed by various state agencies. The Fleet Council makes recommendations to agencies and assists to bring fleet management activities up to standards. Fleet Council representatives do this by utilizing the State Fleet Policy. A scoring matrix developed by the Fleet Council is utilized to assess fleet management activities. Areas where scoring is adequate or high will be celebrated and shared so all agencies can learn from best practices. Different types of information and assistance will be developed to help where scoring requires improvement. All agency fleet management agency scoring will be posted on the ADOA, AMS Toolbox Intranet site. A fleet management report with scoring will also be submitted to each agency Director, and to the Governor's Staff for their review. The end goal is to ensure the state's fleet is being operated effectively while utilizing best fleet management practices available.

The Governor's State Fleet Council is comprised of 9 State agencies that collectively work together developing and adopting best in class fleet management practices. These agencies hold statutory fleet authority as prescribed in Title 41 [A.R.S. §41-803](#). The Fleet Council reviews process improvement strategies, cost savings measures, provides recommendations and makes changes within the State's fleet management operation. The Fleet Council's main objective is to ensure fleet functions are operating efficiently, to include reducing overall underutilized fleet assets, but at the same time ensuring agencies have the proper tools to fulfill mission requirements.

# VEHICLE/EQUIPMENT ACQUISITION

It is important when purchasing vehicles/equipment that standardization methods are considered. This section outlines the acquisition of fleet vehicles/equipment guidelines to include the following core elements: ([Addition to the Fleet Request](#))

- When standardizing fleet assets, meet with your fleet service and repair partner to see what make and model they currently recommend. Currently ADOT services most agencies and can assist with this standardization model.
- It is important to standardize your fleet in order to keep maintenance costs at a minimum and to follow state and federal alternative fuel laws. Your agency fleet professional will ensure standardization processes are followed.
- A vehicle standardization review should consist of: Checking with your service provider, reviewing other agency manufacturer types, the type of parts generally available at your service provider, checking other support functions to review highest rated vehicle class.
- Request Process – within this document a sample vehicle purchase request has been included. The request will ensure that vehicles and equipment considered meet mission requirements, will achieve utilization standards, follows contract rules, and helps to identify other transportation solutions prior to making the purchase.
- All additions to the fleet must be justified by the requestor and have supported documentation that includes the Fleet Administrator's recommendations to the Agency Director or designee.
- Global Positioning System (GPS) – Fleet best practices is for all new vehicle acquisitions to be GPS equipped as part of the vehicle up-fitting.
- Buying state vehicles off of the dealer lot (Phase II) is highly discouraged and costs the state unnecessary additional funds. All fleet buys should come from ordering vehicles as a build process (Phase I) (see state contract for details).

## FLEET MANAGEMENT SYSTEM

### [Fleet Management System information](#)

- Fleet Management Systems – vehicles/equipment shall be actively managed in a Fleet Information Management System to ensure proper maintenance, emissions compliance, metrics/reporting, and cost controls are in place. Using a method like Excel or Access databases are not an accepted practice.
- Interagency Service Agreement (ISA) – agencies that currently do not have a professional fleet management system can contact ADOT Equipment Services for possible [ISA agreement](#). By doing this ADOT can provide a seamless portal into a top tier fleet management system for an extremely low cost. All training on the system is also included. Included in the ISA is the 10 point replacement system, fuel transactional logs, odometer tracking and utilization models, specialized and can reports, etc.
- Replacement criteria – all vehicles/equipment shall utilize the Fleet Council's 10-point replacement methodology or similar. Replacement criteria must consider age, miles, utilization, and maintenance costs at a minimum. [Vehicle and Equipment Replacement System](#)
- Establish and maintain Motor Vehicle Record files in a centralized location, to include information, in accordance with State of Arizona Accounting Manual ([SAAM](#)).
- All vehicle/equipment transfers must be documented to ensure Motor Vehicle Record files, all keys, Voyager Card, and any pertinent information accompanies vehicle/equipment when transferred within the Department (i.e., from one institution/Division to another).
- All state vehicle/equipment must be marked in accordance with [A.R.S. Title 38-538](#).
- Ensure that keys, fuel cards, titles, are safe guarded from unauthorized use.

## VEHICLE/EQUIPMENT MAINTENANCE

All agencies shall establish and monitor a preventative maintenance and repair program that aligns with the original equipment manufacturer (OEM) specifications at a minimum. Agencies that currently do not have a professional fleet management system can contact ADOT Equipment Services for possible ISA agreement (see above section Fleet Management System). The overall goal is to manage State fleet as cost effective as possible.

- State fleets shall adopt the Fleet Council light fleet normal service intervals of 8,000 miles or 12 months.
- State fleets shall have a Preventative Maintenance program where no more than 3% of the total fleet is past due for normal PM Service intervals.
- All agencies shall adopt the State fleet council's vehicle/equipment pre-trip computer based training inspections that includes [CBT and video](#).
- State fleets shall keep vehicle/equipment clean, safe, in good working condition, with no major defects.
- State fleets shall adopt the State Fleet Council's tire monitoring and replacement policy ([Fleet Council Tire Management Policy](#))
- All repair parts should be properly inventoried and stored within best Fleet Management practices. ([Equipment Services Inventory Control Policy](#))
- All agencies should take full advantage of all initial manufacturer warranties that are available. The purchase of extended warranties is discouraged and is not recommended within professional fleet industry best practices.
- All actionable manufacturer recalls should be completed within 30 days of notification. (contact your service provider for assistance – most agencies have ADOT as their service provider)
- All state vehicles must be emission compliant as required by the Arizona Department of Environmental Quality. (contact your service provider for assistance – most agencies have ADOT as their service provider) Vehicle/equipment maintenance records must be maintained for the life of the vehicle/equipment and five years after disposal, to include the actual cost of parts, material, labor hours or outside service labor costs. (contact your service provider for assistance – most agencies have ADOT as their service provider)

## ACCIDENT AND RISK MANAGEMENT

- All vehicle/equipment damaged from accidents or other incidents (such as vandalism, etc.); shall be reported in a timely manner by using the Risk Management [Vehicle Loss Report](#)
- All vehicles must have a vehicle accident packet that includes the Vehicle Loss Report, the Certificate of Automotive Liability Insurance, the vehicle registration, witness information cards, and the emergency roadside assistance [booklet](#).
- All agencies shall implement a Vehicle Incident Review Committee ([ADOA Motor Vehicle Safety Program](#))
- All damages of \$2,500 or less, to include windshield repair and replacement, will be the responsibility of the agency. Please contact ADOA Risk Management for further details.

## UTILIZATION STANDARDS

- Agencies shall adopt the State of Arizona Fleet Council's standard of 8,000 miles in a 12-month rolling period or 5 or more trips per week (sedan, minivan, half-ton pickup, and SUV).

- Vehicles not meeting the 8,000 mile utilization goal shall follow the State Fleet Council's request for exception process. ([Utilization Exemption Request](#))
- Vehicles not approved for exception and do not meet the standards shall be reassigned or disposed of. All agencies must follow best fleet practices for a "rightsized" fleet.
- Agencies should implement a vehicle/equipment idling policy that addresses unnecessary fuel use, reduce emissions and undue wear and tear on the vehicle/equipment and for safety reasons. ([Idle Reduction Policy](#))

## GLOBAL POSITIONING SYSTEM (GPS)

- GPS tracking will provide accurate odometer readings and the ability to manage your fleet effectively. ([GPS Procedure](#))
- A goal of 75% of the entire fleet shall be GPS equipped.
- Each agency should track usage, monitor and set a standard for proper use of a State vehicle/equipment (ADOT can assist or manage your GPS needs and requirements).
- Traffic law violations shall be reported to HR for possible disciplinary action. ([Vehicle Assignment and Usage Policy](#))

## VEHICLE/EQUIPMENT FUELING

- All agencies shall use the State fueling card program when purchasing fuel.
- Monitor and issue fueling cards according to your agency's [fuel card policy](#).
- Properly secure all fuel cards when not in use.
- All state vehicle/equipment should be fueled at a state-owned facility as first priority.
- Plan trips prior to traveling; ensure low cost fuel when not using state-owned facility.
- Keep fuel at half tank or above whenever possible.
- Ensure the use of proper fuel type when fueling vehicle/equipment.
- Ensure correct odometer is entered at the fuel island; no tenths.
- Follow agency's requirements retaining/submitting fuel receipts.
- Fuel cards are authorized to purchase fuel only for state vehicle/equipment.

## OTHER TRANSPORTATION OPTIONS

- Prior to vehicle/equipment acquisition, agencies shall consider all transportation options available such as:
  - Uber
  - Lyft
  - Motor Pool
  - Car share
  - Car rental/leasing
  - Internal agency reallocation
  - Privately Owned Vehicle (POV)

## VEHICLE/EQUIPMENT DISPOSAL

- All vehicles/equipment shall be disposed of in accordance with statutory authority [Title2 Chapter 15 Article 3 Materials Management](#)
- State Auction process flow system ([Statewide Auction Process](#))



## START OF LINKED DOCUMENTS

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**A.R.S. 41-803. - Operation of state motor vehicle fleet; public service announcements; energy conservation; alternative and clean burning fuels; definitions**

A. The director shall operate a motor vehicle fleet for all state owned motor vehicles for the purpose of providing transportation for state officers and employees, except those officers and employees of any agency or department excluded by subsection E of this section. The director shall make fleet motor vehicles available to state agencies and departments on the request of the chosen representative for that agency or department.

B. The director may adopt rules necessary for the administration of the motor vehicle fleet. State agencies and departments, including agencies and departments listed in subsection E of this section, may accept compensation for placing public service announcements on state owned motor vehicles, and monies received shall be deposited, pursuant to sections 35-146 and 35-147, in the state general fund. The agency or department director shall determine the appropriateness of the announcements, may exempt any vehicles that are not suitable for advertising and may contract with private parties for design and placement of the announcements.

C. The director shall provide for detailed cost, operation, maintenance, mileage and custody records for each state owned vehicle. On or before August 1 of each year, all state agencies and departments, including those listed in subsection E of this section, shall make information available to the director regarding vehicle cost, operation, maintenance and mileage and other information as established by the director in policies and procedures for the purposes of the report prescribed in subsection R of this section.

D. Each state department and agency shall pay from available monies the cost of motor vehicle services received from the state motor vehicle fleet at a rate determined by the director.

E. The following departments and agencies are excluded from participation in the state motor vehicle fleet:

1. Department of public safety.
2. Department of transportation.
3. Department of economic security.
4. State department of corrections.
5. Universities and community colleges.
6. Arizona State schools for the deaf and the blind.
7. Cotton research and protection council.
8. Arizona commerce authority.
9. Department of child safety.

F. The director shall appoint a person in the office of the director who is the state motor vehicle fleet alternative fuel and clean burning fuel coordinator. The coordinator shall develop, implement, document, monitor and modify as necessary a statewide alternative fuels plan in consultation with all state agencies and departments that are subject to the alternative fuel and clean burning fuel requirements prescribed in this section or any other law. The approval of the coordinator is required for all acquisitions of vehicles pursuant to this section, except for acquisitions by community college districts.

G. Purchases of all new motor vehicles that primarily operate in counties with a population of more than two hundred fifty thousand persons and that have a gross vehicle weight of eight thousand five

hundred pounds or less, including those agency motor vehicle fleets listed in subsection E of this section, shall meet the following minimum requirements for vehicles:

1. For model year 1997, ten per cent of new motor vehicles purchased shall be capable of operating on alternative fuels.
2. For model year 1998, fifteen per cent of new motor vehicles purchased shall be capable of operating on alternative fuels.
3. For model year 1999, twenty-five per cent of new motor vehicles purchased shall be capable of operating on alternative fuels.
4. For model year 2000, fifty per cent of new motor vehicles purchased shall be capable of operating on alternative fuels.
5. For model year 2001 and all subsequent model years, seventy-five per cent of new motor vehicles purchased shall be capable of operating on alternative fuels or clean burning fuels.

H. Purchases of new alternative fuel and clean burning fuel vehicles that have a gross vehicle weight of eight thousand five hundred pounds or less shall meet the following minimum requirements for vehicles that primarily operate in counties with a population of more than one million two hundred thousand persons:

1. For model year 2000, forty per cent of new alternative fuel and clean burning fuel vehicles purchased shall comply with the United States environmental protection agency standards for low emission vehicles pursuant to 40 Code of Federal Regulations section 88.104-94 or 88.105-94.
2. For model year 2001, fifty per cent of new alternative fuel and clean burning fuel vehicles purchased shall comply with the United States environmental protection agency standards for low emission vehicles pursuant to 40 Code of Federal Regulations section 88.104-94 or 88.105-94.
3. For model year 2002, sixty per cent of new alternative fuel and clean burning fuel vehicles purchased shall comply with the United States environmental protection agency standards for low emission vehicles pursuant to 40 Code of Federal Regulations section 88.104-94 or 88.105-94.
4. For model year 2003, seventy per cent of new alternative fuel and clean burning fuel vehicles purchased shall comply with the United States environmental protection agency standards for low emission vehicles pursuant to 40 Code of Federal Regulations section 88.104-94 or 88.105-94.

I. The coordinator may waive the requirements of subsection G of this section for any state agency on receipt of certification supported by evidence acceptable to the coordinator that:

1. The agency's vehicles will be operating primarily in an area in which neither the agency nor a supplier has established or can reasonably be expected to establish a central refueling station for alternative fuels or clean burning fuels.
2. The agency is unable to acquire or be provided equipment or refueling facilities necessary to operate vehicles using alternative fuels or clean burning fuels at a projected cost that is reasonably expected to result in net costs of no greater than thirty per cent more than the net costs associated with the continued use of traditional gasoline or diesel fuels measured over the expected useful life of the equipment or facilities supplied. Applications for waivers shall be filed with the department of environmental quality pursuant to section 49-412. An entity that receives a waiver pursuant to this section shall retrofit fleet heavy-duty diesel vehicles with a gross vehicle weight of eight thousand five hundred pounds or more that were manufactured in or before model year 1993 and that are the

subject of the waiver with a technology that is effective at reducing particulate emissions at least twenty-five per cent or more and that has been approved by the United States environmental protection agency pursuant to the urban bus engine retrofit/rebuild program. The entity shall comply with the implementation schedule pursuant to section 49-555.

J. The department of administration, through the coordinator, may acquire or be provided equipment or refueling facilities necessary to operate such vehicles using alternative fuels or clean burning fuels:

1. By purchase or lease as authorized by law.
2. By gift or loan of the equipment or facilities.
3. By gift or loan of the equipment or facilities or any other arrangement pursuant to a service contract for the supply of alternative fuels or clean burning fuels.

K. The coordinator and the governor's office of energy policy shall develop and implement a vehicle fleet energy conservation plan for the purposes of reducing vehicle fuel consumption and to encourage and progressively increase the use of alternative fuels and clean burning fuels in state owned vehicles. The plans shall include:

1. A timetable by which fleet vehicles shall be replaced with vehicles that have demonstrated high fuel economy estimates within their vehicle class.

2. A timetable for increasing the use of alternative fuels and clean burning fuels in fleet vehicles either through purchase or conversion. The timetable shall reflect the following schedule and percentage of vehicles which operate on alternative fuels or clean burning fuels:

- (a) Not less than forty per cent of the total fleet by December 31, 1995, except for community college districts. Community college districts shall comply by December 31, 2002.

- (b) Not less than ninety per cent of the total fleet operating primarily in counties with populations exceeding one million two hundred thousand persons according to the most recent federal decennial census by December 31, 1997, except for community college districts. Community college districts shall comply by December 31, 2004.

3. Options for increasing, whenever possible, the use of vehicles that have the capability to use available alternative fuels or clean burning fuels, or vehicles that may be economically converted, if needed, for the use of alternative fuels or clean burning fuels.

4. Options for the use of demonstrated innovative technologies that promote energy conservation and reduced fuel consumption.

5. Methods that promote efficient trip planning and state vehicle use.

6. Car pooling and van pooling for agency employees for commuting and job related travel.

L. The coordinator shall identify specific vehicle models within each vehicle class that would meet the demands of each state agency and that demonstrate a high degree of fuel economy. Vehicle classes and fuel economy comparisons shall be based on United States department of energy and United States environmental protection agency data pursuant to title 15 United States Code sections 2003 through 2006. For the use of an alcohol fueled vehicle, the state agency shall demonstrate to

the director that the fuel for the vehicle is available within a ten mile radius of the primary home base of that vehicle.

M. Subsections G, H, I, J, K, L, N, O and P of this section do not apply to the purchase or lease of the following:

1. A vehicle to be used primarily for criminal law enforcement.
2. A motorcycle.
3. An all-terrain vehicle.
4. An ambulance.
5. A fire truck, a fire engine or any other fire suppression apparatus.

N. Any contract for conversion of vehicles to alternative fuels pursuant to this section shall be entered into by competitive sealed proposals pursuant to section 41-2534.

O. If everything else is equal, when contracting for vehicles to satisfy the requirements prescribed in this section, preference shall be given to vehicles with the lowest emissions levels.

P. The departments and agencies excluded from participation in the state motor vehicle fleet pursuant to subsection E of this section shall develop and implement a program for alternative fuels and clean burning fuels and fuel economy for their motor vehicle fleets substantially similar to the standards set forth in this section, and the program shall be submitted to the coordinator for review.

Q. All agencies, including those listed in subsection E of this section, shall comply with the plan developed and implemented by the coordinator pursuant to subsection F of this section.

R. On or before November 1 of each year, the director shall submit a report to the governor, the speaker of the house of representatives, the president of the senate, the governor's office of strategic planning and budgeting and the joint legislative budget committee concerning the use of alternative fuels and clean burning fuels in the state motor vehicle fleet. The report shall include at least the following:

1. The number of state fleet vehicles.
2. The number of state fleet vehicles used primarily in Maricopa county.
3. The number of state fleet vehicles capable of using alternative fuels or clean burning fuels.
4. Progress on compliance with federal and state guidelines mandating the conversion of state fleet vehicles to alternatively fueled vehicles.
5. Alternative fuels and clean burning fuels usage data.
6. Information received from state agencies pursuant to subsection C of this section.
7. Information gathered from local offices of federal agencies regarding progress made toward implementing the federal mandates relating to the conversion of motor vehicle fleets to alternative fuels or clean burning fuels pursuant to subsection G of this section.

S. If the requirements of subsections G, H and K of this section are met by the use of clean burning fuel, vehicle equivalents under those requirements shall be calculated as follows:

1. One vehicle equivalent for every four hundred fifty gallons of neat biodiesel or two thousand two hundred fifty gallons of a diesel fuel substitute prescribed in section 1-215, paragraph 7, subdivision (b) in vehicles with a gross vehicle weight rating of at least eighty-five hundred pounds.

2. One vehicle equivalent for every five hundred thirty gallons of the fuel prescribed in section 1-215, paragraph 7, subdivision (d).

T. For the purposes of this section:

1. "Alternative fuels" has the same meaning prescribed in section 1-215.

2. "Clean burning fuels" has the same meaning prescribed in section 1-215.

3. "New motor vehicle" means an original equipment manufactured vehicle, a converted original equipment manufactured vehicle or an original equipment manufactured vehicle that will be converted.

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## Vehicle/Equipment Additions to the Fleet Request

Additions to the fleet can be costly to maintain, replace and have a negative impact on overall vehicle availability by adding additional work requirements that are not economical or cost effective. In keeping with the ADOT strategy of aligning organizational structure to optimize effectiveness and reduce costs, a "right sized" fleet accomplishes mission requirements, while keeping costs to a minimum. Requests for additions to the fleet must demonstrate increased operational efficiency and be cost effective **OR** a need to address an identified valid safety concern. Use this form to request the purchase of additional vehicles and/or equipment to the fleet. Answer all of the following questions while clearly illustrating why the vehicle or equipment is required and mission critical. For an estimated acquisition cost, please contact the Equipment Services Fleet Manager. The Equipment Services Fleet Manager will review the request and will make a final approval determination.

Request Date:

Organization Code:

Print Name of District

Engineer/Division Manager:

Vehicle Class/Type:

Estimated Acquisition Cost:

\$

1. Why does this vehicle/equipment need to be added to the fleet? What is the intended primary purpose of this vehicle or equipment?

2. What is the average amount of cargo or number of passengers the vehicle will carry in its primary mission?

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SUP-10.01



3. What operational opportunities, cost savings or improvements would be realized with this purchase?

4. Does this vehicle/equipment type currently exist at Equipment Services as a candidate for reissue? If yes, describe why this option is not being used. (Contact the Equipment Services Fleet Manager for a current list of available reissue vehicles)

5. Will this vehicle/equipment reside in the Phoenix Metro area? If yes, please state why the Automated Motor Pool – Heavy Automated Motor Pool or inter department sharing cannot be utilized instead of purchasing this vehicle.

6. By working in conjunction with the Equipment Services Fleet Manager, please provide a list of required accessories and/or equipment (2-way radio, light bar etc.) that must be installed on the vehicle/equipment before it is put into service. What is the approximate total acquisition cost of the vehicle/equipment with the additional accessories?

7. Please provide the estimated annual usage for this asset in miles or hours?

8. Please list any additional information you feel is pertinent to this request that should be considered in the approval process.

**After you have entered the necessary information to complete this request, obtain the signatures of your District Engineer/Division Manager and the District Budget Manager. Print the documents, with approval signatures and send a scanned copy of the request via Email to the ADOT Equipment Services Fleet Manager for final processing and approval.**

### REQUESTING DIVISION APPROVAL

I certify that the information provided on this request and supporting documentation is correct to the best of my knowledge.

Requestor Signature: _____	Date Signed: <input type="text"/>
District Engineer/Division Manager Signature: _____	Date Signed: <input type="text"/>
District Budget Manager Signature: _____	Date Signed: <input type="text"/>

Approved: Yes ☐ No ☐

COMMENTS:

### EQUIPMENT SERVICES APPROVAL

Equipment Services Fleet Manager Signature: _____	Date Signed: <input type="text"/>
Equipment Services Administrator Signature: _____	Date Signed: <input type="text"/>

Approved: Yes ☐ No ☐

COMMENTS:

#### CHECKLIST:

- |  |   |
|--|---|
| <input type="checkbox"/> Justification Information     | <input type="checkbox"/> Estimated Vehicle Acquisition Cost       |
| <input type="checkbox"/> Supporting Documentation      | <input type="checkbox"/> Completed Vehicle/Equipment Request Form |
| <input type="checkbox"/> Requesting Division Approvals |   |

Print Form

SUP-10.01

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**ARIZONA DEPARTMENT OF TRANSPORTATION**  
**POLICIES AND PROCEDURES**  
EQUIPMENT SERVICES  
MAINT OP-1.01  
WORK ORDER PROCESSING

Effective: June 14, 2010

Supersedes: MAINT OP-1.01 (8/19/09)

Responsible Office: Maintenance Operations Manager  
602-712-6711

Last Review: March 11, 2014

Next Review: March 11, 2016

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**1.01 Purpose**

The purpose of this guidance is to establish standardized processes within Equipment Services fleet management software system, Fleet Focus®.

**1.02 Scope**

This guidance applies to all Equipment Services repair facilities.

**1.03 Definitions**

Accident	Damage to a vehicle or piece of equipment resulting from collision or impact with a vehicle or object, either within or outside the control of the operator. The State's insurance program (Risk Management) covers the cost of the repairs or recovers the cost of the loss.
Delay	The time in which Equipment Services is not actively addressing a repair requirement with a technician working on the vehicle. Generally, delay times are normally outside the control of the Equipment Services repair technician. Delay times simply monitor "Work order" down-time and why.
Downtime	The period of time that a vehicle is not available for use by the customer as a result of being in the possession of Equipment Services for the purpose of repair or service.
Downtime Begins	When the customer releases the vehicle or equipment into the possession of Equipment Services or when the customer notifies Equipment Services that a vehicle or piece equipment is no longer operational and requires maintenance.

# MAINT OP 1.01 WORK ORDER PROCESSING

Effective: June 14, 2010

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Downtime Ends	When the technician has completed all maintenance or service requirements and the vehicle or equipment is ready for customer pick up.
Total state costs	Means cost to the state for the earth moving, material handling, road maintenance and construction equipment including repair costs, present value of monies, vendor charges, and all other identifiable state costs that may be incurred.
Vendor charges	Means costs of all vendor support, materials, transportation, and all other identifiable costs associated with the vendor's proposal or bid.
Vendor support	Means services provided by the vendor for items such as consulting, education and training.
EQS	ADOT Equipment Services.
FF	Fleet Focus® is the fleet management software used by Equipment Services.
Incident	Damage to a vehicle resulting from an event or occurrence outside the control of the operator. Incident damages include, but are not limited to, storm damage, flood damage, fire, windshield damage and infestation. Risk Management also covers this type of damage in most cases and operators must file a loss report.
Loss Report	ADOA Loss Report Form RM011-9/92.
Operator Responsible Damage	This is damage to a vehicle or piece of equipment resulting from misuse, abuse, and lack of care or damage not attributed to fair wear and tear. Examples of operator responsible damage: Using equipment for other than its intended purpose, driving a sedan in an off-road application or overloading the vehicle damaging the suspension or body.
ORG	ADOT Organization.
Post Post Mode	This term is used when work order, time card or parts processing is accomplished after the fact of the action. Example: opening, closing a work order after repairs are complete and the vehicle is returned to the user.
RISK	ADOA Risk Management

**1.04 Background None**

**1.05 Policy None**

**1.06 Procedure**

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**1.06.1 Opening Work Orders**

Work orders shall be opened in FF on a vehicle or piece of equipment as soon as possible after the customer releases the vehicle for repair, or when the customer notifies Equipment Services the vehicle is no longer serviceable. Opening work orders in real time will provide important information to the supervisor on PM requirements, recall information and warranty assessment. When it is not practical to open a work order in real time, the work order's "Date and Time Out-of-Service" must reflect the same date and time the customer provided the vehicle to the repair shop, or notified Equipment Services that the vehicle is no longer operable. When opening a work order on an accident, operator responsible damage, theft, vandalism, incident, recall, direct bill or warranty action a separate work order must be generated with only those actions items tasked.

A. Use the following guidance when opening a work order in the FF system:

1. Click on the "Prepare for Insert" tab.
2. Equipment ID – Enter the Equipment ID in which the Work Order applies.
3. Work Order ID – Enter the shop code (i.e. LIGHT, FLAG, and TUCS).

B. The work order ID is composed of three parts: the location, year and sequence number. The location part of the field has a choice list. Once the shop location is entered, the year and work order number will default.

**Job Type**

REPAIR:	Select repair when performing any action other than a preventative maintenance (PM) action. Do not perform PM actions on a repair order; a PM work order must be opened. This defaults when the Prepare for Insert button is applied. It must be changed to PM when processing PM type orders. PM repair actions on a Repair Work Order will not update the PM schedule on the equipment. See 1.06.2 below.
PM:	Select PM when performing any type of preventative maintenance, Evaluation, Safety, or Emissions inspection action. Example: A, B, C, D, E, H, P, Q, R, S, T and Z services) A PM work order can have additional repair actions. It is not necessary to open a separate repair work order when additional repairs are required. No other PM actions shall be included on an emissions inspection work order.
Meter 1:	Enter the current mileage in Meter 1 while leaving the adjacent Meter 1 validation field blank. Assure the actual odometer or hour meter reading is recorded before the equipment leaves the premises. If the system rejects the meter reading, an error message will appear in the bottom left of the screen. Revalidate the meter value in the vehicle a second time by physically checking the reading on the equipment unit and the entry keyed. When absolutely sure the reading is correct, enter EQ UPD in the Meter 1 validation box to update the system. If you are not sure if your meter reading is correct, do not update the system by selecting NO EQ UPD in the Meter 1 validation box. The work order will process without changing the equipment master record.
Priority ID:	Review the current Priority ID as defaulted from the Equipment Unit assignment. This code selection drives the Date and Time Due field and is computed from the Date\Time IN field. By default, this Priority ID applies to all tasks on the work order. You can change this from the default selection both on this tab and at the individual Task level.
Tech\Vendor:	From the drop down box, either select the EQS technicians EIN or the Vendor ID in which is assigned to this work order. If unknown at the time the work order is opened, leave it blank and add it later.
Repair Reason ID	Enter the reason ID for the type of repair you are performing. It is extremely important to select the correct repair ID:

MAINT OP 1.01 WORK ORDER PROCESSING

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A - Accident:	Use this code when the repairs fall under the definition of an accident. Accident work orders shall have only accident related repairs. If a vehicle requires repairs that fall outside the scope and definition of the accident as described on the loss report the service advisor/supervisor must open a second repair work order. ADOA Loss Reports must be provided by the users for all accidents. Failure to do so will result in a direct bill to the ORG. If there are any questions about the repair reason ID codes, consult with the Shop Supervisor and/or Maintenance Operations
B - Breakdown:	Use this code for breakdowns and tow-ins. A breakdown occurs when a vehicle becomes non-operational or disabled while in field operations. A breakdown does not occur when the operator brings a vehicle to a shop for repairs. This code is used to create the Breakdown Analysis Report.
C - Wear and Tear:	Use this code for general repair requirements and when other repair reasons do not apply.
D - Operator Responsible Damage:	Used on repair requirements that the shop supervisor classifies as operator responsible damage (see Definitions in paragraph 1.03). Accurate assessment by the shop supervisor is critical. The Work Class "E" Direct Bill should be used in conjunction with this code.
E - Modification:	Used when performing an approved modification to the vehicle.
F - Seasonal Preparation:	Used when servicing or preparing for service vehicles for seasonal use. Example: preparing plows and spreaders before winter. Seasonal Preparation work orders shall be excluded from downtime tracking.
G - Pre-delivery:	Get Ready functions only.
H - Theft and Vandalism:	Accident W/O rules apply for work orders classified with code "H". A loss report is required.
K - Disposal Preparation:	Used when preparing a vehicle to go to disposal.
LR - Labor Revision:	Used when opening a work order for a labor revision to a previously billed, closed work order.
M - Miscellaneous:	Used when repairs do not meet any other applicable repair reason.
N - Incident:	Used to identify repairs that fall under the definition of an



# MAINT OP 1.01 WORK ORDER PROCESSING

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incident. Incident work orders shall only have incident related actions on them.

## R - Recall:

Recall work orders shall only have recall actions on them. Recall Work Orders shall not be used without the permission of Maintenance Operations.

## SW - Shop Warranty:

Used when performing warranty work on vehicles previously repaired by Equipment Services where billing the customer is not applicable. These actions are considered shop comebacks. Work Orders with repair reason "SW" requires parts warranty recover action if applicable. Shop Warranty work orders shall not be used without the permission of Maintenance Operations.

## W - Warranty:

Warranty work order shall only have warranty actions on them. Warranty Work orders are only used when a vehicle or piece of equipment is returned to a dealer for repairs. If it is determined that a vehicle has an extended warranty for repairs and there is a deductible cost, then the "W" Repair Reason shall be changed to a "C", Wear and Tear. Work Orders with a repair reason "W" are never billed to the customer. Warranty Work Orders shall not be used with out the permission of Maintenance Operations.

## X - PM:

Used on PM work orders

## Z - Capital Improvement:

Used when improvements or modifications are being done on a piece of equipment greater than \$5,000.00 in value and will change its value.

## **Repair Site** - Select the repair site that applies to the work request:

### 01 – Shop:

Use this code when repairing equipment in a permanent facility or shop location.

### 02 – Field:

Use this code when repairing equipment in field or roadside environments. All breakdown repairs and tow- ins shall have a repair site of 02 Field.

### 03 - Vendor:

Use this code when accomplishing repairs using an outside vendor.

### SV – CITY OF SIERRA VISTA:

Use this code when the work will be done by the City of Sierra Vista.

A work order shall be open before sending equipment to a vendor to indicate location and service status.

Work Class                      Select the work class that applies to the work you are about to perform:

#### 1.06.2 PM & Inspection Work Order Processing

When equipment arrives for a Preventative Maintenance Service, Evaluation, Emissions or Safety inspection (A, B, C, D, E, H, I, L, M, P, Q, R, S, T, X or Z) services:

All above information in 1.05.1 applies, however in order for FF to operate correctly; additional requirements\steps apply for PM type work orders and are indicated below:

- A. Enter the equipment unit in the Equipment ID field.
- B. Job Type: Click on PM.
- C. Repair Reason ID.
  - 1. Enter "X", for Maintenance related PM work orders, A, B, C, D or O.
  - 2. Enter "I" for evaluation, safety inspections or E, H, P, Q, R, S, T, Z type inspection actions.
- D. Work Class code: Select: A = Scheduled; B = Unscheduled
- E. Verify the PM Service to be performed by looking at the PM Service box on the Basic info tab.

When the equipment is ready for the PM work to be started, filter on the equipment ID to find the appropriate open PM Work Order:

When the work is completed:

The shop supervisor, or designee, unlocks the Work Order and checks the Work Finished Date and Time box to indicate that the work has been completed. The next PM schedule date will update upon the work order being put into finished status. NOTE: Parts and\or Labor must be present for FF to Update the PM schedule with no further user action. To verify the PM schedule will be updated, verify that the Update PM Schedule field is set to YES for the PM\Inspection Task on the Task tab of the Work Order Center. If not, select YES from the drop down box.

Placing a work order in WORK FINISHED status stops all Equipment and Work Order Downtimes. See 1.05.3 for additional details.

After posting all charges to the work order, unlock the work order and click the closed box to indicate that the work order has been completed.

### 1.06.3 Downtime Tracking

FF will pre-fill all the appropriate dates and times into the work order when opening the work order in real time. All Equipment Services shops should open work orders in real time whenever possible. The number of keystrokes and the amount of time needed to open and process a work order is significantly less when using real time actions. When opening work orders in a post-post mode, Equipment Services personnel must manually insert the information into the correct data fields, increasing the possibility of keystroke errors. FF uses a very elaborate system for tracking downtime. Equipment Services can track downtime using many different concepts of downtime measurements. For example, we can track downtime based on 24 hours, seven days a week, or only five days a week during business hours only. Downtime tracking is a critical function to all effective fleet management operations. Managers, supervisors and customers use downtime information in the following manners:

- A. Evaluate effectiveness of the maintenance organization.
- B. Evaluate the effectiveness of shop scheduling programs.
- C. Evaluate the level customer service being provided.
- D. Evaluate the impact of lost vehicle utilization due to continuing maintenance requirements.
- E. It is the responsibility of the shop supervisor to ensure the accuracy of downtime information. The following defines each of the date fields in the FF work order system:

**Date and time out of service:** This is the date and time the vehicle is officially out-of-service. This is the same time the customer turns the vehicle over to Equipment Services for repairs or service. Downtime reports key on this date to start downtime collection.

**Date and time in:** This is the date and time the customer brought the equipment to the shop for repairs/service. This date drives the Date\Time Due based on the Work Order Priority ID and should match the date and time out-of-service.

**Date and time due:** This is the date and time the supervisor or service advisor promised the customer the equipment unit would be ready for pickup. FF automatically inserts a date and time value based on the Priority ID's time unit which is added to the Date\Time In time.

**Date and time opened:** A check in this field opens the work order. FF automatically fills in the date and time, which is display only.

**Date and time first labor:** Date and time labor first began on the work order. This field is display only FF retrieves the date from labor time data entry.

**Shop downtime begins:** A check in this field starts accumulation of shop downtime. FF automatically fills in the date and time. This date should match the

date and time out-of-service. You may change this data field; however, it must be the current system date and time or earlier.

**Shop downtime end:** A check in this field stops accumulation of shop downtime. FF automatically fills in the date and time when the work order is placed into finished status. You can change it. It must be the current system date and time or earlier.

**User downtime begin:** A check in this field starts accumulation of user downtime. FF automatically fills in the date and time when the work order is opened. This date should match the date and time out-of-service. You can change it. It must be the current system date and time or earlier.

**User downtime end:** A check in this field stops accumulation of user downtime. FF automatically fills in the date and time when the work order is placed into closed status. You can change it. It must be the current system date and time or earlier.

**Date and time finished:** A check in this field indicates that work on the unit is completed; it stops shop downtime accumulation. FF automatically displays the current date and time, but you can change it. It must be the current system date and time or earlier. The finished date and time officially stops all down time tracking.

**Date and time closed:** A check in this field closes the work order. FF displays the current date and time, but you can change it. It must be the current system date and time. The closed date and time are not used for down time tracking in Equipment Services.

#### 1.05.4 Work Order Delays

Recording vehicle out-of-service time and vehicle repair delays affords Equipment Services the opportunity to evaluate the effectiveness of our maintenance organization and the service they provide to the customer. Further, we will use the analysis of delay data and downtimes to evaluate our internal processes and efficiencies. Delays tell a story about the repair process. They can identify manpower requirements, scheduling, parts delivery and contractor support problems. Delays also identify situations outside the control of the repair shop and provide location and status of the vehicle.

To track reasons for delays, shop supervisors must make their people familiar with the delay codes and the processes of changing status in the FF system:

**A - Awaiting Repair Authorization:** When repairs exceed current funding authorization from the unit owner, the vehicle shall be placed into work delay "A" while the repair authorization request is in process. This delay applies to all vehicles being repaired by Equipment Services.

**AA – Awaiting Assignment:** Used when in the process of determining the assignment to a Technician or Vendor.

**B - Awaiting Bay:** When a repair facility bay is not available to conduct repairs and a technician is available, the vehicle shall be placed into a work delay for bay. This delay identifies inadequate shop facilities or a need for shift assignments.

**C - Awaiting Commercial:** Use this code when sending a vehicle to a commercial repair facility. In this status, the Equipment Services repair facility no longer has control over the repair process. One can use this delay to track and manage the responsiveness of contractors. It will also identify downtime hours associated with processes outside the control of Equipment Services.

**D - Awaiting Equipment Arrival:** When a vehicle is out-of-service and the repair facility is awaiting its arrival to the shop, this delay is used to track the downtime outside the control of the repair facility. An example would be if a vehicle were broken down and being towed into the shop for repairs.

**DM - Deferred Maintenance:** Used for non-safety related repairs that are going to be deferred to a later date and time to be added to this work order.

**L - Awaiting Labor:** When a vehicle is out-of-service and no repair technicians are available to begin the repair process, the vehicle shall be placed in an awaiting labor delay. Analyses of labor delays identify deficiencies in manpower, personnel scheduling, business hour deficiencies or problems in workload scheduling.

**P – Parts, Non Stock Part Order:** When a vehicle is out-of-service and no other repairs can be accomplished because of a parts requirement. This delay code will be used in those instances when the delay is out of Equipment Services control (i.e. factory backorder, special vendor order, no local supplier, etc.).

**PA – Alternative Fuel Parts:** Used when specifically ordering parts related to an Alternate Fueled Vehicle.

**PS – Parts, Stock Out Part Order:** When a vehicle is out-of-service and no other repairs can be accomplished because of a parts requirement. This delay code will be used in those instances MAINT OP-1.01 WORK ORDER PROCESSING Effective: June 14, 2010 Transmittal: 2010-June Supersedes: MAINT OP-1.01 November 19, 2001 Page 10 of 21 MAINT OP-1.01 when the delay is internally controlled. (i.e. out of stock, part waiting to be picked up, incorrectly ordered, etc.).

Vehicles shall not be placed into a parts delay status if the vehicle can still have maintenance performed. Only when all maintenance actions are halted because of a parts deficiency will the vehicle be placed into a parts delay status.

**ST - Shop Transfer:** The shop transfer delay has two functions:

- A. This delay is used to track the time a vehicle is transferred from a service center or shop function and is received by the shop assigned to perform the follow-on repair or service.

- B. This delay allows FF to track which shop is currently working on the vehicle. When using this delay, complete the shop transfer location block on the delay screen. Large maintenance complexes, such as the Phoenix Shop, primarily use this delay.

**U - Customer Using Equipment:** This delay is used when the customer removes a vehicle from the repair facility to conduct business. This occurs when repair requirements do not render the vehicle unsafe to operate. Further, this delay can be used when a vehicle is being repaired at night and being used by the customer during the day. All "U" delay hours are subtracted from downtime reporting.

**UC - User Convenience:** FF uses this delay when a customer releases their vehicle to an Equipment Services repair facility at their convenience. This situation most often occurs during holiday periods when a vehicle is brought into the shop for repairs/service and the customer does not plan to pick up the vehicle for several days or until after the holidays. The vehicle is taken out of delay status only when the shop is ready to begin working on the vehicle. Shops can use this delay when a customer brings a vehicle into the shop for services several hours before their scheduled appointment. The vehicle will remain in UC delay until the time of the scheduled appointment. All "UC" delay hours are subtracted from downtime reporting.

**W - Awaiting Warranty:** This delay code is used when a vehicle must be turned over to a dealer or other repair shop for manufacturer's warranty repair.

**X - Awaiting Decision/Authorization From ADOA Risk:** This delay is used to track vehicles awaiting ADOA Risk Management adjuster's decision on accident repairs.

**Changing Delay Status:** To change or update a delay status, enter >FF>DATA>SHOP ACTIVITY>WORK ORDER CENTER. Use the filter screen to retrieve the work order needing a status change. Click on the >DELAY tab of the work order screen. Click on the begin box to start a delay or the end box to stop a delay. The >ST delay code or shop transfer delay shall be used in the Phoenix complex to track vehicles moving through the various shops during the repair process. When a vehicle is being transferred from one shop to the next, the losing shop must place the vehicle into shop transfer delay and enter the new shop location to which the vehicle is transferred. With exception of shop transfers, it is not necessary to place a vehicle into a delay status if the delay is anticipated to be less than one hour. Placing a vehicle into a delay status in real time will reduce keystrokes, errors and save time. Inputting post post delays and codes can become time consuming, cumbersome and can result in unnecessary keystroke errors.

**Reversing an Incorrect Delay:** Reversing an incorrect work delay is accomplished by processing a delay transaction that has the start and end times reversed from the original delay.

To reverse incorrect work delay entries on the >Delay Tab of the >Data -> Shop Activity -> Work Order Center screen, follow the steps below:

- A. Enter a new work delay and specify the same delay code as the one you are reversing.

- B. Click in the "Begin date and time" check box and blank out the existing date and time that appears by highlighting it with your mouse and pressing the delete key on your keyboard.
- C. Copy the end date and time of the delay you are reversing on the bottom half of the delay screen by clicking in the "End date and time" field, highlight the date and time and click the right mouse button and choose "copy" from the menu that appears.
- D. To paste this information just copied, click in the "Begin date and time" field, blanked out in step 2 and highlight the field to turn it blue. Then, click on the right mouse button and choose "paste" from the menu that appears.
- E. Click "End date and time" check box and blank out the existing date and time that appears by highlighting it with your mouse and pressing delete key on your keyboard.
- F. Click "End date and time" check box and blank out the existing date and time that appears by highlighting it with your mouse and pressing delete key on your keyboard.
- G. Copy the "Begin date and time" of the delay you are reversing on the bottom half of the delay screen by clicking in the "Begin date and time" field, highlight the date and time and click the right mouse button and choose "copy" from the menu that appears.
- H. To paste this information just copied, click in the "End date and time" field, blanked out in step 5 and highlight the field to turn it blue. Then, click on the right mouse button and choose "paste" from the menu.
- I. Click on the Process button to process.



Basic Info		More Info		Messages		Comments		Standard Jobs		Tasks		Complaints		Estimate	
Labor		Parts		Commercial		Delay		Tools		Charge details		Current Labor Assignments			
Work order ID		AUTO		1999 4903		Equipment ID		C411		Job status		OPEN		Current	
<input checked="" type="checkbox"/> Begin		Date and time		12/14/1999 12:06		Work delay ID		L		AWAITING LABOR					
<input checked="" type="checkbox"/> End		Date and time		12/10/1999 14:31		Transfer shop location ID									
Row	Work delay ID	Work delay ID description				Begin date and time	End date and time	Elapsed hours							
1	L	AWAITING LABOR				12/10/1999 14:31	12/14/1999 12:06	93.6							

Delay to be removed.

### 1.05.5 Comments\Notes Tab(s)

The comments block located in the comments tab of order screen is used to document the repair requirements for the technician. Further, this block is used to record special requirements or explanations to the technicians to aid in the understanding of the maintenance or service requirement. The use of the comments block cannot be over-emphasized. Taking a few seconds to properly document the repair situation will go far in improving the repair process. In addition, comments documentation appear on the billing invoices provided to Equipment Services customers.

The Notes tab adjacent to the Comments tab records permanent notes to the work order which can not be removed by the user after processing. Further, FF records the user ID and date and time stamps the entry. This should be used with caution knowing they can not be erased.

**The following documentation is mandatory in the comments tab:**

**Mandatory Comments:** Several of Equipment Services customers require authorization numbers or reference numbers. These numbers are mandatory for financial reimbursement for services provided.

**ADPS Reference Number:** Use the very first line of the comments block to document an Arizona Department of Public Safety reference number. The reference number should look as follows:

**ADPS REF#** \_\_\_\_\_

**ADES Reference Number:** Use the very first line of the comments block to document an Arizona Department of Economic Security reference number. The reference number should look as follows:

**ADES REF#** \_\_\_\_\_

**ADOA Repair Authorization Number:** Use the very first line of the comments block to document an ADOA reference number. The reference number should look as follows.

**ADOA Repair Auth. #:** \_\_\_\_\_

**Operator Responsible Damage:** Clearly state the reason why a repair or service is classified as Operator Responsible Damage. Example: Abuse repair, vehicle damaged resulting from improper operation, physical appearance, vehicle requiring commercial detailing to restore interior. See Definitions paragraph 1.03 for further guidance on Operator Responsible Damage.

**3 C's on Warranty Work Orders:** Detailed comments that give the Complaint, Cause and Correction of the problem.

**Accident Damage:** Clearly state the damage on the equipment resulting from an accident. Accident Damage Work Orders must have a completed and signed ADOA Loss Report prior to opening the Work Order.

**Incident:** Clearly state the damage on the equipment resulting from an incident. Windshield/glass replacement incidents should have the vendor work order number or reference number. Incident Work Orders must have a completed and signed ADOA Loss Report prior to opening the Work Order. See MAINT OP 1.05 for more details.

**Warranty:** Clearly state what dealer or vendor the vehicle was taken to for warranty action, when performing in-house warranty actions state the complaint, cause and corrective actions.

**Repair or Service Action:** Make a short yet descriptive statement why the vehicle was turned in to Equipment Services. Example: Vehicle will not start, vehicle has flat tire, right front.

**Additional Comments:** Additional comments are necessary to describe technician actions when a miscellaneous task code is used (Task codes ending in 99). Additional comments are necessary if excessive labor is used to complete a task. Also, provide comments if the task code and installed parts do not adequately describe the work performed.

#### 1.05.6 Parts Tab Processing

Within the Work Order Center, a shop can use the Parts tab to post an "on hand" part from inventory. The use of the "not from inventory" can only be used when a part that has already been issued to the work order found not to be necessary and will be returned to the vendor. However, when returning a part from a work order to a vendor, use of the "not from inventory" check box is preferred. One can use the >Parts tab in the >Work Order Center for scrutinizing instances when:

- A. You have an "on hand" State or Vendor Part Number,
- B. A part that has already been issued to a work order is not needed and is to be returned to the vendor.
- C. Any part bought out for a work order needs to be processed through the Quick Order screen in Fleet Focus (see PARTS MGT-4.03 Quick orders) by using the immediate receipt and immediate issue feature.

Processing parts through the Work Order Center as an update is a slow process because the update function involves refreshing all fields in the entire work order record (the more data, the longer the update process takes within the Work Order Center. Therefore, to process parts

physically "on hand" and to relieve inventory it is preferred that the Parts issues and Returns screen be used.

Parts normally charged as an update to a work order from stock will be processed through the >Parts >Issues and Returns screen, instead of the Work Order Center. This is preferred for normal processing of parts from stock because it is an insert function to the work order record, which is much quicker. One can find the >Parts Issues and Returns screen under the Data>Shop Activity section in FF. Refer to Equipment Services Operating Procedures Chapter PARTS MGT-4.03, Parts Issues and Returns. To process buyout parts "not from inventory" it is also preferred that Quick Order screen be used.

Parts normally bought-out and passed through with or without a state stock number, will be completely processed through the >Quick Order screen instead of the Work Order Center. Parts processed through the Quick Order screen can be ordered, received and directly issued to an open work order all at once. The Quick Order process will build a purchase and issue record for usage history and audit purposes.

One can find the *Quick Order* screen under the Data>Purchasing section in FF. Refer to Equipment Services Operating Procedures Chapter PARTS MGT-3.04, Quick Orders.

Parts processed through the >Work Order Center in the >Parts tab will require information entered into these fields:

Task ID:	A repair or PM labor task code related to the installation of the part.
Work Accomplished Code:	Currently not used.
Date:	The date will default to the current date. Correct if necessary and as appropriate.
Not From Inventory:	Not to be used unless returning parts that will be returned to the vendor.
Issuing Location ID:	The Issuing Location ID automatically defaults to the appropriate RACF ID user logged onto the system. Input the Issuing Location ID only if it is different from the default. Whether from inventory, buy-out or not from inventory, the Location ID must always be input to record the issue location.
Part ID:	Input the State or Vendor Stock Part number when issued from stock inventory. When processing a buy-out part, use the documented vendor's part number on the invoice. (Use only the part number; DO NOT include the manufacture code, vendor code or any other coding.)
Part suffix:	Use as appropriate. The suffix auto fills on established part

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	numbers.
Vendor ID:	The Vendor ID automatically fills when a valid established part number has been entered otherwise input the appropriate Vendor ID where you purchased the part. You can manually enter the vendor ID or use the choice list in the drop down box.
Return:	Check the "Return" box when applicable. (For a successful return, ALL INFORMATION MUST EXACTLY MATCH the original posting.) Checking the return box will result in the part being added back into your current inventory. If the part is being returned to the vendor check the "not from inventory" box. Doing so will not affect your current inventory and will eliminate the need for you to make an additional transaction to remove the part from your inventory.
Quantity issued:	Input the quantity issued or returned.
Unit price:	The unit price automatically fills with the current inventory unit price when a valid established part number has been entered. If inputting a "not from inventory" or non stock part number, input the unit price on the invoice. Verify the correct decimal point placement. An omitted decimal point will right justify and multiply the unit price by 100.
Core Credit:	Currently not used.
Core Unit Value:	Currently not used.
Fail ID:	Currently not used.
Account Type:	Currently not used.
Position:	Currently not used.
Serial Number:	Currently not used.
Work Class:	Defaults from Work Order.
Warranty Work:	Defaults from Work Order.
Repair Reason:	Defaults from Work Order.
Comments:	Free form text for inputting any comments.
Purchase Order ID:	Record PO number (if applicable).
Date Received:	Enter appropriate date.

**Part keyword/description:** Part keyword and short description automatically fills in when a valid, established part number has been entered. Use the keyword documented on the vendor invoice and/or short description written on the part request.

### 1.05.7 Commercial Tab Processing

Within the Work Order Center, the Commercial tab may be used to post a “commercial” transaction. It is preferred that normal processing of commercial outside parts and labor charges be processed through the >Commercial Work Charges screen, instead of the Work Order Center. One can find the >Commercial Work Charges screen under the >Data>Shop Activity section in FF. The Commercial Work Charges process documentation is in the Equipment Services Operating Procedures Chapter PARTS MGT-4.02. Commercial Work Charges for parts and labor processed through the >Work Order Center in the >Commercial tab will require information entered these fields:

A. In the task code field, the appropriate commercial task code related to the repair.

B. The date field will default to the current date. Correct if necessary and as appropriate.

C. The work class field will default from the basic info. tab that is entered when a work order is generated.

D. The warranty work field will default from the basic info. tab when the work order is generated.

**Repair Reason ID:** Defaults from basic information.

**Vendor ID:** Use the appropriate Vendor ID where you purchased the labor and/or parts. You can manually enter the vendor ID or choose from the drop down box.

Check the “Reversal” box when applicable. For a successful a reversal, all information must match exactly with what you originally posted.

Labor cost, when applicable.

Labor cost taxable, when applicable. (Arizona has no intrastate sales tax on labor.)

Parts costs, when applicable.

Parts cost taxable, when applicable.

Vendor invoice: Use the actual vendor invoice number as documented on the invoice, when available.

**Vendor work order:** Use the actual vendor work order as documented on the invoice, when available.

**Vendor contract ID** Use the actual vendor contract ID, when available. (A vendor contract ID must be set up before using this feature.) Refer to Equipment Services Operating Procedures Chapter PARTS MGT-3.08, Vendor Contracts.

**Account ID:** (Currently not used.)

In the Comments Tab you must list all warranty information for any engine, transmission including vendor, date, and warranty information.

### 1.05.8 Labor Tab Processing

Within the Work Order Center, the Labor Tab may be used to post labor to the work order record. However, processing labor through the Work Order Center is a slow and inefficient method to document labor. FF will not allow the processing of Indirect Labor time in the Work Order Center. When processing changes to a work order, all the data in the work order records are re-updated in the computer. The best and most efficient method to document labor onto the work order is through the *Time Card Screen*. See Equipment Services Operating Procedures Chapter MAINT OP-1.02 for further guidance on labor time accounting. If you choose to use the work order center to process or change labor records follow the guidance below for the fields in which are available for update:

The screenshot displays the Labor Tab interface. It is divided into two main sections: 'New transactions' at the top and 'Posted transactions' below it. The 'New transactions' section is currently empty. The 'Posted transactions' section shows a table with the following data:

Row	Task ID	Work accomplished code	Date	Employee ID	Reversal	Labor hours	Time code ID	Account ID
1	370-39		05/12/2006	91914		0.80	DI	
2	370-99		05/12/2006	47174		0.30	DI	
3	230-10		05/12/2006	47174		0.30	DI	

Below the table, there are controls for 'Hours/cost posted' (1.40 / 80.41), 'Displaying 3 of 3 rows', and 'Sort by' options (Date desc, Task asc). There are also 'Show more' and 'Show all' buttons.

Note that all NEW transactions are entered in the New Transaction area of the tab. Existing transactions are displayed in the lower half of the tab.

**Task ID:** ID of the task that describes the labor. This field has a choice list. When you enter an ID in this field, FF automatically displays the current system date in the Date field, below. The first



time you post labor charges to a task ID not already listed on the work order, FF automatically displays the work order's values in the Work class, Warranty, and Repair reason ID fields, below.

**Date:** Date in which the actual labor was performed. When typing information in the Task ID field, FF displays the current system date, but you can change it to an earlier date. Note: If posting new labor transactions after the work order has been placed in a WORK FINISHED status, this date must be the same or prior to the Date\Time Finished as indicated on the Basic Info tab.

**Employee ID:** ID of the employee performing the work. This field has a choice list.

**Reversal:** Use this when reversing a labor entry. A check placed in this field reverses the number of labor hours on this entry from the work order.

**Labor hours:** Number of hours of labor the employee spent on this task for this entry, to the nearest tenth of an hour.

**Time code ID:** Valid ID of the time code for direct labor. The default is DI. The only other valid codes that can be used:

OT – Used when posting labor transactions when the employee is working overtime.

JT – Used when the employee is the “Trainee” for this specific task in an On-the-Job training situation. Note: All labor transactions for this code do not get included in the billing to the customer.

#### **1.05.9 Accident, Operator Responsible Damage, Incident and Theft or Vandalism**

Perform only accident, operator responsible damage, theft, or vandalism type repairs on these work orders. A copy of the complete Automobile Loss Report must be obtained and forwarded to the Maintenance Programs Manager before starting repairs. See Equipment Services Operating Procedures Chapter MAINT OP-1.06 Equipment Damage Reporting. All information in 1.05.1 applies, however in order for FF to operate correctly; additional requirements\steps apply for these types work orders and are indicated below.

Perform all steps as outlined in section 1.05.1 of this policy.

**Repair reason** – select the applicable ‘A for accident’, ‘D for operator responsible damage’, ‘H for theft and vandalism’ or ‘N for incident’.

**Work class** – select appropriate work class. “D” Operator Responsible Damage shall always be a Work Class “E” Direct Bill.

**Comments** – Give a complete description of damages and maintenance requirements. Reference the date of loss when ever possible. See paragraph 1.05.5 for mandatory



comment requirements when documenting accidents, damage in operations and incidents type repairs. Damage being repaired must match the damage as described on the Automobile Loss Report.

Delay tab – enter appropriate delays as applicable.

Post all labor, parts, and commercial entries in accordance with paragraphs 1.05.8, 1.05.9, and 1.05.10, Equipment Services Operating Procedures Chapters PARTS MGT-3.04, Quick Orders and PARTS MGT-4.02, Commercial Work Charges and Time Card Screen.

Post commercial work by going to the Commercial tab – enter commercial task code, date performed, vendor ID, post charges for labor and parts and vendor invoice number.

Process all warranty, guaranteed maintenance, and recalls in accordance with Equipment Services warranty, guaranteed maintenance and recalls guidelines.

#### **1.05.10 Warranty, Recall and Guaranteed Maintenance Work Orders**

A separate work order must be generated for warranty, recall, and guaranteed maintenance work. By creating a separate work order, we can use FF to manage these programs with minimal administrative activity at the shop level. All information in 1.05.1 applies, however in order for FF to operate correctly; additional requirements/steps apply for these types work orders and are indicated below. Warranty and Recall Work Orders shall not be used without the permission of Maintenance Operations.

Perform all steps as outlined in section 1.05.1 of this policy.

Repair reason – select 'W' for warranty and guaranteed maintenance work, or 'R' for recall repairs. Work class – select appropriate work class.

Warranty work – When performing warranty or guaranteed maintenance assures this field selected as "YES".

Comments– give a complete description of repair. For warranty or Guaranteed Maintenance vehicles document the customers' complaint, approximate cause and corrective repair action taken.

Delay tab – enter appropriate delays as applicable.

Post all labor, parts, and commercial entries in accordance with paragraphs 1.05.8, 1.05.9, and 1.05.10, Equipment Services Operating Procedures Chapters PARTS MGT-3.04, Quick Orders and PARTS MGT-4.02, Commercial Work Charges or Time Card Screen.

Post commercial work by going to the Commercial tab – enter commercial task code, date performed, vendor ID, charges for labor and parts, and vendor invoice number.

Process all warranty, guaranteed maintenance, and recalls in accordance with Equipment Services warranty, guaranteed maintenance and recalls guidelines.

#### **1.05.11 Direct Bill Work Orders**

Direct bill work orders recover costs from using ORG for repairs, services or materials that fall outside the scope of routine maintenance or service. Direct bill work orders recover costs on special vehicle modifications, accessory additions and special equipment or tools that the using ORG has requested. Equipment Services also uses direct bill work orders to recover repair costs attributed to abuse actions or operator responsible damage repairs. Abuses are largely categorized by repair requirements that are not considered fair wear or tear to the equipment.

Direct Bill Work Orders shall not be used without the consent of Maintenance Operations along with consultation with the affected ORG Budget Engineer/Manager.

All information in 1.05.1 applies, however in order for FF to operate correctly; additional requirements\steps apply for these types work orders and are indicated below. Perform all steps as outlined in section 1.05.1 of this policy

Equipment ID – Enter equipment number or four-digit ORG number. Use the ORG number to recover costs not directly associated with a vehicle or piece of equipment. Using the ORG number on direct bills is useful when recovering damage costs on a piece of equipment when another ORG caused the damage.

Repair reason – Select “E” for Modifications, “D” Operator Responsible Damage or “M” for Misc. (Miscellaneous) which ever is applicable.

Work class – Select work class “E” Direct Bill.

Comments – Give a complete description of repair or modification requirement. For material items, provide a description of the items and the name and telephone number of the person making the request. (see paragraph 1.05.5 for mandatory comments).

Delay tab – Enter appropriate delays.

Post all labor, parts, and commercial entries in accordance with paragraphs 1.05.8, 1.05.9, and 1.05.10, Equipment Services Operating Procedures Chapters PARTS MGT-3.04, Quick Orders and PARTS MGT-4.02, Commercial Work Charges or Time Card Screen.

Post commercial work by going to the Commercial tab – enter commercial task code, date performed, vendor ID, charges for labor and parts, and vendor invoice number.

Process all warranty, guaranteed maintenance, and recalls in accordance with Equipment Services warranty, guaranteed maintenance and recalls guidelines.

#### **1.05.12 Closing the Work Order**

When all repairs are completed and the technician is ready to release the vehicle back to the customer, the work order must be placed into FINISHED status. Placing a work order in FINISHED status should be accomplished in real time whenever possible. Real time processing forgoes the need for manual date and time entries and assures accurate processing.

Placing a work order into >FINISHED status stops downtime accumulation.

Ensure all work orders are closed as soon as practical after the vehicle is released back to the customer. Note: You cannot charge parts or labor to a work order in closed status. After all the labor, parts and commercial repair cost information are entered into FF, close the work order.

The work order can be closed in real time by clicking on the >CLOSED box in the main work order screen. It is not necessary that the >FINISHED date and time match the >CLOSED date and time.

Ensure all delays have been stopped before closing the work order. FF does not edit the delay system and it is possible to close a work order while the vehicle is in a delay status.

The date and time closed is used for outside agency billing. Never re-open a work order from a previous month to add labor or material. If additional labor and material should be added, open a new work order and make reference in the comments tabs.

#### **1.05.13 Corresponding Policies**

##### **Equipment Services Operating Procedures Chapters:**

MAINT OP-1.02, Labor Time Accounting

MAINT OP-1.04, Warranty Process

MAINT OP-1.05, Windshield and Glass Replacement

MAINT OP-1.06, Equipment Damage Reporting

MAINT OP-1.10, Operator Responsible Damage Direct Bill Reporting

MAINT OP-2.01, Emissions Testing

MAINT OP-2.03, Preventive Maintenance

PARTS MGT-3.04, Quick Orders

PARTS MGT-3.08, Vendor Contracts

PARTS MGT-4.02, Commercial Work Charges

PARTS MGT-4.03, Parts Issues and Returns

Attachment 1: ADOA Loss Report RM011 R9/92

MAINT OP 1.01 WORK ORDER PROCESSING

Effective: June 14, 2010

Last Review: March 11, 2014

Supersedes: MAINT OP-1.01 (11-19-09)

Page 24 of 25

Attachment 1: Automobile Loss Report, First Page

Arizona Department of Administration RISK MANAGEMENT SECTION <b>AUTOMOBILE LOSS REPORT</b>									
STATE AGENCY	Department	Division	Section	AFIS Mail Code	RMS No. (For RMS User Only)				
FACTS	ACCIDENT LOCATION Street Address Intersecting Street or Highway No. and Mile Post No.								
	<input type="checkbox"/> Intersection <input type="checkbox"/> Nonintersection				CITY <input type="checkbox"/> Inside <input type="checkbox"/> Outside County Weather				
	DATE OF ACCIDENT		Day of Week	Hour	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	No. of Vehicles Involved		No. Persons Injured	
	MOTOR VEHICLE INVOLVED WITH		1. <input type="checkbox"/> Pedestrian 2. <input type="checkbox"/> Other Motor Vehicle		3. <input type="checkbox"/> Other State Vehicle 4. <input type="checkbox"/> Fixed Object		5. <input type="checkbox"/> Other		
	Year		Make	Model	License No.	State			
STATE VEHICLE	<input type="checkbox"/> DOA Motor Pool Vehicle? (yes or no)		Vehicle No.	Removed To		Removed By			
	Last Name		First	MI	Point of Impact on Vehicle			Est. Cost Repair	
	Address				City, State, Zip		Phone		
	Job Classification		Department/Division/Section		Drivers License No.	<input type="checkbox"/> Operator <input type="checkbox"/> Chauffeur	Exp. Date	State	
	OTHER VEHICLE		Year	Make	Type	License No.	State	Vehicle No.	
OTHER VEHICLE (more than 1 each shown)	VEHICLE		Removed To	Removed By		Point of Impact on Vehicle		Est. Cost Repair	
	OWNER		Last Name	First	MI	Address		City, State	Phone
	DRIVER		Last Name	First	MI	Address		City, State	Phone
	Insured By		Driver License No.		Exp. Date		State		
	PROPERTY DAMAGE		To Property Other Than Vehicles						Est. Cost Repair
INJURIES	Name and Address of Owner of Property								
	Last Name		First	MI	Address			Phone	
	Descriptor of Injury								
	Last Name		First	MI	Address			Phone	
	Descriptor of Injury								
	Last Name		First	MI	Address			Phone	
	Descriptor of Injury								
	Last Name		First	MI	Address			Phone	
	Descriptor of Injury								
	Last Name		First	MI	Address			Phone	
Descriptor of Injury									
OVER									

RM011 9/92





AG Contract No. ES-ISA-FM-XXXX-0000-S  
ADOT Contract No. ES-ISA-FM-XXXX-0000-S

Subject: Equipment Maintenance & Fuel Services

## **INTERAGENCY SERVICE AGREEMENT**

**BETWEEN**

**THE ARIZONA DEPARTMENT OF TRANSPORTATION**

**AND**

THIS AGREEMENT is entered and effective as of the date of the last party's signature affixed to this agreement by and between the \_\_\_\_\_, hereinafter called "XXXX" and the ARIZONA DEPARTMENT OF TRANSPORTATION hereinafter called "ADOT".

WHEREAS, ADOT maintains equipment maintenance and equipment fueling facilities for ADOT equipment; and

WHEREAS, XXXX desires to contract with the ADOT for the provision of equipment maintenance and equipment fuel for use in XXXX equipment; and

WHEREAS, ADOT is authorized under A.R.S. §28-363 (11) and A.R.S. §28-401 to enter into such an agreement with XXXX; and

WHEREAS, XXXX is authorized by A.R.S. § \_\_\_\_\_ to enter such an agreement with the ADOT; and

**WHEREAS**, the Parties are authorized to enter into interagency service agreements to mutually contract for services or for joint or cooperative action pursuant to A.R.S. §35-148, and

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL AGREEMENTS EXPRESSED HEREIN, THE PARTIES AGREE AS FOLLOWS:

## SECTION A. MOTORIZED EQUIPMENT MAINTENANCE

1. **Equipment Vehicle Maintenance Services.** ADOT agrees to provide equipment maintenance services under the terms and conditions set forth herein. XXXX shall have access to the ADOT Equipment Services (EQS) Equipment Maintenance Shops statewide during regular working hours for the purpose of equipment maintenance services on XXXX-owned or leased vehicles. XXXX agrees to take such steps as may be necessary to prevent unauthorized use of equipment maintenance services provided by ADOT pursuant to this Agreement.

XXXX will provide a written list of eligible equipment authorized to utilize ADOT EQS Equipment Maintenance Shops, and shall provide updated lists as necessary. XXXX will instruct its current and future employees regarding strict adherence to all procedures established by ADOT for use of its equipment maintenance services including scheduling, repair authorizations and traffic control within the ADOT Maintenance Yard.

2. **Motor Vehicle Fuel Facilities.** ADOT agrees to provide motor vehicle fuel to XXXX under the terms and conditions set forth herein. XXXX staff shall have access to the ADOT fueling facilities located statewide for the purpose of refueling XXXX-owned or leased vehicles. XXXX agrees to take such steps as may be necessary to prevent unauthorized use of security code information provided to XXXX pursuant to this Agreement.

The XXXX will provide ADOT an electronic list of the XXXX Access Security Codes (Voyager Card numbers) authorized to utilize the ADOT fuel facility, and shall provide updates as necessary. XXXX will instruct its current and future employees regarding strict adherence to all procedures established by ADOT for use of its fuel facilities including, but not limited to traffic control directions at the fuel facility and operating instructions for fuel delivery equipment.

3. **Equipment Maintenance Service and Fuel Charges.** ADOT will charge XXXX for equipment maintenance services according to its published ADOT EQS Pricing document. (*See attachment A*). ADOT will advise XXXX of any changes in maintenance service costs not less than 15 business days prior to the effective date of such changes. If XXXX files a Risk Claim on an XXXX-owned piece of equipment, and ADOT repaired the piece of equipment, XXXX is not to short pay the invoice pending their payment from the Risk Claim they filed.

XXXX agrees to pay ADOT for all fuel dispensed to users entering the XXXX Access Security Code (Voyager Card). ADOT will charge XXXX for gasoline and diesel fuel consumed by XXXX pursuant to this Agreement at a rate of which is comprised of the ADOT actual delivered cost for said gasoline or diesel fuel (State Fuel Contracts), plus a fee for fuel systems infrastructure and management charges. (*See attached current Service Pricing Menu*) ADOT will bill by invoice XXXX on a monthly basis equipment maintenance services and for fuel dispensed. Remittance will be due in full within 30 days of receipt of invoice.

4. **EQS Maintenance Shop and Fuel Depot Restrictions.** In the event of an emergency, ADOT, at its sole discretion, may direct that access to its equipment maintenance shops and/or fueling facilities pursuant to this Agreement be temporarily limited or discontinued. XXXX is not obligated, pursuant to this Agreement, to obtain motorized equipment maintenance services or fuel from ADOT and may in its sole discretion, elect to obtain said services from other parties at any time.



## SECTION B. MISCELLANEOUS

1. **Termination for Convenience.** Either party may terminate this Agreement at any time upon thirty (30) days written notice to the other party of intent to terminate. Upon termination of the Agreement, any property purchased in performance of the Agreement that has not been made part of the vehicle will be kept by ADOT.
2. **Termination for Breach.** If either party fails to abide by the terms and conditions of this Agreement, this Agreement may be terminated upon ten (10) days written notice by the party claiming breach to the other party.
3. **Cancellation for Conflict of Interest.** Pursuant to A.R.S. § 38-511, the ADOT as well as XXXX may cancel this Agreement within three years of its execution without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of either party, at any time while the contract or an extension of the Agreement is in effect, becomes or is an employee of, agent, or any other party to the Agreement in any capacity or a consultant to any other party of the Agreement with respect to the matter of the Agreement. The cancellation shall be effective when either party receives written notice of the cancellation unless the notice specifies a later time. Either party may, by written notice immediately terminate this Agreement, if either party determines that employment or a gratuity was offered or given by any agent or representative of either party to any officer or employee for the purpose of influencing the securing of the Agreement, an amendment of the Agreement, or favorable treatment concerning the Agreement, including the making of any determination or decision regarding Agreement performance.
4. **Term of Agreement.** The initial term of this Agreement shall commence on execution and shall be deemed renewed for successive one-year terms as of July 1<sup>st</sup> each year, up to 60 months, unless terminated pursuant to the terms of this Agreement. Service Pricing Plan changes will be sent each new Fiscal Year to XXXX for signature to concur with the new prices.
5. **Non-availability of Funds.** Every payment obligation of the State under this Agreement is contingent upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph. It is understood and agreed that, in the event of termination pursuant to this Section, the XXXX will remain liable for full payment of all vehicle maintenance services or fuel provided by ADOT on or to XXXX vehicles prior to the effective date of such termination, or receipt of written notice thereof by ADOT, whichever is later.
6. **Audit of Records.** In accordance with A.R.S. § 35-214, ADOT shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to

this Agreement for a period of five years after completion the contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, ADOT shall produce the original of any or all such records.

7. **Non-Discrimination.** In accordance with A.R.S. §41-1461, both parties to the Agreement shall provide equal employment opportunities and all persons, regardless of race, color, creed, religion, sex, age, national origin, disability or political affiliation. Both parties shall comply with the Americans with Disabilities Act.
8. **Third Party Antitrust Violations.** The ADOT assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the ADOT toward fulfillment of this Contract.
9. **Arbitration.** To the extent required by A.R.S. § 12-1518, the parties to the Agreement agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review, except as may be required by other applicable statutes.
10. **E-Verify, Records and Audits.** In accordance with A.R.S. §41-4401, both parties warrant their compliance with all Federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. §23-214(A).
11. **Applicable Law.** This Agreement shall be governed and interpreted by the laws of the State of Arizona and if applicable, the Arizona Procurement Code.
12. **Entire Agreement.** This Agreement contains the entire agreement of the parties with respect to the subject matters hereof, and it may be amended, modified, or waived only by an instrument in writing signed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized officials on the aforementioned date.

**ARIZONA DEPARTMENT OF  
TRANSPORTATION**

**ARIZONA DEPARTMENT OF**

\_\_\_\_\_  
Devin J. Darlek  
Equipment Services Administrator

DATED: \_\_\_\_\_

\_\_\_\_\_  
DATED: \_\_\_\_\_

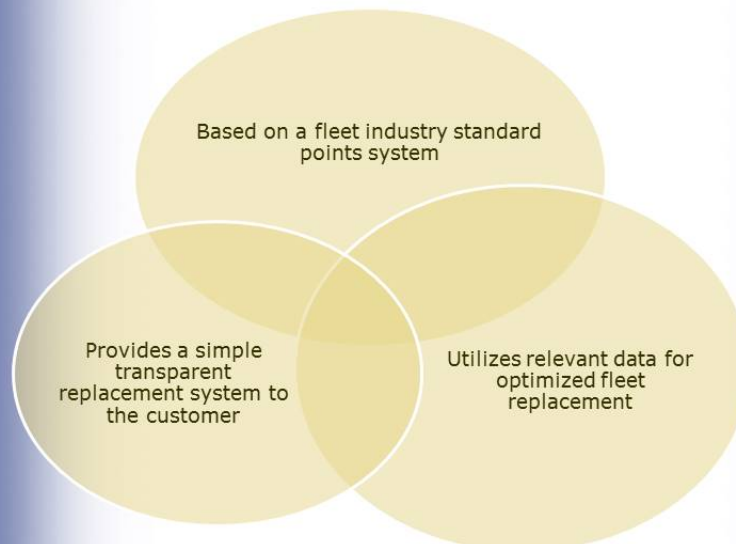
[BACK to FC Policy](#)



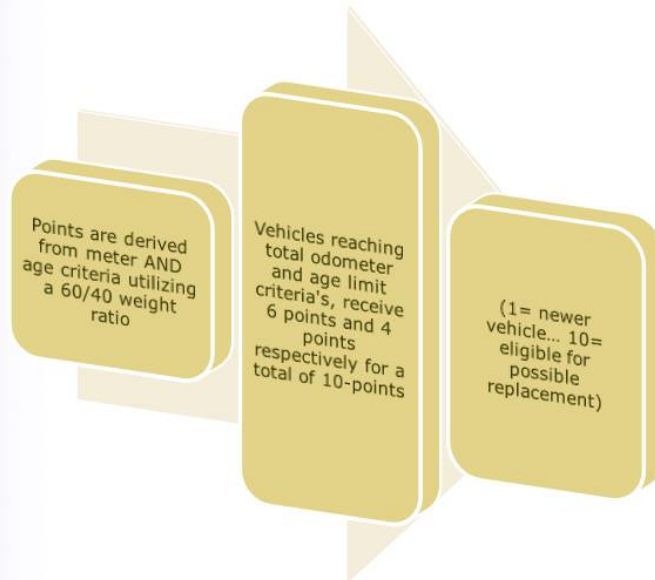
## Vehicle & Equipment Replacement System



## Vehicle & Equipment Replacement System



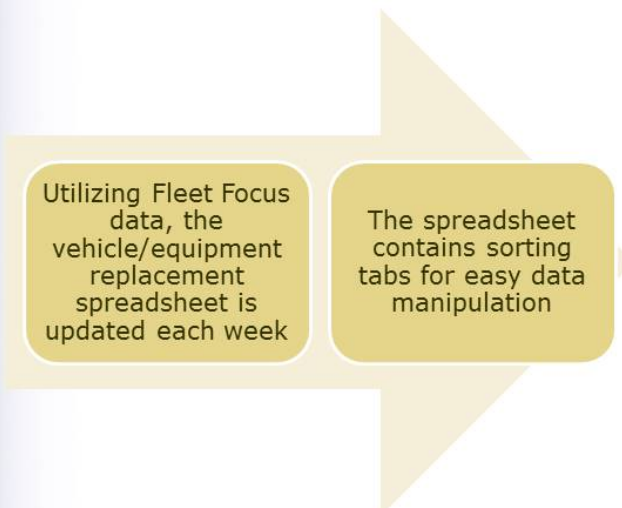
## Vehicle & Equipment Replacement System



## Vehicle & Equipment Replacement System

VEHICLE TYPE	REPLACE METER CRITERIA (MILES/HOURS)	EXPECTED LIFE CRITERIA (MONTHS)
Sedan	135,000	108
SUV/Light Truck	150,000	120
ALERT Trucks	100,000	60
Trucks < 26K lb.m	150,000	120
Trucks > 26K lb.	350,000	180
Construction Equipment	6,000	96
Trailers		144

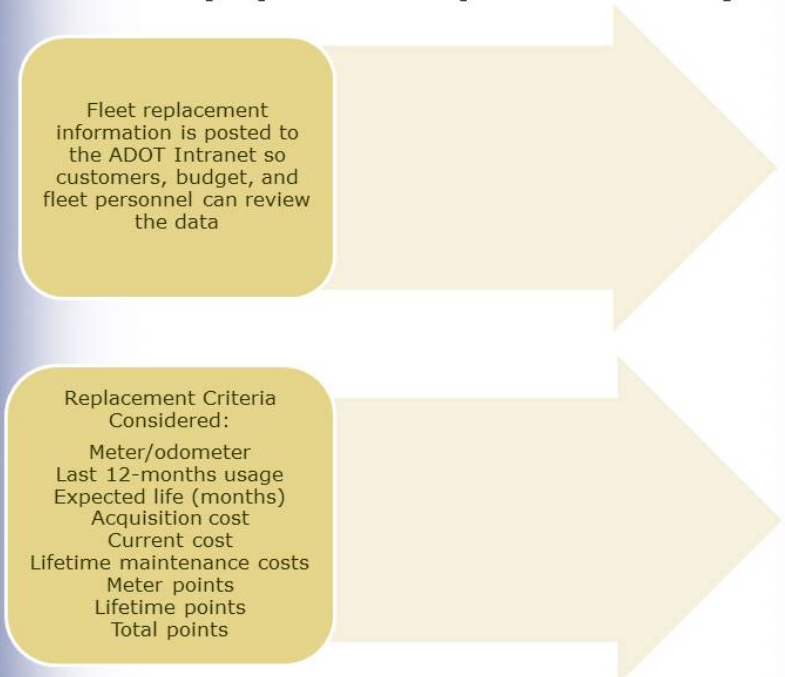
## Vehicle & Equipment Replacement System



Utilizing Fleet Focus data, the vehicle/equipment replacement spreadsheet is updated each week

The spreadsheet contains sorting tabs for easy data manipulation

## Vehicle & Equipment Replacement System



Fleet replacement information is posted to the ADOT Intranet so customers, budget, and fleet personnel can review the data

Replacement Criteria Considered:

- Meter/odometer
- Last 12-months usage
- Expected life (months)
- Acquisition cost
- Current cost
- Lifetime maintenance costs
- Meter points
- Lifetime points
- Total points

## Vehicle & Equipment Replacement System



Provides customers/users an up-to-date plan on vehicle/equipment replacement criteria



Allows for quick reference on utilization, maintenance cost data and estimated time of vehicle replacement



Gives customers the ability to manage their fleet in terms of both maintenance costs and utilization aspects

[BACK to FC Policy](#)

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A.R.S.38-538. [Designation of state and political subdivision motor vehicles: definition](#)

A. Except as provided in section 38-538.03, a motor vehicle owned or leased for six months or more by this state shall bear the designations "State of Arizona--(name of department or agency)" and "for official use only" in letters that are no more than two inches in height. The designation "for official use only" shall appear above the designation "State of Arizona--(name of department or agency)". The designations shall be on a decal that is placed on:

1. The rear window of the motor vehicle in an area that does not interfere with the driver's ability to safely operate the motor vehicle.

2. The rear bumper of the motor vehicle if the motor vehicle does not have a rear window.

B. A motor vehicle owned or leased for six months or more by a political subdivision of this state shall:

1. Bear the designation of the name of the political subdivision of this state and the department or agency of the political subdivision that owns or leases the motor vehicle in a visible manner as determined by the political subdivision.

2. Have placed on the motor vehicle in a visible manner as determined by the political subdivision the designation "for official use only".

C. For the purposes of this section, "political subdivision" includes an organization that is tax exempt as a political subdivision under the constitution or laws of this state.

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## *CBT (Computer Based Training) and Video*

[BACK to FC Policy](#)

**STATE OF ARIZONA FLEET COUNCIL  
TIRE MANAGEMENT POLICY**

Effective: **May 23, 2017**

Supersedes:

Responsible Office:

Last Review: **May 23, 2017**

Next Review: **May 23, 2018**

Page 1 of 4

**1.1 Purpose**

Provide guidance in tire management, maintenance and training.

**1.2 Scope**

This guidance applies to all vehicle operators and service facilities engaged in tire management, maintenance and training.

**1.3 Definitions**

ARS	Arizona Revised Statute
ATS	Automotive Tire Service
CDL	Commercial Driver's License
CFR	Code of Federal Regulations
CTS	Commercial Tire Service
EQS	Arizona Department of Transportation (ADOT) Equipment Services.
FMCSA	Federal Motor Carrier Safety Administration
Heavy Duty Vehicles	All class 7-8 trucks and/or off road equipment.
ISB	Information Service Bulletin
Light Duty Vehicles	All vehicles rated as one half (1/2) ton or less, including sedans, SUVs, light trucks and vans with either P-rated or LT-rated tires.
Medium Duty Vehicles	All vehicles rated from three quarter (3/4) to one and one half (1 ½) ton.
OSHA	Occupational Safety & Health Administration
PM	Preventive Maintenance
RMA	Rubber Manufacturers Association
TIA	Tire Industry Association

TMC

American Trucking Association's Technology and Maintenance Council

1.4    **Background**

Tires represent one of the highest maintenance cost factors in fleet operations. An efficient and cost effective tire management program is essential for operator safety and fleet reliability.

1.5    **Policy**

None

1.6    **Procedure**

**1.6.1    Tire Inflation and Condition**

- A. Vehicle operators are responsible for observing and monitoring tire inflation on all non-CDL vehicles at a minimum of once per week. If a vehicle operator suspects there are any issues with the vehicle's tires inflation or condition, they are highly encouraged to contact the nearest ADOT Equipment Services Shop or commercial tire vendor for advice or service.
- B. Vehicles which have a low tire pressure indicator illuminated on the instrument panel during operation the tires must be inspected for proper inflation and corrected as soon as safely possible.
- C. Operators shall visually inspect all tires for unusual wear or damage (i.e. severe weather checking, damage, foreign objects) prior to and after each use of the vehicle. If a vehicle operator suspects there are any issues with the vehicle's tires, they are highly encouraged to contact the nearest ADOT Equipment Services Shop or commercial tire vendor for advice or service.
- D. Tires on all CDL vehicles will have all the tires inspected as part of each pre and post trip inspections for compliance with [FMCSA 393.75 regulation](#).
- E. The manufacturers recommended tire inflation pressure information may be found in the vehicles owner's manual or the tire placard (attached to the vehicle door edge, doorpost, glove box door or fuel door).

**1.6.2    Tire Replacement Criteria**

- A. Tires worn or damaged will be replaced with like tires available through current State procurement contracts for tires. Technicians shall insure all tires installed on an axle are of the same type, ply, tread pattern, and speed rating.
- B. Tires will be evaluated for condition and tread depth by a qualified technician during each PM and/or repair service. Any tire found to be unsafe will be removed and replaced before the unit is placed back in service.

STATE OF ARIZONA FLEET  
COUNCIL TIRE MANAGEMENT  
POLICY

- C. Tires which are found to be worn or damaged beyond repair shall be replaced.
- D. Upon notification of a recall by a tire manufacturer, the appropriate staff shall remove from stock any tires affected and notify any vehicle operators that are identified with tires already in use.

**1.6.3 Tire Repair and Maintenance**

- A. All tire repairs shall be in accordance with current industry standards, [TMC-RP206B](#).
- B. Tire mounting/demounting shall be in accordance with current industry guidelines, [TMC-RP209E](#) and [OSHA 29 CFR part 1910.177](#).
- C. Repairs to speed rated (pursuit) tires are to be in compliance with the manufacturer's guidelines and any applicable Agency policy. Repairs which would compromise the speed rating of the tire shall not be performed; the tire shall be removed from service and properly disposed of as outlined in section 1.06.4.
- D. Tires with mismatched load ratings will not be installed on a vehicle. Tire load ratings must match or be higher than the G.V.W. rating of the vehicle or trailer.
- E. A tire inflation safety cage will be used when inflating a tire on any type of wheel, unless the wheel is bolted onto a vehicle or mounted to a tire changing machine during inflation.

**1.6.4 Tire Storage Requirements**

- A. Tires should be stored in accordance with the RMA Tire Storage recommendations as outlined in [RMA ISB Volume 23, #4](#).
- B. All waste tires shall be stored and disposed of in accordance with the EQS Environmental Best Practice Manual and [ARS § 44-1301 through 44-1307](#).

**1.6.5 Training**

- A. Technicians will receive training for compliance with [OSHA 29 CFR part 1910.177](#)

**STATE OF ARIZONA FLEET  
COUNCIL TIRE MANAGEMENT  
POLICY**

Effective: **May 23, 2017**  
Supersedes:

Last Review: **May 23, 2017**  
Page 4 of 4

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- B. No State of Arizona employee shall service any wheel or tire unless the employee has been instructed in the correct procedures of mounting, demounting, and other servicing activities while observing the safe operating precautions for the type of wheel or tire being serviced.

**1.6.6 Retread Tires**

- A. At no time will retread tires be used on steer axles, fire apparatus, ambulances or vehicles which require speed rated (pursuit) tires. Retread tires can only be used on drive axles on heavy-duty vehicles and trailers.
- B. A tire casing may be retreaded a maximum of three (3) times. Casing that have been retreaded the maximum of three (3) times shall be properly disposed

**1.7 Corresponding Policies**

[OSHA Standard No. 29 CFR part 1910.177](#)  
[Arizona Revised Statutes § 44-1301 through 44-1307](#)

[BACK to FC Policy](#)



**ARIZONA DEPARTMENT OF TRANSPORTATION**  
**POLICIES AND PROCEDURES**  
EQUIPMENT SERVICES  
PARTS MGT-1.02  
PARTS INVENTORY CONTROL

Effective: August 13, 2009

Supersedes: PARTS MGT-1.02 (1/1/07)

Responsible Office: Maintenance Operations Manager  
602-712-6711

Last Review: March 17, 2014

Next Review: March 17, 2016

Page 1 of 4

**2.01 Purpose**

This procedure shall outline the inventory control process for Equipment Services Parts operations.

**2.02 Scope**

This chapter applies to Equipment Services statewide shops.

**2.03 Definitions**

State Stock Code	Parts that have a letter code established based on prior usage.
Allowed Items	Parts that have a state stock part number assigned permitting the part to be stocked.
State Stock Number	Assigned 10-character inventory control number established by the Statewide Parts Management Office.
Stock Status	Parts that have a determination made to stock or not stock.
Buy-Outs	Any non-stock part item that is purchased from a vendor.

**2.04 Background**

Maintenance Operations established a Parts inventory control process that identifies items required to be stocked based on usage and equipment/seasonal needs while retaining fiscal control of the inventory. This procedure also establishes criteria for determining when it is appropriate to relieve the inventory of non-movement and obsolete parts.

**2.05 Policy**

The EQS Parts Supervisors is required to meet inventory control standards, while retaining fiscal control of the EQS parts inventory. Shop Supervisors and Statewide Parts Management shall monitor this policy for compliance.

**2.06 Procedure**

- A. State stock codes are established based on how often a part is issued in a 12-month period, and are used to monitor and adjust inventory stock levels. Stock codes automatically updated quarterly by defined standards in FleetFocus.
  - 1. Exceptional and Seasonal Codes (E and S) are exempt from the automated monthly update.
  - 2. Parts Supervisors and Shop Supervisors shall review E and S coded parts annually, and update the code when the part is no longer required for equipment assigned to that shop. See Parts Mgt-3.19 Surplus/Obsolete Parts Disposal.
- B. Stock Code definitions are listed below.
  - 1. A – Issued 16 or more times per year.
  - 2. B - Issued 8 - 15 times per year.
  - 3. C – Issued 5 - 7 times per year.
  - 4. D– Issued 1 - 4 times per year.
  - 5. E (Exception) Any part that does not meet stock requirements, but requires long lead times or may potentially delay a critical repair to emergency equipment is required to be stocked.
  - 6. S (Seasonal) Parts that have high usage during seasonal times of the year, such as mower or snow plow parts.
  - 7. N (Non-Moving) Parts that have not been issued or moved in a 12 month period.
- C. The Management Information System (MIS) office sends a monthly report to every shop location via email that displays stock code changes since the previous month. The Parts Supervisor may also generate the ABC Code Changes report using FA Detail at any time. Path: FA Detail/Reports/Parts/ABC Code Changes.
  - 1. Parts Supervisors shall review the MIS or FA Detail Parts usage reports monthly, and make appropriate changes to the reorder points and stock levels in



FleetFocus. This shall increase the level of new items in stock, and identify items with declining usage to start the process of relieving the inventory.

- D. The Management Information System (MIS) office has created a Parts Reorder List in FA Detail that includes all parts with an "N" classification from all statewide location inventories.
  - 1. Parts Supervisors shall acquire N coded items on the reorder list from another inventory location prior to a buy-out. This ensures better utilization of existing, non-moving inventory. The exception is an item that is cost prohibitive to ship or can create a hazardous material condition.
- E. Parts Supervisors are shall inventory stocked items on all field repair service/lube trucks and at satellite repair shops monthly.
  - 1. Inventory count months are set to ALL on the Parts Location Information screen under the Stock Management Tab in Fleet Focus.
  - 2. Parts Supervisors shall restock or issue all inventoried items using the service/lube truck or satellite repair shop location codes. This establishes movement history at these locations and provides the basis for proper inventory management. Blanket classifying stock by assigning an E code to items in these areas is prohibited. See Parts-Mgt-2.11 Physical Inventory Count Process for more details.
- F. Parts Supervisors shall inventory stocked items at ADOT Maintenance camps every six months.
  - 1. Inventory count months are set to ALL on the Parts Location Information screen under the Stock Management Tab in Fleet Focus.
  - 2. The Parts Supervisor shall restock and issue all inventoried item using the assigned location code. This establishes a history of movement at these locations and provides the basis for proper inventory management. Blanket classifying stock by assigning an E code to items in these areas is prohibited. See Parts Mgt-2.11 Physical Inventory Count Process and Parts Mgt-2.20 ADOT Maintenance Camp Inventory Process for more details.
- G. The Parts Supervisor is required to run an *On Demand Promotable with Quantity Greater Than One* report from FA Detail once a month and correct discrepancies. See Parts Mgt-2.19 On Demand Promotable Parts for more details.



PARTS MGT 1.02 INVENTORY CONTROL

Effective: August 13, 2009

Last Review: May 1, 2013

Supersedes: PARTS MGT-1.02 (1/1/07)

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- H. When a part is identified as a non-stock item it is assigned an N movement stock code. The N code flags the item to automatically display on the reorder list allowing others to request the item from your inventory location.
  - 1. After 30 days with no requests the Parts Supervisor in possession of the N coded part is required to research if other locations stock the item.
  - 2. Contact the parts supervisors at the stocking location to determine if they could use the item.
  - 3. If the part is not required at other locations, the Parts Supervisor is required to contact the current contract holder or the vendor where the part has been purchased and make arrangements to return the items for credit. See Parts Mgt-3.19 Surplus/Obsolete Parts Disposal Policy.
    - a. If the vendor rejects the part or the part is not in sellable condition, the Parts Supervisor is required to advise the Statewide Parts Management office and request the part be sent for disposal. UNDER NO CIRCUMSTANCES SHALL A PARTS SUPERVISOR SEND A PART OR PARTS TO DISPOSAL WITHOUT PRIOR APPROVAL OF THE STATEWIDE PARTS MANAGEMENT OFFICE.
    - b. The Parts Supervisor is required to maintain documentation of all processes in relieving the inventory of an "N" stock coded item. Documentation shall be retained in a separate file to establish an audit trail. A copy of documentation shall be sent to Statewide Parts Management for approval prior to sending the part or parts for disposal.
- I. The Management Information System (MIS) office provides Parts metrics to all Parts Supervisors for strategic planning of their operation. Statewide Parts Management shall set standards and goals to attain best business practices.

**2.07 Corresponding Policies**

PARTS MGT-3.21 Returned Goods and Credit Tracking

PARTS MGT-2.11 Physical Inventory Count Process

PRTS MGT-2.19 On Demand Promotable Parts

PARTS MGT-3.19 Surplus/Obsolete Parts Disposal

PARTS MGT-2.20 Maintenance Camp Inventory Process

[BACK to FC Policy](#)



**ARIZONA DEPARTMENT OF TRANSPORTATION**  
**POLICIES AND PROCEDURES**  
EQUIPMENT SERVICES  
PARTS MGT-1.01  
PARTS DEPARTMENT OBJECTIVES

Effective: May 1, 2011

Supersedes: PARTS MGT-1.01(8/1/09)

Responsible Office: Maintenance Operations Manager  
602-712-6711

Last Review: March 17, 2014

Next Review: March 17, 2016

Page 1 of 4

**1.01 Purpose**

To establish general operational guidance for parts department personnel and shop personnel that interacts with the parts department.

**1.02 Scope**

This chapter applies to Equipment Services parts and shop personnel operating statewide.

**1.03 Definitions**

Test Parts	New or known good Equipment components used in testing and diagnosing various equipment operating systems clearly marked "Test Part" and stored in a secured area with the shop tools.
Low Cost Bench Stock	Items used in the Equipment repair process that are managed, but not inventoried.

**1.04 Background**

Equipment Services parts department personnel are responsible to perform certain functions for maintaining the parts operation. The overall manner in which the parts area is arranged, stored, ordered, recorded and accounted for is crucial to the success of the shop performance and productivity. This new chapter will set the guidelines on procedures to uniformly record parts and shop activities related to the Fleet Focus computer operating system.

**1.05 Policy**                      None

PARTS MGT 1.01 PARTS DEPARTMENT OBJECTIVES

Effective: May 1, 2011

March 17, 2014

Supersedes: PARTS MGT-1.01 (8/1/09)

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1.06 Procedure

A. Parts Storage

1. Maintain parts stockroom in an orderly fashion and in alphanumeric order as much as the facility can provide. Bulk items stored in separate areas are to be in alphanumeric order as much as possible. Safety and loss prevention are also principle objectives of the parts operation.
2. Maintain safety and cleanliness of the areas. Keep aisles clear and unobstructed. Stock should not be stored on top of bins. Area is to be free of clutter, trash and debris. Parts are to be stored with reasonable security and protection to prevent damage and loss. Safety and material handling equipment are to be kept in proper working order.

B. Test parts

1. Test parts are to be clearly marked with a paint pen and handled as tools. They will be stored in a single secured shop tool storage area, preferably with the other shop tools.

C. Low cost bench stock

1. Low cost bench stock will be managed by each shop supervisor and parts personnel, keeping in mind to be fiscally responsible in managing items to a minimum and only what is deemed necessary.

D. Ordering

1. To provide adequate inventory of parts and supplies to complete routine service and repair functions in a timely manner are prime objectives. Use order points, reorder quantities and computer auto generated usage based stock classifications/reports to maintain proper stock levels. Reset order points and reorder quantities as usage trends change.

E. Outside vendors on site.

1. Outside Vendors will be escorted by the shop supervisor or parts personnel and not be allowed to roam freely through the shop or parts department. The shop supervisor and parts personnel will scrutinize all order quantities and values prior to the placement of orders. Vigilance will be maintained to prevent overstocking of parts and supplies by on site outside vendors.

PARTS MGT 1.01 PARTS DEPARTMENT OBJECTIVES

Effective: May 1, 2011

March 17, 2014

Supersedes: PARTS MGT-1.01 (8/1/09)

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Receipt quantities and values will be reviewed and validated for correctness by the parts personnel.

F. Record Keeping

1. Keep parts location information records updated with correct bin location, stock classification, stock status, unit of measure, order point and reorder quantities and ABC code. Provide cross-reference from manufacturer to state stock number.
2. Maintain inventory control records system through accurate input and update of issues, receipt, transfers and adjustments.
3. Maintain and update vehicle service records through data input as needed. Provide line set updates data as needed when found.
4. Maintain accurate records/files of all purchases, receipts, transfers, issues, returns, credits and adjustments as required and directed. A separate file should be maintained for all shop tool purchases.
5. Request new state part numbers on new items for stock; provide cross-reference items for stock number update to the Statewide Parts Manager's Office.

G. Inventory Accountability

1. Personnel are responsible and accountable to maintain inventories within established standards (see attachment 1).
2. Be mindful of inventory variances. Investigate the reason for variances, document and adjust, if required.
3. Perform monthly inventories of selected items; verify any variances and document reasons and process adjustment by prescribed methods.
4. Correct bin location for each part and update stock management requirements.

H. Inventory Management

1. Run necessary reports
2. Maintain current order points and order quantities

PARTS MGT 1.01 PARTS DEPARTMENT OBJECTIVES

Effective: May 1, 2011

March 17, 2014

Supersedes: PARTS MGT-1.01 (8/1/09)

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3. Return N moving stock for credit
4. Buy N items on stock orders from other shops before ordering from a vendor

**1.07 Corresponding Policies**

It is required to comply with all Equipment Services Operating Procedures, PARTS MGT Section Chapters, State Procurement statues and policies. Carry out other duties and responsibilities related to all parts management procedures as required by other policies and directives not mentioned within this policy.

[BACK to FC Policy](#)

Submit

Arizona Department of Administration  
RISK MANAGEMENT SECTION  
AUTOMOBILE LOSS REPORT

Clear

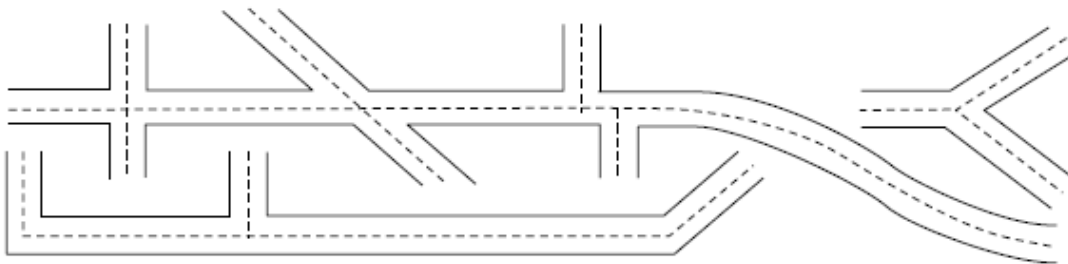
State Agency	Department	Division	Section	AFIS Mail Code	RMS No. (For RMS User Only)
FACTS	EVENT LOCATION Street Address				
	Intersecting Street or Highway No. and Mile Post No.				<input type="checkbox"/> Intersection <input type="checkbox"/> NonIntersection
	City	<input type="checkbox"/> Inside <input type="checkbox"/> Outside	County	Weather	
	DATE OF EVENT	Day of Week	Hour	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	No. of Vehicles Involved No. Persons Injured
	MOTOR VEHICLE INVOLVED WITH				
	1. <input type="checkbox"/> Pedestrian 2. <input type="checkbox"/> Other Motor Vehicle 3. <input type="checkbox"/> Other State Vehicle 4. <input type="checkbox"/> Fixed Object 5. <input type="checkbox"/> Other				
STATE VEHICLE	Year	Make	Model	License No.	State
	DOA Motor Pool Vehicle? (yes or no)	Vehicle No.	Removed To	Removed By	
	Last Name	First	MI	EIN	Home Number Work Number
	Point of Impact on Vehicle				Est. Cost Repair
	Address		City	State	Zip
	Job Classification	Department/Division/Section	Drivers License No.	<input type="checkbox"/> Operator <input type="checkbox"/> Chauffeur	Exp. Date State
	VEHICLE INFORMATION				
	Year	Make	Type	License No.	State Vehicle No.
	Removed To		Removed By	Point of Impact on Vehicle	Est. Cost Repair
	OWNER				
Last Name First MI Home Number Work Number					
Address City State Zip					
Other Vehicle (more than 1 attach sheet)	DRIVER				
	Last Name First MI Home Number Work Number				
	Address		City	State	Zip
	Insured By				
	Driver License No. Exp. Date State				
	PROPERTY DAMAGE				
	To Property Other Than Vehicles				Est. Cost Repair
	Name and address of Owner of Property				
	INJURIES				
	Last Name First MI Home Number Work Number				
Address City State Zip					
Description of Injury					
Last Name First MI Home Number Work Number					
Address City State Zip					
Description of Injury					
Last Name First MI Home Number Work Number					
Address City State Zip					
Description of Injury					

RM011

28-1000 RM/18 1 of 2

WITNESSES	Name	Address	Phone
	Name	Address	Phone
POLICE REPORT	Agency	Officer and I.D. No.	Report No.
Description/Facts of Event			

DRAW ROUGH DIAGRAM OF EVENT: Show your car as 2; other car as 1 as the collision occurred. Show direction and distance traveled before crash by solid line thus: \_\_\_\_\_. Then at point of crash; third, positions and distances traveled after collision. Show distance traveled after crash by dotted line thus: \_\_\_\_\_.



I hereby certify that this is a true statement of the best of my knowledge and belief.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

- ☐ Phone
- ☐ In Person
- ☐ Mail

\_\_\_\_\_  
Authorized Supervisor

\_\_\_\_\_  
Date

RM011

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[BACK to FC Policy](#)

**Arizona Department of Transportation**



**VEHICLE USER HANDBOOK**

**24-HOUR ROADSIDE ASSISTANCE HOTLINE  
877.800.8520**

**ARIZONA TRAVEL SAFETY TIPS**

Extra Water: Take at least one gallon of drinking water per person when you travel, especially in the summer.

Winter Travel: Take drinking water, a blanket, gloves, hat and extra pair of socks and a warm coat.

**ARIZONA TRAFFIC AND ROAD CONDITIONS**

**Phone: 511**

**Online: [az511.gov](http://az511.gov)**

**24 hours a day/7 days a week**

Version 17

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# CHAPTER 1

## ADOT EQUIPMENT SERVICES — WHAT WE DO

### **Welcome**

ADOT Equipment Services (EQS) is your service provider for vehicle maintenance, repair and emission-related services. Our mission is to keep your vehicle safe and reliable. Our shop facilities have state-of-the-art equipment. The majority of our technicians are Automotive Service Excellence (ASE) certified, and are experts in the automotive, truck and heavy off-road fields.

Please feel free to call one of our repair shops directly to schedule an appointment for service. (Appendix A-1)

ADOT Equipment Services is headquartered in Phoenix, Arizona, with 20 additional shop locations around the state. (Appendix A-1)

EQS requests the following assistance from our customers:

**Read this handbook.**

### **Preventive Maintenance (PM) Appointment**

Your vehicle should be serviced in accordance with the preventive maintenance cycle established by your agency fleet management department. The EQS PM Program includes a comprehensive inspection of the vehicle for proper operation and general safety. During your PM Service, we will thoroughly inspect the vehicle for items requiring repair.

Please check the mileage and date for the next service indicated by the colored sticker in the upper left corner of your windshield to see if you are approaching a required service interval.

### **Repair**

If you decide to wait for your vehicle during a service or repair appointment, and additional non-safety related repairs are required, you may be asked to reschedule your vehicle for the additional required repairs. If the item is safety related, the vehicle must be repaired before it is returned to service.

If something seems to be wrong with your vehicle, bring the vehicle to the EQS repair shop; no appointment is necessary. (Appendix A-1)

If your vehicle requires extensive repair, please note that the EQS repair shops will contact your agency fleet management department for authorization.

**Note:** Before taking your ADOT vehicle to a commercial vendor for maintenance or repair, you must contact the nearest EQS repair shop for authorization.

### **Vehicle Repair Status**

Please contact the EQS repair shop where you dropped off the vehicle for an update on repairs. Equipment Services will do everything possible to provide daily repair status reports.

### **Tires**

The operator is responsible for ensuring that the vehicle has a functional spare tire and necessary tire changing tools. Please review your agency's fleet policy or contact your fleet manager regarding the policy on changing flat tires. Refer to your vehicle owner's manual for specific vehicle information on spare tire changing instructions.

### **Vehicle Rental**

#### **For ADOT Users:**

In the Phoenix area, ADOT employees can rent a vehicle at the ADOT Automated Motor Pool. Please call 602.712.7059 for more information.

#### **All Other Agencies:**

The Arizona Department of Administration (ADOA) operates a full-service vehicle rental office and fueling depot located at the ADOA Motor Pool, 1501 W. Madison St., Phoenix, AZ. Call 602.542.3110 for more information.

### **Customer Service Survey and Complaints**

All EQS customers will receive a customer service survey via email each time a vehicle is serviced or repaired. As part of our continuous improvement efforts, we encourage all of our customers to complete this survey.

#### **For questions or concerns, please contact:**

ADOT Equipment Services  
Maintenance Operations Manager  
2225 S. 22nd Ave., Mail Drop 071R  
Phoenix, AZ 85009-6997  
602.712.6711

### **Vehicle Emission Testing**

All vehicles assigned in Maricopa and Pima County must be emission tested in accordance with Arizona state law. Prior to taking the vehicle to the testing station, the vehicle operator must obtain an emission inspection coupon. Coupons can be obtained from the following EQS repair shops: Phoenix Service Center, Phoenix Capitol Mall, Game and Fish, Mesa, Avondale and Tucson.

After the vehicle passes emission testing, the vehicle operator must present the Vehicle Inspection Report Compliance Certificate to the EQS repair shop that issued the emission inspection coupon.

If the vehicle fails emission testing, immediately turn in the vehicle to the nearest EQS shop for repair, along with the Vehicle Rejection Notice with emission testing results and the reason for the failure.

#### **For ADOT Users:**

If EQS takes the vehicle to the emissions testing station, labor hours will be billed to the user.

#### **All Other Agencies:**

- Operators must check with the respective agency fleet manager to determine where to obtain emission inspection coupons.
- The vehicle operator is responsible for taking their vehicle to an emissions testing station.

### **Car Wash Services**

Car wash services are available to our customers in the Phoenix and Tucson repair shops for cars, vans, and light trucks. We recommend you call ahead to confirm the car wash is available. In Phoenix, call 602.712.7044; in Tucson, call 520.838.2861.

**NOTE:** EQS uses contracted prison inmates to provide car wash services. All Department of Corrections restrictions apply; all valuables and weapons must be removed from the vehicle.

## CHAPTER 2

### VEHICLE OPERATOR RESPONSIBILITIES

#### **Use of State-owned Vehicle**

State-owned vehicles will be used only for official state business in accordance with state laws, rules and regulations. Check your agency specific “vehicle use policy” prior to operating a state vehicle. All state drivers of state vehicles are responsible for knowing the state laws, rules and regulations governing the use of state-owned vehicles. GPS fleet systems may be connected to the vehicle — operators should not feel a sense of privacy when operating a state vehicle.

State-owned vehicles are to be stored overnight at state office locations, crew headquarters, or at the location where an employee is lodged overnight while on travel status. Any exceptions must be authorized by the agency fleet manager.

A driver must be 18 years or older, legally responsible for his or her actions, and subject to the agency’s direction and control.

Family members, friends and pets of drivers shall not ride in state vehicles.

**Note:** No hitchhikers are permitted in any state-owned vehicles.

#### **Obligation of the Law**

State-owned vehicles shall obey all state traffic laws.

**Note:** The operator of a state-owned vehicle is solely responsible for all traffic infractions received while operating the vehicle.

#### **Safety**

State vehicle drivers are responsible for the safe operation of state-owned vehicles at all times. The most important safety factor in transportation is you, the driver.

#### **Courteous State Drivers**

State vehicle drivers are highly visible to the public and as such are the window of state government business. The privilege of driving publicly funded vehicles also gives you the opportunity to be examples of courtesy, safety and observance of the law.

#### **Vehicle Security**

Safeguard the vehicle, credit card and keys against theft or misuse. Lock all articles of value in the trunk or take them with you when you leave the vehicle. Report vandalism and lost, damaged or stolen credit cards, license plates and keys as soon as possible to your supervisor.

#### **Vehicle Care and Maintenance**

You play an important role in maintaining assigned vehicles in a safe, operable condition. You can help make sure the vehicle receives the regular care it needs. If any aspect of the vehicle’s performance concerns you, bring the situation to the attention of the nearest EQS repair shop or your agency fleet manager.

## CHAPTER 3

### WHERE AND HOW TO OBTAIN FUEL

There are two procedures to obtain fuel.

#### 1. ADOT AGENCIES ONLY

- Driver must be an ADOT employee.
- ADOT fuel sites are available to all state, county and local government agencies that have active fuel agreements (IGA or ISA) with ADOT.
- A list of all ADOT fuel locations is provided in Appendix B-1.
- All state agencies are strongly encouraged to use the state's network of ADOT fuel sites. By using fuel purchased under state contract, you save all taxpayers a significant amount of money.
- In order to establish a new personal identification number (PIN) code, it must be done at the fuel island dispenser/card reader, not at a gate.

**Note:** When using the Phoenix ADOA Motor Pool fuel island to create a new PIN code, drivers must use hoses 1, 2, 5 or 6.

#### Gate Access

- ADOT Employee Identification Number (EIN) is required for gate access.

#### Before Fueling

- Turn the engine OFF and **do not** use your cell phone while fueling your vehicle.
- Please be sure you are using the correct method when obtaining fuel at the station.
- Verify your PIN prior to traveling. If you forgot your PIN, you will need to re-establish a new one. Contact ADOT Fuel Management at 602.712.6526.

#### Fueling Instructions with established PIN

1. Press **ENTER** on touchpad to begin.
2. Enter the vehicle's current odometer or hour meter reading and press **ENTER**.
3. Enter vehicle number and press **ENTER**.
4. Enter your 10-digit Driver ID and press **ENTER**.  
(Driver's current 6-digit EIN and 4-digit PIN).
5. Enter the hose number for the pump you will be using and press **ENTER**.
6. Begin fueling.

#### How to Establish a PIN for a Driver ID

1. Press **ENTER** on touchpad to begin.
2. Enter the vehicle's current odometer or hour meter reading and press **ENTER**.
3. Enter vehicle number and press **ENTER**.
4. Enter Driver ID (6-digit EIN — if your EIN is 5 digits, enter a leading zero) and press **ENTER**.
5. Enter the hose number for the pump you will be using and press **ENTER**.  
Message "**BAD DRIVER ID**" along with smaller print "**ENTER DRIVER ID WITH NEW PIN CODE**" appears on the screen.

6. Enter driver's 6-digit EIN followed by 4-digit PIN of your choosing (alpha/numeric combination allowed) and press **ENTER**.  
**This is your new 10-digit DRIVER ID.**  
Message "*BAD DRIVER ID*" "*CONFIRM DRIVER ID WITH NEW PIN CODE*" appears on the screen.
7. Again enter your 10-digit Driver ID and press **ENTER**.  
Screen should show "*BAD DRIVER ID*" message with "*PIN CODE UPDATED*" in smaller print.
8. Again enter your 10-digit Driver ID and press **ENTER**.
9. Begin fueling.

## 2. NON-ADOT VOYAGER CARD AGENCIES

- Voyager cards: The State of Arizona is contracted with Voyager Fleet Systems Inc. to offer agencies the option of using a fleet card to purchase fuel at ADOT or at retail stations.
- Your agency will need to establish an account with Voyager Fleet Systems Inc. by calling 800.987.6591.
- The same Voyager card can be used at an ADOT fuel location to purchase fuel at significant savings over retail cost.
- All drivers from other agencies will need Voyager cards to activate the ADOT fuel pumps.

### Gate Access

- Voyager card is required for gate access where applicable — operators should call specific yards prior to traveling to ensure after-hour gate access is available.

### Voyager Card Fueling Instructions at ADOT Fuel Site

1. Insert and remove Voyager Fleet Card face up, "Arizona" on the right.
2. Enter your vehicle's current odometer or hour reading and press **ENTER**.
3. Enter vehicle ID (as instructed by your agency) and press **ENTER**.
4. Enter the hose number for the pump you will be using and press **ENTER**.
5. Begin fueling.

**Note:** Please contact ADOT Equipment Services Fuel Systems Management at 602.712.6526 with fueling problems or questions.

## CHAPTER 4

### VEHICLE ACCIDENTS — WHAT TO DO

#### **ADOT Vehicle Accidents**

- Safely stop and turn vehicle off. Call 911 and follow their instructions.
- If there are no serious physical injuries or fatalities and the vehicle is safely moveable, remove the vehicle from the main traveled portion of the road onto the shoulder, emergency lane, median or other safe refuge.
- Refer to the ADOT accident packet located in the glovebox.
- Notify your supervisor.

#### **DO NOT:**

1. Comment on who was at fault.
2. Argue with other drivers or police.
3. Discuss the accident with anyone except law enforcement authorities or representatives of Arizona Department of Administration Risk Management.

#### **All Other Agency Vehicle Accidents**

- Notify appropriate personnel as per agency policy.

## CHAPTER 5

### VEHICLE BREAKDOWNS — WHAT TO DO

#### **Breakdown Procedures**

In the event of a breakdown, your first responsibility is your own safety. Please move your vehicle off the road as safely as possible.

If any dash warning light comes on, safely pull over, shut off the engine and contact the nearest EQS repair shop (Appendix A-1) or the 24-Hour Roadside Assistance Hotline (877.800.8520) as soon as possible for direction.

#### **During Normal Working Hours**

To request vehicle breakdown service Monday through Friday during normal working hours, use the following procedures:

- Call the nearest EQS repair shop closest to your location. (Appendix A-1)
- Call your agency fleet manager and/or supervisor to advise them of your status.

#### **After Normal Working Hours**

To request vehicle breakdown service Monday through Friday after normal working hours, and on weekends and holidays, use the following procedures:

- Call the 24-Hour Roadside Assistance Hotline at 877.800.8520.
- The 24-Hour Roadside Assistance Hotline representative will arrange for a tow truck to be dispatched to your location. In most breakdown cases, the vehicle will be towed to the nearest EQS repair shop.
- Please call your agency fleet manager and/or supervisor to advise them of your status.
- You may ride in the tow vehicle to the nearest EQS repair shop.
- You are responsible for your transportation from the EQS repair shop.
- At the time of service, you are not expected to pay for the services rendered.



## ADOT EQUIPMENT SERVICES STATEWIDE SHOP LOCATIONS

### Appendix A-1

CITY / TOWN	LOCATION	PHONE NUMBER	HOURS
Avondale	1702 N. Eliseo C. Felix Jr. Way	623.932.3204	6 am-2:30 pm
Casa Grande	15614 W. Boxelder Dr.	520.423.2378	6 am-2:30 pm
Douglas	2100 "A" Ave., Building 2123	520.364.4742	7 am-3:30 pm
Flagstaff	5701 E. Railhead Ave.	928.526.0915	7 am-3:30 pm
Fredonia	1298 N. Highway 89A (1.7 miles north of SR 389/Pratt St.)	928.643.7249	6 am-2:30 pm
Game and Fish	5000 W. Carefree Highway	623.780.4160	6 am-5 pm
Globe	US 60, Milepost 253.3 (2 miles east of US 60/US 70 junction)	928.402.5640	6:30 am-3 pm
Holbrook	2407 E. Navajo Blvd.	928.524.5466	7 am-3:30 pm
Kingman	3540 E. Andy Devine Ave. (Historic Route 66)	928.681.6210	7 am-3:30 pm
Mesa	2409 N. Country Club Dr. (SR 87 north of Loop 202 Red Mountain Freeway, follow ADOT signs)	480.644.7923	6 am-2:30 pm
Page	US 89, Milepost 551.5 (1.5 miles north of Glen Canyon Dam/ Colorado River)	928.645.2147	6 am-2:30 pm
Payson	200 N. Colcord Rd.	928.468.5081	7 am-3:30 pm
Phoenix	2225 S. 22nd Ave.	602.712.7044	6 am-3:30 pm
Phoenix Capitol Mall	1501 W. Madison St.	602.542.3206	6 am-4 pm
Prescott Valley	6901 E. Second St.	928.775.5079	7 am-3:30 pm
Safford	3268 S. US 191 (US 191 and Discovery Park Blvd.)	928.428.2909	7 am-3:30 pm
Show Low	200 W. McNeil (NE corner of McNeil and US 60/Deuce of Clubs Ave.)	928.532.2383	6 am-2:30 pm
Springerville	1532 E. Main St. (US 60, 1/2 mile east of US 191 junction)	928.333.5460	6 am-4:30 pm (Monday-Thursday)
Tucson	1444 W. Grant Rd.	520.838.2861	6 am-3:30 pm
Yuma	2243 E. Gila Ridge Rd.	928.317.2170	7 am-3:30 pm

## ADOT EQUIPMENT SERVICES STATEWIDE FUEL LOCATIONS

### Appendix B-1



**Automated Fuel Site**



**Locked**



**Gate Access**

W = Winter Hours    S = Summer Hours












NOTE: Please call ahead to fueling facility to verify hours of operation.  
Day and hours may vary depending on season.











#### APACHE COUNTY

	Chambers All Year 24 Hours a Day	I-40, Milepost 336 (westbound frontage road, 2 miles east of Exit 333)	Unleaded / Diesel 928.688.2782	
	Ganado All Year 24 Hours a Day	SR 264, Milepost 445.3 (2 miles west of US 191 junction)	Unleaded / Diesel 928.755.3579	
	St. Johns All Year 24 Hours a Day	SR 180/191, Milepost 369.4 (2 blocks east of highway on Sixth Street, south side of town)	Unleaded / Diesel 928.337.4913	
	Springerville All Year 24 Hours a Day	1532 E. Main St. (US 60, 1/2 mile east of US 191 junction)	Unleaded / Diesel 928.333.4495 or 928.333.5460	
	Teec Nos Pos All Year 24 Hours a Day	US 160, Milepost 465.8 (1,500 feet north of US 64 junction)	Unleaded / Diesel 928.656.3268 or 928.697.3558	



#### COCHISE COUNTY





	Douglas All Year Monday-Friday 6 am-4 pm	2100 "A" Ave.	Unleaded / Diesel 520.364.4742 or 520.805.4447	
	St. David All Year Monday-Friday 6 am-2:30 pm	US 80, Milepost 300.7 (9 miles south of I-10)	Unleaded / Diesel 520.720.4751 or 520.720.9418	
	Willcox All Year 24 Hours a Day	709 S. Haskell Ave. (I-10 Business)	Unleaded / Diesel 520.348.2388	









COCONINO COUNTY				
	Flagstaff All Year 24 Hours a Day	5701 E. Railhead Ave.	Unleaded / Diesel 928.526.0915	
	Fredonia All Year Monday-Friday 6 am-2:30pm	1298 N. Highway 89A (1.7 miles north of SR 389/Pratt St.)	Unleaded / Diesel 928.643.7249	
	Gray Mountain W: Monday-Friday 7 am-3:30 pm S: Monday-Thursday 6 am-4:30 pm	US 89, Milepost 457.5 (8 miles south of SR 64 junction)	Unleaded / Diesel 928.679.2311	
	Little Antelope All Year 24 Hours a Day	I-17, Milepost 320.5 (Schnebly Hill Road)	Unleaded / Diesel 928.286.1260	
	Page All Year Monday-Friday 6 am-2:30 pm	US 89, Milepost 551.2 (1.5 miles north of Glen Canyon Dam/Colorado River)	Unleaded / Diesel 928.645.2147	
	Rim Camp LOCKED - CALL AHEAD	US 89A, Milepost 390 (16 miles north of Sedona)	Diesel Only 928.286.1260	
	Williams All Year 24 Hours a Day	I-40 (Business), Milepost 166.5 (Historic Route 66, west of Bearizona)	Unleaded / Diesel 928.635.4301	









GILA COUNTY				
	Colcord LOCKED - CALL AHEAD	SR 260, Milepost 277	Unleaded / Diesel 928.468.5078	
	Globe All Year 24 Hours a Day	US 60, Milepost 253.3 (2 miles east of US 60/US 70 junction)	Unleaded / Diesel 928.402.5640 928.402.5641	
	Parker Creek LOCKED - CALL AHEAD	SR 288, Milepost 278.3	Diesel Only 928.467.2282	
	Payson All Year 24 Hours a Day	200 N. Colcord Rd.	Unleaded / Diesel 928.468.5081 or 928.468.5082	
	Roosevelt W: Monday-Thursday 6 am-4:30 pm S: Monday-Thursday 5 am-3:30 pm	SR 188, Milepost 242.8 (Lakeview Trailer Park)	Unleaded / Diesel 928.467.2282	
	Young LOCKED - CALL AHEAD	SR 288, Milepost 309.2	Diesel Only 928.467.2282	













GRAHAM COUNTY				
	Safford All Year 24 Hours a Day	3268 S. US 191 (US 191 and Discovery Park Blvd.)	Unleaded / Diesel 928.428.2909	







GREENLEE COUNTY				
	Grey Peak LOCKED - CALL AHEAD	US 191, Milepost 186	Diesel Only 928.687.1411	
	Three Way All Year Monday- Thursday 6 am-4:30 pm	Junction of US 191, SR 75 and SR 78	Unleaded / Diesel 928.687.1411	









LA PAZ COUNTY				
	Parker LOCKED - CALL AHEAD	2133 SR 95 (W. 21st St. and S. California Ave.)	Unleaded Only 928.927.6311	
	Quartzsite All Year 24 Hours a Day	771 W. Kuehn St.	Unleaded / Diesel 928.927.6311	

MARICOPA COUNTY				
	Avondale All Year Monday-Friday 5 am- 4 pm	1702 N. Eliseo C. Felix Jr. Way	Diesel Only 623.932.3204	
	Gila Bend All Year 24 Hours a Day	1300 E. Pima St. (north side of SR 85)	Unleaded / Diesel 928.683.2582	
	Mesa All Year Monday-Friday 5 am-3:30 pm	2409 N. Country Club Dr. (SR 87 north of Loop 202 Red Mountain Freeway, follow ADOT signs)	Unleaded / Diesel 480.644.7923	
	Mesa W: Monday-Friday 4:30 am-2:30 pm S: Monday-Friday 4 am-1 pm	1540 S. Recker Rd. (south side of US 60 Superstition Freeway)	Unleaded / Diesel 602.712.6772	
	Phoenix All Year Monday-Friday 5:30 am-4:30 pm	2209 W. Durango St.	Unleaded / Diesel 602.712.7684	
	Phoenix All Year 24 Hours a Day	24251 N. 7th Ave. (south of Happy Valley Rd.)	Unleaded / Diesel 602.712.5810	







MOHAVE COUNTY				
	Fort Rock LOCKED - CALL AHEAD	I-40, Milepost 91.7 (Eastbound)	Diesel Only 928.422.3482	
	Kingman All Year 24 Hours a Day	3660 E. Andy Devine Ave. (Historic Route 66)	Unleaded / Diesel 928.681.6210 or 928.681.6214	
	Littlefield W: Monday-Friday 6 am-2:30 pm S: Monday-Thursday 5 am-3:30 pm	670 N. County Highway 91 (Beaver Dam)	Unleaded / Diesel 928.347.5976	
	Needle Mountain All Year 24 Hours a Day	6153 Needle Mountain Rd. (Topock)	Unleaded / Diesel 928.768.4355	
	Wikieup All Year 24 Hours a Day	17909 S. US 93	Unleaded / Diesel 928.765.2312	



NAVAJO COUNTY				
	Holbrook All Year 24 Hours a Day	2407 E. Navajo Blvd.	Unleaded / Diesel 928.524.5462 or 928.524.5464	
	Indian Pine All Year 24 Hours a Day	SR 260, Milepost 357.7	Unleaded / Diesel 928.369.3288	
	Kayenta All Year 24 Hours a Day	US 163, Milepost 394.5	Unleaded / Diesel 928.697.3558 or 928.697.3502	
	Keams Canyon All Year 24 Hours a Day	SR 264, Milepost 402	Unleaded / Diesel 928.738.2285	
	Show Low All Year 24 Hours a Day	200 W. McNeil St. (NE corner of McNeil and US 60/Deuce of Clubs Ave.)	Unleaded / Diesel 928.532.2300 or 928.532.2383	
	Winslow All Year 24 Hours a Day	100 N. ADOT Ln.	Unleaded / Diesel 928.289.2478	

PIMA COUNTY				
	Robles Junction/Three Points All Year 24 Hours a Day	16425 W. Ajo Highway	Unleaded / Diesel 520.822.1031	
	Tucson All Year 24 Hours a Day	1444 W. Grant Rd.	Unleaded / Diesel 520.838.2861 or 520.838.2872	
	Tucson All Year Monday-Friday 5 am-4 pm	633 E. 22nd St.	Unleaded Only 520.209.4521 or 520.591.9717	
	Tucson Motor Vehicle Division All Year Monday-Friday 8 am-4:30 pm	3565 S. Broadmont Dr.	Unleaded Only 520.838.2776 or 520.838.2772	

PINAL COUNTY				
	Casa Grande All Year 24 Hours a Day	15614 W. Boxelder Dr.	Unleaded / Diesel 520.836.2240	
	Coolidge All Year 24 Hours a Day	672 N. Arizona Blvd.	Unleaded / Diesel 520.723.4438	
	Oracle All Year 24 Hours a Day	3245 SR 77 (SR 77 and W. American Ave.)	Unleaded / Diesel 520.896.9720	
	Superior All Year 24 Hours a Day	951 W. Main St.	Unleaded / Diesel 928.402.5650 or 928.402.5651	

SANTA CRUZ COUNTY				
	Nogales All Year 24 Hours a Day	1340 N. Hohokam Dr.	Unleaded / Diesel 520.287.3771	

YAVAPAI COUNTY				
	Cordes Junction All Year 24 Hours a Day	15001 S. SR 69 (Junction I-17 and SR 69, NW side of I-17)	Unleaded / Diesel 928.632.7786	
	Prescott Valley All Year 24 Hours a Day	6901 E. 2nd St.	Unleaded / Diesel 928.775.5079	
	Seligman All Year 24 Hours a Day	I-40, Exit 121 (Historic Route 66, Milepost 138.9)	Unleaded / Diesel 928.422.3482	

YUMA COUNTY				
	Yuma All Year 24 Hours a Day	2243 E. Gila Ridge Rd.	Unleaded / Diesel 928.317.2170 or 928.317.2172	

**ALTERNATIVE FUELS**

**MARICOPA COUNTY ONLY**

**E85, liquid propane gas (LPG) and gasoline available at:**

**ADOA MOTOR POOL**

**1501 W. Madison St., Phoenix**

(one block south of Jefferson Street along 15th Avenue)

**602.542.3118**

**HOURS: 7 a.m. – 5:30 p.m. Monday through Friday**

**\*\* Not for use by ACRPC \*\***

**CHECK OUR WEBSITE FOR UPDATES**

**[www.azdot.gov/business/EquipmentServices](http://www.azdot.gov/business/EquipmentServices)**

**Please call ahead to fueling facility to verify hours of operation.  
Days and hours may vary depending on season.**

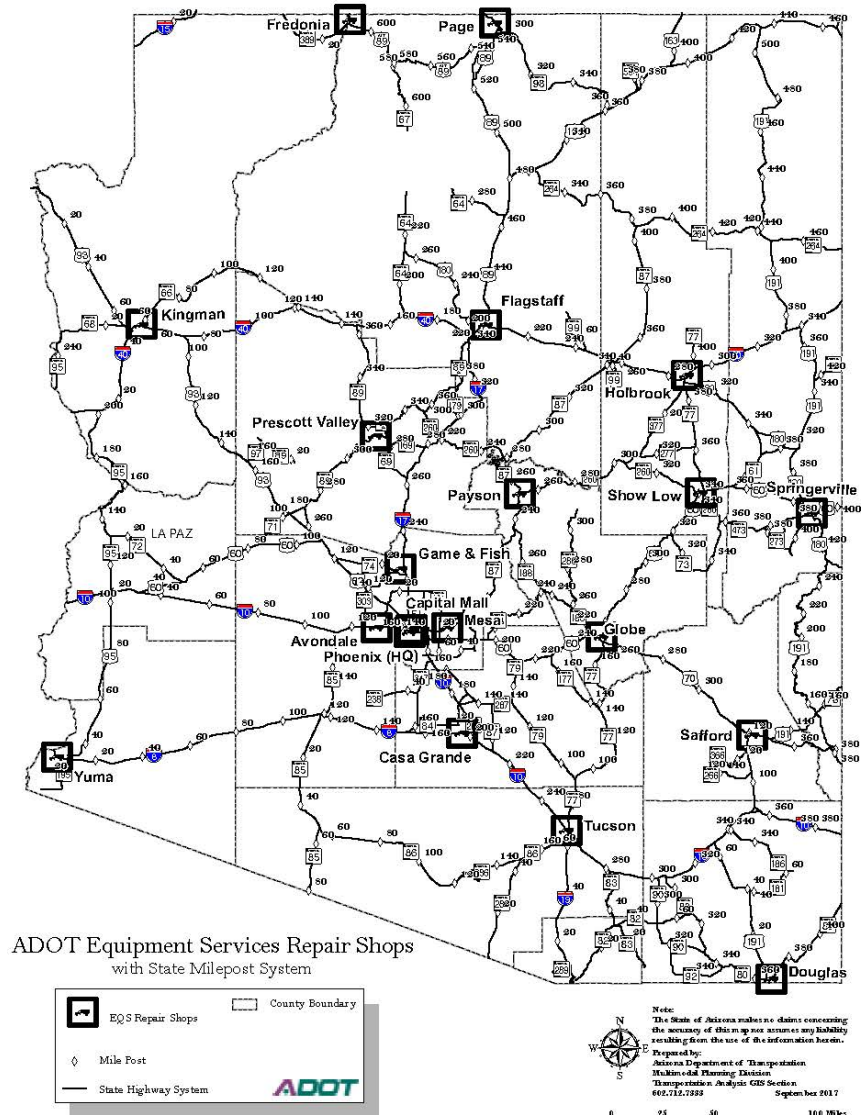
Appendix C-1

**ADOT EQUIPMENT SERVICES KEY PERSONNEL**


CONTACT	OFFICE PHONE
Equipment Services Administrator	602.712.6524
Maintenance Operations Manager	602.712.6711
Fleet Manager	602.712.7284
Fuel Systems / Voyager Card Manager	602.712.6526
Fleet Management Information System Manager	602.712.2155



# State Milepost System



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## Arizona Department of Administration - Risk Management

### Statewide Motor Vehicle Safety Policy

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#### 1.0 Policy Statement

The purpose of this policy is to provide clear requirements for individuals who operate vehicles (either State or non-State owned) in the performance of State business. This Statewide Motor Vehicle Safety Policy provides a uniform process for identifying and training authorized individuals who drive on State business, including a driving record review and reporting system.

Each agency with an Authorized Fleet is required to develop standards to ensure that vehicles are operated and maintained in a safe manner. Agency-specific policies and procedures may be more restrictive but may not be more permissive or generous than those contained within this policy. All vehicle policies are to be in accordance with Arizona Administrative Code (A.A.C.) R2-10-207.12 and applicable Federal and State laws, rules and policies.

#### 2.0 Definitions

In this policy, the following words and phrases have defined meanings unless otherwise clearly indicated by the context:

**Arizona State Employee Driver Record Application (ASEDRA):** A system that stores the driving history of State employees who are designated as driving vehicles on State business in accordance with A.A.C. R2-10-207.12.

**Authorized Driver:** For the purpose of this policy, a driver that possesses a valid driver's license class appropriate for the vehicle and has completed all required documentation, training, record checks and meets one of the following criteria:

- (1) An employee, volunteer or intern working within the course and scope of their employment/assigned duties and whose position description questionnaire, other personnel document or general nature of the employment position requires the use of a motor vehicle.
- (2) A contractor, acting within the course and scope of their authorized or contracted responsibilities may be allowed to drive a state vehicle when the agency head has determined that it is necessary to accomplish the mission of the agency and in the best interest of the State.

**Authorized Fleet:** State vehicle fleets authorized under A.R.S. § 41-803 or other authorizing language.

**Conditional Driver:** A driver with six to seven total driving points within the last 39 months.

**Contractor:** Also known as a vendor; an entity or individual that receives a contract to provide goods or services to the State, most frequently in exchange for payment.

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**Distracted Driving:** Performing any activity which diverts a driver's attention from the primary task of operating a vehicle. Examples of distracted driving are:

- a. Visual: taking your eyes off the road
- b. Manual: taking your hands off the wheel
- c. Cognitive: taking your mind off the driving task

**Domicile-to-Duty travel:** Authorized overnight use of an assigned state vehicle for business and commuting.

**Fleet:** Motor vehicles managed by a State agency to include all rented, leased or owned vehicles and watercraft.

**Fleet Management:** The business unit or area within an agency that provides vehicles to address agency transportation needs in carrying out the business of the State.

**High Risk Driver:** A driver that has eight or more total driving points within the last 39 months, or is required to have an ignition interlock system built into their personal vehicle.

**Loss Prevention Coordinator:** A qualified management level/professional identified by the Agency Head to conduct and coordinate the agency's loss prevention programs.

**Motor Vehicle:** A motorized conveyance used for transportation of people or cargo from point to point. The term 'vehicle' as used herein does not include heavy or special use equipment.

**Motor Vehicle Accident Reporting Packet:** The "What to Do In Case of an Accident" instructions, automobile loss report form and witness information cards located in the glove compartment of each Fleet Management vehicle.

**MVR:** Motor Vehicle Record as maintained by the Motor Vehicle Division of the Arizona Department of Transportation that documents an Authorized Driver's violations and driving status.


**MVR Points:** Points assessed against a drivers permanent driving record when convicted of, or forfeit bail for, a moving violation.

**Non-Employee Passenger:** An individual riding in a State-owned or operated vehicle that is not an employee of the State.

**POV:** Personally owned, leased or rented vehicle.

**Revoked Driver's License:** Driving privileges are canceled and cannot be restored without special action as designated by the Motor Vehicle Division or a court.

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**State of Arizona Driver Authorization Form:** Required for all Authorized Drivers to operate a personally owned, State-owned or leased vehicle for the furtherance of State business.

**SOV:** State-owned, leased, or rented vehicle specifically for authorized state travel.

**Suspended Driver's License:** Driving privileges are temporarily withdrawn for a specified period of time or until released by the court or Motor Vehicle Division.

**Traveler and Travel Status:** As defined in the State of Arizona Accounting Manual (SAAM) Topic 50, Travel, but not limited to, Section 5015.

**Total Driving Points (TDP):** Is the sum of MVR points and VIRC assigned Preventable Incident Points.

**Vehicle Incident:** Any incident that results in death, injury or property damage involving a vehicle operated for the purpose of state business.

**Vehicle Incident Review Committee (VIRC):** A committee composed of agency stakeholders that may include personnel such as Loss Prevention Coordinator, Fleet Administrator/Manager, VIRC Chairperson, and department representatives.

**VIRC Preventable Incident Points:** Points recommended for incidents that are deemed preventable by the Vehicle Incident Review Committee.

**Volunteer/Un-Paid Intern:** A person who voluntarily performs, but is not paid for performing authorized work/activities under the direction and control of a State official.

### 3.0 Responsibilities

Each Authorized Driver, supervisor, manager, and director is responsible for ensuring compliance with this policy for vehicles within the Authorized Fleet, or if authorized, privately-owned vehicles when used to perform official state business.

#### 3.1. Agency Head

The agency head may adopt this policy or ensure that an agency motor vehicle safety policy is as restrictive as this policy. The policy will be compliant with A.A.C. R2-10-207.12 and Federal/State laws, rules and policies.

- a. The agency head will ensure that all of the agency's Authorized Drivers are compliant with this policy.
- b. Prior to allowing interns and contractors to drive a state vehicle the agency head will either:
  1. Ensure that the individual will be acting within the terms and scope of the governing contract, which adequately transfers the risk of loss to the contractor.

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### Statewide Motor Vehicle Safety Policy

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2. Make a business decision based on the best interest of the state that operation of the State-owned vehicles by contractors, interns, or volunteers are required to aid that agency in the performance of its mission.
- c. The agency motor vehicle safety policy must be written and communicated to all agency personnel.
- d. The agency head will determine if non-employee passengers are to be allowed in State vehicles and consider the associated liability, benefit to the State, legal obligations, and the agency's statutory authority to provide service in making this decision.
- e. The agency head shall determine if Authorized Drivers with eight (8) or more total driving points will be allowed to continue driving on State business. This authorization will be in writing and shall not circumvent an order or action of the Motor Vehicle Division or any Court.
- f. The agency head is the final approver for Domicile-to-Duty Travel Request Form RMD 16-001 – 3F. For those agencies subject to ADOA Fleet rule R2-15-202(B)(1) in addition to the agency director, the ADOA Director must also concur.
- g. Citizen complaints shall be investigated and recommendations reviewed by the agency head or designee.

#### 3.2. Agency Head/Designee

Monitors the implementation of the vehicle safety policy including the following:

- a. Approves overnight use of fleet vehicle.
- b. Provides advance approval of POV/Travel and Claims.
- c. Consults with driver's Supervisor or Manager, Human Resources and Motor Fleet, Loss Prevention Coordinator to determine recommended actions in response to conditional and high-risk driver status.
- d. Reviews and recommends corrective action for conditional drivers.
- e. Receives the high risk driving status review from the Agency Loss Prevention Coordinator and forwards recommendations to Agency Head for final determination.
- f. Ensures that non-employee drivers with 10 or more total driving points are not allowed to drive on State business.

#### 3.3. Human Resources

For State employees who are Authorized Drivers:

- a. Maintains the HRIS database of Authorized Driver forms, defensive driving and specialty vehicle training records.
- b. May be designated the agency ASEDRA Administrator to perform the monthly database review verifying Authorized Drivers status.

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1. Notifying an Authorized Driver's supervisor of conditional or high risk status so the supervisor can initiate the Conditional/High Risk Driver review.
2. Completing the ASEDRA Administrator portion of the review form and forwarding to the Agency Head/Designee.
- c. Receives and maintains a copy of the Conditional/High Risk Driver Review Form 16-001 – 2F in a separate file that is not part of the employee's official personnel file.
- d. Meets and confers with the Agency Head or Designee regarding decisions impacting employment status.

#### 3.4. Procurement Office

The procurement office will assist agency management with information gathering to determine specific contract need for SOV use.

For contractors, interns, or temps who are Authorized Drivers:

- a. Ensure that the contract includes provisions and insurance to hold the State harmless.
- b. Ensure the contractor provides:
  1. A list of the individuals to be considered Authorized Drivers.
  2. Proof of the required licensing class appropriate for the vehicle.
  3. Driver training and monthly MVR checks as identified in Section 5 and Section 7.

#### 3.5. Agency Loss Prevention Coordinator

Agency Loss Prevention Coordinator at a minimum is responsible for providing oversight for the State's fleet safety policy, including the following:

- a. Ensuring the agency Vehicle Safety Policy is current with applicable state rules, regulations, and industry fleet safety practices.
- b. Providing or identifying driver safety training policies to meet the needs of the agency.
- c. May be designated the agency ASEDRA Administrator to perform the monthly database review verifying Authorized Drivers status.
  1. Notifying an Authorized Driver's supervisor of conditional or high risk status so the supervisor can initiate the Conditional/High Risk Driver Review form 16-001 – 2F.
  2. Completing the ASEDRA Administrator portion of the review form and forwarding to the Agency Head/Designee.
- d. Participating in the Vehicle Incident Review Committee.

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#### 3.6. Fleet Management

Fleet Management is responsible for the following:

- a. Providing a fleet of state-owned or leased vehicles for official use.
- b. Ensuring rental vehicles are provided through fleet or the agency uses the current state contract to lease vehicles.
- c. May participate in the Vehicle Incident Review Committee.
- d. Reporting and/or forwarding the Automobile Loss Report information to State Risk Management.
- e. Maintaining a vehicle key inventory to ensure key security and availability in case of emergency.
- f. Ensuring that scheduled safety inspections and appropriate repairs are made for all fleet vehicles.
- g. Performing spot reviews of vehicle logs to ensure recorded use is consistent with approved use.
- h. Providing and verifying that all vehicles are equipped with means to report incidents such as the Motor Vehicle Accident Reporting Instructions packet.

#### 3.7. Supervisor or Managers

Supervisors or managers are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive vehicles in support of their agency for official, authorized purposes and activities. Other responsibilities include:

- a. Ensuring all Authorized Drivers are properly licensed and complete the appropriate driver training required by A.A.C. R2-10-207.12(b) prior to operating any vehicle on state business.
- b. Identifying Authorized Drivers within area of responsibility and ensuring completion of the State Driver Authorization Form RMD 16-001 -1F.
- c. Providing Authorized Drivers a copy of this policy.
- d. Forwarding completed State Driver Authorization Form RMD 16-001 -1F and requested information to the agency Loss Prevention Coordinator.
- e. To prevent unauthorized use of vehicles, supervisors will identify and enforce key accountability procedures for assigned fleet vehicles.
- f. Annually verify that authorized POV drivers on state business maintain statutorily required liability insurance.
- g. Perform spot checks of driving logs for fleet assigned vehicles to prevent unauthorized use.
- h. Once notified of conditional or high risk driving status, initiating the Conditional/High Risk Driver Review Form 16-001 – 2F. Ensures completed form is forwarded to the agency Loss Prevention Coordinator.
- i. Reviewing loss reports for completeness.

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#### 3.8. Authorized Driver

Authorized Drivers are entrusted to operate State-owned or leased vehicles within the course and scope of employment when:

- a. On state business
- b. To and from lunch while on official business
- c. To and from meals while on out-of-town travel

Authorized Drivers must inform supervisors of any incident or condition that may affect their driving status. Any exception must be authorized by the Agency Director.

Ensure that non-employee passengers are only allowed in state vehicles at the discretion of the agency head.

#### 4.0 Incident Reporting

An Authorized Driver shall report any collision involving an SOV to law enforcement and submit the written automobile loss report (located within the motor vehicle accident reporting packet) to agency Fleet Management prior to the end of shift or within twenty-four (24) hours after the accident. If the driver is incapacitated, the driver's supervisor shall make the report.

- a. If another driver is involved, the Authorized Driver shall request that the other driver fill out the witness information card located in the accident reporting packet. The Authorized Driver shall obtain the name and telephone number of any witness.
- b. The Authorized Driver shall submit the law enforcement report regarding the accident in accordance with the agency's Fleet Management requirements.

For incidents involving an Authorized Driver's POV, or privately leased or rented vehicle on State business, the Authorized Driver should inform his/her immediate supervisor of the incident and make the notifications required by the driver's insurance provider as the driver's coverage will be the primary coverage for the claim. Submit the notice of injury and the written automobile loss report to agency Fleet Management within twenty-four (24) hours after the accident.

The Authorized Driver is responsible for supervisor notification or afterhours contact upon receiving notice of canceled, suspended, or revoked driver's license, or issuance of a citation resulting in six (6) or more total points, within twenty-four (24) hours of receiving notice.

#### 4.1. Traffic Citations

An Authorized Driver is personally responsible for prompt reporting to their supervisor and payment of any fine for a moving or non-moving traffic violation, other than for mechanical failure, received while driving a vehicle in the course of state business.

- a. If a citation is received for mechanical failure of a state-owned or leased vehicle

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the Authorized Driver shall contact the Fleet Management office for towing instructions and include a copy of the citation with the automobile loss report to be submitted to fleet management.

- b. If an Authorized Driver, while driving an SOV, receives a traffic citation that results in the driver's license being canceled, suspended or revoked, and the driver fails to resolve the matter within ninety (90) calendar days of the citation, they shall lose their driving privileges for State business. Driving privilege will be reviewed using the Conditional/High Risk Driver Review Form 16-001 – 2F. State driving privileges may be restored when the driver provides verification of license reinstatement.

#### 5.0 Driver Training

Prior to driving State-owned vehicles or operating personally owned, rented or leased vehicles on State business, all Authorized Drivers must fulfill these minimum training requirements for the specified vehicle type:

**State Vehicle** – *Authorized Driver Training RM29, or equivalent, required*

**Van** (designed for 9 to 15 passengers) – *Van Dynamics VAN101INTR, and Behind the Wheel VAN102BW. 4 year recertification required*

**\*Golf Cart /Utility Vehicle** – *Golf Cart Training Class DD100G*

**\*Forklift** – *Forklift/Powered Industrial Truck OSH100PIT*

*\* Recertification/Retrain - when there is a change in equipment, operating conditions, or an operator's performance is unsatisfactory*

**Other Specialized Vehicle** - *training as required by the manufacturer*

- Refresher training as required by agency, or more frequently as the supervisor or manager deems appropriate.

If an Authorized Driver is transferred, verify the defensive driving training requirements have been completed.

#### 6.0 Vehicle Incident Review Committee (VIRC)

In compliance with A.A.C. R2-10-207.12(g), each Authorized Fleet shall ensure that the agency motor fleet safety policy includes a Vehicle Incident Review Committee (VIRC). VIRC shall conduct a review of each incident that involves damage to determine the cause and preventability of the incident and recommend any corrective action to prevent recurrence.

VIRC activities are intended to ensure Authorized Drivers are held accountable for their operation of SOVs, reduce vehicle incidents, and ensure that Authorized Drivers are aware that they have been entrusted by the public to operate SOVs safely and responsibly. Agencies using

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ADOA Fleet vehicles will participate in ADOA's VIRC.

Preventable determinations are reported to the agency head and fleet administrator. Review of incidents is a critical element in a motor vehicle safety policy and often results in corrective actions, training, and other measures that emphasize the importance of safe driving.

Responsibilities of the VIRC include reviewing each incident that involves vehicle damage for the following:

- a. Evaluating the incident for cause
- b. Determining if the incident was preventable or non-preventable
- c. Drafting and sending the Determination Letter to the agency head/designee for dissemination to the driver

#### 6.1. VIRC Points and Corrective Actions

For preventable vehicle incidents, the following point system shall be used for the assignment of VIRC points and corrective actions:

Incident involving one vehicle (e.g., backing into object, striking object, or other):  
1 VIRC Point RM29, or additional training courses

Incident involving at least two moving vehicles (e.g., rear ending, sideswipe, intersection, distracted driving, or other):  
2 VIRC Points Evaluate as a conditional driver

Incident involving moving vehicles or pedestrians (e.g., head on, intersection, passing, or other):  
3 VIRC Points Evaluate as a high risk driver

Assigned VIRC points will remain for twenty-four (24) months.

Mandatory corrective action: Driver shall attend defensive driver refresher training within thirty (30) days of VIRC determination that the incident was preventable.

The agency head will determine additional corrective actions that are directly correlated to the specific issue or hazard.

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#### 7.0 Driver Record Review

The driving records (MVRs) of all Authorized Drivers will be collected and reviewed on a monthly basis. In the case of State employees, the database of record is ASEDRA. Twice monthly, ASEDRA gathers information including driving points from the ADOT - Motor Vehicle Division and sends out notifications to predefined agency representatives.

Authorized Driver's status will be assessed by determining a driver's Total Driving Points (the sum of assigned VIRC and MVR/ASEDRAs points). Use the Conditional/High Risk Driver Review Form #RMD 16-001 -2F, to initiate and track the administrative review for drivers with six (6) or more total driving points.

**Acceptable record** - Five (5) or fewer total driving points: Continue with driving record and annual driver insurance status checks.

**Conditional record** - Six (6) to seven (7) total driving points: Conduct driving record status checks at least twice a month. Driver attends defensive driver training or similar action designed to improve driving skill.

**High-risk record** - Eight (8) or more total driving points: Driving status will be evaluated to determine if status will be restricted, suspended, or terminated.

- a. Termination of authorized driving status is highly recommended for drivers with 10 or more TDP.

**Suspended License:** Termination of all State vehicle-driving privileges and use of any vehicle, including a POV, for State business.

**Court-ordered License Revocation:** Immediately terminates Authorized Driver status.

Drivers convicted of criminal violations while operating an SOV may be subject to termination from state employment, removal from the contract or loss of volunteer status, as applicable.

Authorized Drivers with an ignition interlock device order will not drive an SOV on State business and an SOV will not be altered to comply with an interlock order.

#### 8.0 Vehicle Use

Authorized Drivers are expected to operate Vehicles in such a manner as to prevent incidents, property damage, or injuries by driving defensively and in compliance with the laws, statutes, and ordinances of the State of Arizona and all jurisdictions in which they drive.

State vehicles are to be used for State business only. Use of an SOV for private transportation is a Class 2 misdemeanor and is prohibited. Refer to Arizona Revised Statutes (A.R.S.) § 38-538.04, Violation; classification.

Rev Date 03/01/2016



## Arizona Department of Administration - Risk Management

### Statewide Motor Vehicle Safety Policy

Form RMD 16-001

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Drivers of fleet vehicles shall:

- a. Be identified as an Authorized Driver.
- b. Promptly report any defect or malfunction to Fleet Management. If it is determined that the operator is negligent and fails to safeguard the vehicle, corrective and/or disciplinary action may result.
- c. Use a State-owned fueling facility whenever available; if not, use a fueling facility that accepts the Fleet Management-issued fuel/repair card, if possible.
  1. Obtain authorization from the agency Fleet Management provider before committing to a purchase or repair exceeding \$50.00.
  2. If assigned an alternative fuel vehicle, use alternative fuel whenever available. Otherwise use fuel from regular unleaded self-service pumps.
- d. Return temporary or short-term dispatch assignment vehicles to the dispatching agency's Fleet Management Section on the date specified. If the vehicle cannot be returned on the date specified, request an extension of the return date from the agency Fleet Management.
- e. An Authorized Driver to whom a Fleet Management vehicle is dispatched is responsible for proper use of the vehicle. Before allowing another individual to drive the vehicle, the Authorized Driver to whom the vehicle is assigned shall verify that the other individual is an Authorized Driver.
- f. Non-State employees (e.g., contractors, un-paid interns, and volunteers) shall not use State vehicles for commuting.
- g. The driver and all passengers shall wear seat belts while the vehicle is in operation.
- h. Keep vehicles clean and free of litter. Any tampering or obvious vehicle abuse by the driver could result in corrective and/or disciplinary action and billed to that agency.
- i. No smoking, vaping or other tobacco use is allowed in State-owned or leased vehicles.

#### 8.1. Pre/Post-trip inspections

All Authorized Drivers shall conduct and document a pre/post-trip inspection; Pre and Post Trip Inspection Form 16-001 - 4F is a sample form for use.

#### 8.2. Parking

Use discretion when parking an SOV for non-work related stops, including the following:

- a. Generally, only restroom stops, meals and overnight stay are authorized when a driver is in travel status.
- b. Parking at a business where food is the primary service is acceptable.

Rev Date 03/01/2016



## Arizona Department of Administration - Risk Management

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#### 8.3. Distracted Driving

Performing an activity that could distract a driver from the primary task of operating a vehicle is prohibited. Examples include reaching for or using a phone, app, programming a GPS, checking a map, taking a photo, checking email or posting to social media sites, putting on makeup/grooming.

Operators of vehicles with electronic equipment installed for the performance of official State duties should make every effort to not use the devices while driving.

#### 8.4. Drugs and Alcohol

Authorized Driver status will be suspended for operating a vehicle under the influence of alcohol, drugs, or medication that cautions against the operation of mechanical equipment. A driver convicted of operating under the influence while operating any vehicle in the furtherance of State business may be subject to termination from state employment, removal from the contract, or loss of volunteer status, as applicable.

Unless required in the performance of duties, the transportation of drugs or alcohol while operating a motor vehicle on State business is prohibited.

#### 8.5. Domicile to Duty Travel

Drivers will complete the Domicile-to-Duty Travel Request Form RMD 16-001 – 3F. The completed form shall be approved by the agency head and approved by the ADOA Director for agencies who utilize the services of the ADOA Fleet Management Office.

Domicile-to-Duty Travel Request forms shall be renewed annually.

One or more of the following criteria must be met to justify Domicile-to-Duty vehicle use:

- The employee's residence is also the duty station.
- The employee travels to an alternate worksite from his or her residence.
- The employee's duties regularly require the use of an SOV for official State business.

NOTE: Use of an SOV for Domicile-to-Duty travel, with exception of those on a twenty-four (24) hour call schedule, may be considered a taxable fringe benefit, which must be reported on the GAO-88 Non-Cash Fringe Benefit Charge form.

Users shall keep records on Domicile-to-Duty travel, including GAO-88 form and fleet mileage reports, for a minimum of three (3) years.

Rev Date 03/01/2016



## Arizona Department of Administration - Risk Management

### Statewide Motor Vehicle Safety Policy

Form RMD 16-001

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#### 8.6. POV

A driver will obtain approval from their supervisor prior to using their POV on State business. Agency supervisors may not authorize the use of a POV if the driver does not possess a valid driver's license and liability insurance.

Prior to driving a POV on State business, drivers shall have current proof of the statutorily required liability insurance. The State self-insurance policy is secondary to the driver's own insurance policy, and does not provide coverage for damage or loss to a POV or personal property, or medical coverage to nonemployee passengers.

If convicted of a criminal traffic violation while operating a POV, Authorized Driver status will be suspended until driving privileges are restored by a court and in accordance with high risk driver determination.

#### 9.0 Consequences for Non-compliance

Authorized Drivers who fail to comply with this policy may be subject to disciplinary measures including termination.

- a. **State Employees** - State Personnel System (SPS) Rule R2-5A-501, Standards of Conduct, requires that all employees comply with federal and State laws and rules, statewide policies and the employee handbook, as well as agency policy and directives. As provided by SPS Rule R2-5A-501(C), an employee who fails to comply with standards of conduct requirements may be disciplined or terminated from State employment.
- b. **State Contractors** - State contractors violating federal or State laws or rules, statewide policies, or agency policies or directives may result in, but may not be limited to, immediate credential revocation, or termination of access to State vehicles. Vendors providing services under a contract are subject to the recommendations of vendor performance reports, and any contract terms and warranties, including potential damages.

#### 10.0 Related Forms and Documents

#16-001 – 1F - State Driver Authorization Form  
#16-001 – 2F - Conditional/High Risk Driver Review Form  
#16-001 – 3F - Domicile-to-Duty Travel Request Form  
#16-001 – 4F - Pre and Post Trip Inspection Form  
#16-001 – AP - Accident Procedures  
#RMO11 – Risk Management, Automobile Loss Report

Rev Date 03/01/2016

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### Agency Utilization Exemption Request

1. Use this form to request an exemption from established vehicle/equipment utilization requirements.
2. Describe and clearly illustrate your critical business need as to why this low-usage vehicle/equipment is required to be retained by the assigned unit.
3. Approved requests will be forwarded to the Director's Office for final review.
4. Vehicle/equipment not approved for exemption must be turned into the Equipment Services Fleet Manager for disposition.
5. Please submit requests for exemption within 30-days of notification.

Vehicle/Equipment Number:

Unit/Organization:

Contact Name:

Date of Notification:

Utilization Standard:

Current Utilization:

Describe your critical business need to exempt this vehicle or piece of equipment from the agency utilization standard (be specific, use additional pages if necessary):

Equipment Services Recommendations/Comments:

#### Signatures for Approval

District  
Engineer/Group  
Administrator: \_\_\_\_\_ Date:

Equipment Services  
Administrator: \_\_\_\_\_ Date:

Director's Office: \_\_\_\_\_ Date:

[Print Form](#)

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State of Arizona State Fleet Council	Idle Reduction Policy Recommendation
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**SUBJECT:** Idle Reduction Policy Recommendation      **NUMBER:** 0001  
**DATE:** 11-16-17

**Purpose:** The purpose of the Idle Reduction Policy is to outline a procedure that will reduce vehicle and equipment idle time. Reducing idle time significantly reduces vehicle emissions, environmental impact, operating costs, and dependence on foreign oil.

Reducing the combustion of fossil fuels will reduce airborne sulfur dioxides, particulate matter, carbon monoxide, and other toxic air pollutants. These pollutants are known to cause respiratory or nervous system damage as well as cancer and other health problems. In addition, the Idle Reduction Policy supports the States climate change goals by reducing greenhouse gas emissions from our fleet.

Presently, members of the State Fleet Council collectively manage approximately [REDACTED] vehicles and pieces of equipment. Of this total amount, [REDACTED] of the vehicles run on either unleaded fuel or blends of bio-diesel. [REDACTED] of these vehicles are powered by compressed natural gas (CNG) The State purchases approximately [REDACTED] million gallons of unleaded and [REDACTED] million gallons of bio-diesel for a total of about [REDACTED] million gallons of fuel per year. According to Fleet industry analysis, reducing idle time can save about 12% of the fuel we consume. This equates to a potential savings of about 1 million gallons of fuel, over \$3 million in fuel costs, and 21.4 million pounds of greenhouse gas emissions per year.

**State Fleet Council:** *State Fleets* shall be responsible for developing fuel conservation plans and strategies for State vehicles and equipment within their fleets.

**Recommended Language :** 1. All state Fleets shall promote idle reduction education, idle reduction technologies, alternative

fuels and the purchase of vehicles that reduce our dependency on fossil fuels, reduce fuel consumption, and promote clean air.

2. Employees shall reduce idling of State vehicles and equipment whenever possible to improve engine life, reduce maintenance and repair costs, reduce fuel costs, reduce vehicle emissions, and improve health and safety. Furthermore, agency units should put idle reduction statistics on huddle boards to help eliminate unnecessary idle and at the same time show savings from idle elimination.
3. Agencies should ensure employees:
  - a. Limit idle time of powered vehicles to no more than 5 minutes during initial warm-up and at times when the vehicle is being restarted after a prolonged period of shut down.
  - b. Do not unnecessarily idle powered vehicles more than 5 minutes when vehicle is stopped for a foreseeable period of time.
  - c. Restrict idle time to less than 5 minutes for vehicles making frequent and multiple stops.
  - d. When window ice or frost conditions are present, ice or frost should be removed from windows with a scraper. If not feasible to use ice scrapers or de-icing chemicals, idling for the purpose of de-icing should end once fog, frost, or ice conditions have been eliminated.
4. This Policy does not apply to:
  - a. Law Enforcement Vehicles. Circumstances where the health and safety of people and property could be compromised or when equipment is directly involved in an emergency response situation.
  - b. Situations where engine power is necessary for an associated power need such as, but not limited to, electrical or hydraulic power generation, inverter or tool use, hoist, winch, lift gate or boom operation.
  - c. Idling a vehicle for the purpose of getting warm and/or dry or cool in summer if other accommodations are not available in the immediate work area. Adequate ventilation

- must be present.
- d. Testing, servicing, or inspecting vehicles or equipment by repair staff.

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**State Fleet Council**

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# State Fleet Council

## Guidelines for Global Positioning Systems (GPS)

### Fleet Monitoring of State Vehicles

The following guidelines apply to all Arizona State vehicles that will/do have GPS systems installed. Employees shall have no expectation of privacy while driving State owned vehicles, and can be compared to using State owned computers and how State assets are monitored for proper professional use. The primary purpose for using GPS systems on vehicles are for fleet management purposes to include -mileage and odometer capture, trip reduction and fuel savings, reduction of risk due to excessive speed, reduction of non-essential idling, reduction/elimination of non-essential trips, and the ability to allow fleet professionals a true understanding of where and how their fleet is being utilized. Information below further explains the guidelines and purpose of GPS systems on State owned vehicles.

- **Vehicles:** GPS equipment shall only be installed on State-owned vehicles for the general purposes of fleet management. All types of equipment are included for GPS use like heavy off-road equipment, trailers, auxiliary systems, snowplows, etc.
- **Acknowledgment:** While monitoring State owned vehicles is permissible, best practice is that the employee should be aware of the GPS monitoring (except for employee investigations, see your agency policy for details). At a minimum, when GPS systems are being used on a State vehicle, a sign or decal will be mounted in the vehicle referencing that a GPS system is being used.
- **Information and Monitoring:** General GPS information gathered may be: vehicle location, mileage utilization, idle times, speed ratings, seat belt fastening, odometer readings, check engine light information, fuel mileage, and in some cases can include driver performance.
- **Equipment:** Employees should be made aware that tampering with any GPS equipment in the vehicle is prohibited and may subject the employee to disciplinary action.
- **Information Security:** Any GPS-related data should be stored securely in accordance with statewide and/or agency information security policies.

GPS data relating to excessive speed, vehicles traveling outside of normal operating areas, or other operational disciplinary instances, the Fleet Manager/Fleet Administrator, shall work directly with the department manager and their Human Resources department.

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## ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

### SUP-6.03 VEHICLE ASSIGNMENT AND USAGE POLICY

Effective: February 21, 2012  
Supersedes: SUP-6.03 (5/1/07)  
Responsible Office: Equipment Services  
Phone: (602) 712-7284

Review: March 24, 2016  
Transmittal: 2012 - February  
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#### 3.01 PURPOSE

To describe the motor vehicle assignment and usage policy of the Arizona Department of Transportation.

#### 3.02 VEHICLE ASSIGNMENT

Vehicle assignments are reviewed and approved by the ADOT Director or Director's designee. All vehicle assignments are subject to a continuing review to ensure an efficient and effective fleet.

#### 3.03 TYPES OF ASSIGNMENTS

There are three classifications of State vehicle assignments:

- A. UNIT ASSIGNMENTS - A vehicle assigned to an operating unit. This classification includes cases wherein a vehicle is assigned for daily utilization. Requests for vehicles to be placed on a unit assignment shall be initiated by the unit manager through proper channels to the Division Director for approval of the assignment. Such assignments must be justified based upon the unit's operating needs.
- B. 24-HOUR ASSIGNMENTS - A vehicle assigned to an individual employee on a continuous 24-hour basis. Requests for 24-hour assignments shall be submitted through the appropriate Division Director for approval. Full explanation and justification documenting the need for 24-hour assignment must accompany the request. Continuous 24-hour assignments may be made to employees who will be on duty while at home, or where the vehicle is used for investigation of felonies or activities of a confidential nature. A copy of the approved request will be furnished to the Equipment Services Administrator or designee for file retention.
- C. AUTOMATED MOTOR POOL (AMP) – AMP is available to ADOT employees conducting State business and is used for short term travel. AMP operations are available 24/7/365 that includes the ability to make a reservation via ADOT Intranet self service portal (<http://emsoac/amp/>).

**3.04 VEHICLE ASSIGNMENT MANAGEMENT**

- A. The Equipment Services Fleet Management Section will maintain all vehicle assignment records.
- B. Using Organizations shall notify Equipment Services Fleet Management Section of all changes in 24-hour assignments within 10 business days.
- C. The Equipment Services Administrator shall review all 24-hour vehicle assignments on an annual basis.

**3.05 OVERNIGHT PARKING OF STATE VEHICLES**

- A. All ADOT vehicles, regardless of assignment type, must be parked off the street if taken home at night.
- B. The preferred area of parking a State vehicle is in the garage. Users should check their local Homeowner's Association rules prior to parking a State vehicle on premises.

**3.06 USE OF PRIVATE VEHICLES**

All non-State owned vehicles used to conduct State business shall be operated in accordance with all applicable laws, rules, and policies. NOTE: Refer to the Arizona Accounting Manual, [State of Arizona Travel Policy](#), Transportation Expense, General requirements; ADOT Policy [FIN-6.02 Travel Authorization Policy](#) and [PER-11.06 Motor Vehicle Safety, Records Review and Restrictions](#).

**3.07 GUIDELINES FOR USE OF STATE VEHICLES**

- A. State-owned vehicles shall be used only by a State employee. Any exception must be authorized by the Agency Director or designee. State vehicles shall be used only in the performance of State business. Use of a State vehicle for private transportation is a Class 2 misdemeanor and is prohibited. Refer to Arizona Revised Statute (A.R.S.) [38-538.04](#) Violation; classification.
- B. In accordance with Arizona Administrative Code (AAC), [R2-10-207](#), Article 2, Loss Prevention, Section 12, employees shall attend a defensive driver training course, subsequently taking a refresher course every four years. This course is offered online at the ADOT Learning Center under "Driver Orientation".
- C. An employee may take a State vehicle home, while in travel status, when it is more practical to do so and it is in the best interest of the Department. Employees shall obtain prior supervisory approval before taking a state vehicle home.
- D. The driver of a State vehicle must have in his/her possession all licenses and certificates required for the operation of the vehicle. Refer to FIN-6.02 [Travel Authorization](#) and PER-11.06 [Motor Vehicle Safety, Records Review, and Restrictions](#). Any employee required to drive a



vehicle shall immediately notify his/her supervisor of a suspension, revocation, cancellation, restrictions or other action affecting the validity of a license or certificate necessary to operate a State vehicle.

- E. The driver shall drive the State vehicle in accordance with all applicable laws, rules and policies.
- F. The driver of a State vehicle may permit a non-state employee to ride as a passenger only if the passenger is on official Arizona Department of Transportation related business. Examples include:
  - 1. An employee of the FHWA;
  - 2. A city or county employee;
  - 3. Persons who are directly involved in a program sponsored or administered by the agency.
- G. Employees operating State vehicles should stop to provide assistance, within reason and to the extent of their abilities, at collisions involving injury and where the situation has not stabilized. Employees are not expected to compromise their own safety or the safety of their passengers. Employees may stop and assist stranded motorists who are a great distance from help, especially in bad weather or may radio or phone the location of the motorist to the Traffic Operations Center (TOC) or the Department of Public Safety. Stranded motorists may be transported to the nearest place of reasonable safety under unusual circumstances. Children under four years of age or under 40 pounds should be transported in a child safety seat, if available (use the seat from the stranded motorist's vehicle).
- H. The driver of a State vehicle is required to use a safety belt as specified in A.R.S. [28-909](#), Vehicle restraints required; exceptions; civil penalty, and ensure that all passengers properly fasten safety belts. Drivers of State vehicles shall not deactivate driver or passenger side air bags. In accordance with the National Highway Traffic and Safety Administration (NHTSA) standards and those of the manufacturer, the transporting of infants in rear-facing seats; children under the age of 12; adults with medical conditions that place them at specific risk, including people with certain prosthetic devices; people who cannot adjust their seat position to maintain approximately ten (10) inches between the passengers breastbone and the air bag should be transported in equipment having rear seating or a vehicle not equipped with the passenger side front air bags when available and practical. In those cases where no other transportation options exist and where the passenger side air bag has been deactivated to provide transportation to those listed above, the driver will reactivate the passenger side air bag immediately upon the exit of these passengers.
- I. Smoking in State vehicles or on/in ADOT equipment is prohibited at all times.
- J. Alcohol or any alcoholic beverages of any type, or any non-prescription controlled substance or drugs are not allowed in and may not be transported by a State vehicle at any time or under any circumstances. A State vehicle shall not be driven by anyone under the influence of intoxicating liquor, drugs or other substances.

SUP-6.03 Vehicle Assignment and Usage Policy

Effective: February 21, 2012

Transmittal: 2012 - February

Supersedes: SUP-6.03 (5/1/07)

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- K. State vehicles shall not be used to transport any items or goods which are not the property of the State, unless such transportation is directly related to official business being conducted by the Arizona Department of Transportation.
- L. With the exception of employees who have peace officer status and are authorized to carry fire arms in the course of their duties, no occupant of a State vehicle or a private vehicle on State business may possess or transport a weapon as defined in MGT-6.04 [Weapons in the Workplace](#).
- M. Small amounts of explosives required for State business may be carried by an appropriately licensed driver if approved by the ADOT Safety & Health Section with approval in writing by the second-line supervisor. Required placards must be displayed on the transporting vehicle.
- N. A State vehicle may only be utilized by an employee for job interviews with State agencies and must be approved in advance by the employee's group manager as set forth in the [ADOT Employee Handbook](#).
- O. State vehicle drivers shall be personally responsible for prompt payment of fines for moving and non-moving traffic citations received while driving a State vehicle. Under no circumstances shall the citation be paid with State or Federal funds. Citations received for mechanical failure shall be personally taken to the nearest ADOT Equipment Shop along with the vehicle.
- P. Drivers will complete the Equipment Checklist form, in accordance with SUP-6.05 [Equipment Condition Checklist Procedure](#)
- Q. Drivers are responsible to ensure the vehicle has evidence of insurance within the vehicle prior to driving the State vehicle. This certification card is included in the "Motor Vehicle Accident Reporting Instructions" packet that should be in the glove compartment or document box. Additional "Motor Vehicle Accident Reporting Instructions" are available from all Equipment Services offices, Intermodal Transportation Division area offices and ADOT Risk Management (602-712-7327).
- R. The vehicle shall be driven in a manner to safeguard the vehicle's mechanical condition. Any defect or malfunction shall be immediately reported to the nearest Equipment Services Equipment Shop. Any tampering or obvious vehicle abuse by the driver could result in employee disciplinary action and a direct billing to the ORG for the damage.
- S. Distracted driving – Agency employees are prohibited from using text features (texting) on Mobile Communication Devices (MCD) while operating motorized equipment in accordance with ADOT ITM-5.01 [Electronic Equipment](#). Cellular phone use is permitted in accordance with section 1.07(B) above referenced policy if used with hands-free technology.
- T. All vehicle accidents or incidents involving State vehicles or private vehicles on State business that result in damage to any property or injury to any person shall be reported in accordance with SAF-14.01 [ADOT Incident Reporting, Investigation and Review](#).
- U. The driver to whom the State vehicle is dispatched or assigned is responsible for the proper utilization of the vehicle. Should it become necessary to allow another State employee to drive

SUP-6.03



SUP-6.03 Vehicle Assignment and Usage Policy

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the vehicle, the individual originally dispatched with the vehicle shall assume responsibility for ensuring the person to whom the vehicle is loaned is in compliance and familiar with this policy.

- V. Employees are expected to use discretion where they park a State vehicle. Non-work related stops when using a State vehicle are generally prohibited with the exception of restroom stops and meals. Parking at a business where food is the primary service is acceptable when an employee is either (1) in travel status as defined in FIN-6.02 [Travel Authorization](#) Policy, Definitions and Guidelines, or (2) not in travel status but working away from their work unit or org and eating nearby would reduce state vehicle mileage and fuel consumption.

**3.08 CORRESPONDING POLICIES**

- A. FIN-6.02 [Travel Authorization](#)
- B. MGT-6.04 [Weapons in the Workplace](#)
- C. SAF-14.01 [ADOT Incident Reporting, Investigation and Review](#)
- D. SUP-6.07 [Automobile Accident Reporting Procedure](#)
- E. ITM 5.01 [Electronic Equipment](#)
- F. PER-11.06 [Motor Vehicle Safety, Records Review and Restrictions](#)

SUP-6.03

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## ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

### FIN-6.13 FLEET FUEL CARD

Effective: February 10, 2016  
Supersedes: FIN-6.13 (12/11/2009)  
Responsible Office: Equipment Services - Fuel Systems Phone:  
(602) 712-6526

Review: February 10, 2018  
Transmittal: 2016 - February  
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#### 13.01 PURPOSE

The purpose of the Fleet Fuel Card is to allow employees of the Arizona Department of Transportation (ADOT) to purchase fuel for equipment owned or rented by ADOT at locations other than ADOT owned and operated fuel sites.

#### 13.02 SCOPE

Fleet Fuel Cards are intended for use by ADOT employees to fuel ADOT owned or rented equipment when all other ADOT fuel resources have been exhausted or fuel is unavailable within a 10 mile radius. Fuel costs at ADOT pumps are consistently lower than retail locations. Obtaining fuel from ADOT is a costs savings benefit to the agency. This policy is a supplement to ADOT Policy and Procedure [FIN-6.02](#) Travel Authorization Policy, [SUP-3.06](#) Decentralized Purchasing and [SUP-6.03](#) Vehicle Assignment and Usage Policy.

#### 13.03 DEFINITION

ADOT Fueling Depots	ADOT owned and operated fuel sites located statewide. (The ADOA fuel site located at 1501 W. Madison Street in Phoenix is included under this definition.)
Alternative Fuel	Liquid Propane Gas (LPG) or Compressed Natural Gas (CNG)
Equipment	Refers to any fuel-powered vehicle, machinery or auxiliary fuel tank, including but not limited to: cars, trucks, snow plows, mowers, graders, forklifts, rentals, etc.
Fleet Fuel Card	A credit card (currently Voyager and/or Trillium) that can be used to obtain fuel at retail stations for ADOT equipment when all other ADOT fuel resources have been exhausted. The Voyager fleet fuel card also allows a \$50.00 limit for emergency road service, i.e., oil or tire repair or other services needed to

## FIN-6.13 FLEET FUEL CARD

Effective: February 10, 2016

Review: February 10, 2018

Supersedes: FIN-6.13 (12/11/2009)

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get the ADOT equipment to an Equipment Service shop. (If the vehicle needs towing services, please refer to the ADOT Fleet Services Customer Handbook. The information can also be found on the Internet [here](#).

The Trillium card is exclusively used for the purchase of Compressed Natural Gas (CNG) at Trillium fuel site locations.

### Unit Card

A Fleet Fuel Card that is used by a specific section (Unit) to obtain fuel for any equipment assigned to or rented by that specific section.

### Vehicle/Equipment Card

A Fleet Fuel Card that is used to obtain fuel for a single piece of equipment.

## 13.04 POLICY

- A. All use of the card must be for official state business only. Use of this card to fuel a personal vehicle is prohibited and is subject to appropriate disciplinary action (up to and including dismissal and prosecution). This prohibition includes personal vehicles that may be used in the course of doing state business.
- B. A Fleet Fuel Card is intended to be used for fuel only. This also includes DEF/ diesel exhaust fluid or Urea.
- C. A Fleet Fuel Card is to be used only when an ADOT fueling depot cannot be accessed. A [List of ADOT Fueling Locations](#) is available on the ADOTNet under "General Information".
  - 1. Locate ADOT fueling stations in order to ensure accessibility and availability prior to commencing travel.
  - 2. Contact ADOT fueling stations that are in route to verify the available hours of operations.
  - 3. Alternative fuel vehicle users are directed to use a Fleet Fuel Card to obtain the alternative fuel at retail stations when outside of the ADOT or ADOA alternative fuel network.
- D. Fleet Fuel Cards are assigned to specified Equipment (vehicle card) or Units (Unit card). The Equipment or Unit number is embossed on each card.
  - 1. A vehicle/equipment card is to be used to obtain fuel for that assigned equipment only.
  - 2. A Unit card is to be used by the assigned Unit only. It may be used to obtain fuel for any equipment assigned to or rented by that Unit as determined by the Unit manager
  - 3. Fuel Systems Management strongly recommends that managers and supervisors obtain Fleet Fuel Cards for critical equipment (snow removal equipment, emergency response vehicles, etc.). Having a Unit card available for use in emergencies or in case an ADOT fueling station becomes unavailable due to service or repair issues is also recommended.
- E. The Fleet Fuel Card must be kept in a safe place at all times. It is not to be left in the vehicle. It is recommended that the Fleet Fuel Card is stored in the key chain card holder.

FIN-6.13

## FIN-6.13 FLEET FUEL CARD

Effective: February 10, 2016

Review: February 10, 2018

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- F. The standard fuel management fee applies to all Fleet Fuel Card transactions. At this time the fee is 12.5 cents per gallon.

### 13.05 PROCEDURE

#### A. Obtaining a Fleet Fuel Card

1. The applicant completes the [Voyager Fleet Fuel Card Application](#) available through the ADOTNet or from ADOT Fuel Systems Management. Trillium Fleet Fuel Card Applications are available upon request from ADOT Fuel Systems Management.
  2. An Approving Official (direct supervisor for applicant) signs the Fleet Fuel Card Application. The Approving Official cannot be the same person as the applicant. (An exception will be made for the ADOT Chief of Operations or the ADOT Director.)
  3. The applicant returns the form to ADOT Fuel Systems Management, 2225 South 22<sup>nd</sup> Avenue, Mail Drop 071R, Phoenix, Arizona 85009. The form may also be faxed to ADOT Fuel Systems Management at (602) 712-3306.
  4. ADOT Fuel Systems Management reviews the application and verifies approval from the section manager or supervisor, equipment number, vehicle license number, unit number, status of employee and address information as shown on application.
  5. ADOT Fuel Systems Management distributes the Fuel Card and a key ring card-holder to the applicant's address as designated on the Fleet Fuel Card Application. For security reasons, a notice will be sent to the applicant and supervisor advising the card has been sent.
  6. Upon receipt of the card, the applicant completes the receipt acknowledgement form included with the card and returns it to ADOT Fuel Systems Management.
- B. Lost or Stolen Cards: Report lost or stolen cards to ADOT Fuel Systems Management immediately. Call (602) 712-6526.
- C. Damaged Cards: Obtain replacements for damaged cards from ADOT Fuel Systems Management.
- D. Transfer/Turn In of Vehicle: The Fleet Fuel Card is to be returned to ADOT Fuel Systems Management prior to or upon transfer of any vehicle out of the Unit shown on the Fleet Card Application. The card will be canceled by ADOT Fuel Systems Management if it is not returned.
- E. Transfer of Employee: The transfer of the applicant to another Unit does not require the return of the Fleet Fuel Card to ADOT Fuel Systems Management, unless the vehicle assigned to that card is also being transferred. (See Transfer/Turn In of Vehicle above.)
- F. Return of Cards: Cards may be returned at any time to ADOT Fuel Systems Management. To guard against loss or theft while in transit, please notify ADOT Fuel Systems Management of the return if you are returning cards by any method other than in person.

Return cards to: 2250 S 22 Ave Phoenix, AZ 85009 MD 071R

### 13.06 CORRESPONDING POLICIES

[FIN-6.02](#) Travel Authorization Policy

[SUP-3.06](#) Decentralized Purchasing

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FIN-6.13

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Department of Administration – General Services Division

TITLE 2. ADMINISTRATION

CHAPTER 15. DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION

*Editor's Note: Chapter heading amended from Department of Administration, Management Services Division to Department of Administration, General Services Division by final rulemaking at 18 A.A.R. 1261, effective July 6, 2012 (Supp. 12-2).*

*Editor's Note: The former heading for 2 A.A.C. 15 was Department of Administration, General Services Division (Supp. 00-4).*

ARTICLE 3. MATERIALS MANAGEMENT

*Article 3, consisting of Sections R2-15-301 through R2-15-310, transferred from Title 2, Chapter 7, Article 8, Sections R2-7-801 through R2-7-810, Department of Administration, Finance Division, Purchasing Office.*

Section

- R2-15-301. Definitions
- R2-15-302. Repealed
- R2-15-303. Disposition
- R2-15-304. Materials Inventory Report and Submission of Contracts
- R2-15-305. Lost, Stolen, or Destroyed Nonexpendable Materials (Capital Assets)
- R2-15-306. Federal Surplus Materials Program
- R2-15-307. Authority for Transfer of Materials
- R2-15-308. Fees and Charges
- R2-15-309. Surplus Materials Revolving Funds
- R2-15-310. Allocation of Proceeds from Sale or Disposal of Excess or Surplus Materials

ARTICLE 3. MATERIALS MANAGEMENT

**R2-15-301. Definitions**

In this Article, unless the context otherwise states:

"Capital asset" has the same meaning as "nonexpendable materials" in A.R.S. § 41-2601.

"Department" means the Department of Administration.

"Direct transfer" means the transfer of surplus or excess materials by the Surplus Property Management Office from one state governmental unit to another without physically moving the property to the Surplus Property Management Office.

"Director" means the director of the Department of Administration.

"Established markets" means those places where materials are regularly bought and sold at prices set by open competition.

"Fair market value" means the price at which sales have been consummated for materials of like type, quality, and quantity in a particular market at the time of acquisition.

"General Accounting Administrator" means the person holding the position as Administrator of the General Accounting Office, Financial Services Division of the Department of Administration.

"Posted prices" means the sale price determined by the Surplus Property Administrator to be fair market value.

"State governmental unit" means any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation commission of this state. A.R.S. § 41-2503.

"State plan of operation" means the agreement for acquiring federal surplus property between the state and the United States General Services Administration.

"Surplus Property Administrator" means the person holding the position as Administrator of the Surplus Property Management Office, Management Services Division of the Department of Administration.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-801 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

**R2-15-302. Repealed**

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-802 (Supp. 91-3). Section repealed by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).



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**R2-15-303. Disposition**

- A. The Surplus Property Administrator shall act on behalf of the state in all matters pertaining to the disposition of excess and surplus materials.
- B. Except as specifically authorized for the Department of Public Safety under A.R.S. § 41-1713(B)(7), the Arizona Exposition and State Fair Board under A.R.S. § 3-1007(A)(1), Arizona Correctional Industries under A.R.S. §§ 41-1623(E) and 41-1624(B), and the Department of Mines and Mineral Resources under A.R.S. § 27-105(6), a state governmental unit shall not transfer, sell, trade-in, condemn, or otherwise dispose of materials owned by the state without written authorization from the Surplus Property Administrator.
- C. Each state governmental unit shall notify the Surplus Property Administrator of all excess and surplus materials on forms provided by the Surplus Property Administrator. The Surplus Property Administrator shall determine the fair market value of excess and surplus materials.
- D. The Surplus Property Administrator shall facilitate the transfer of excess or surplus materials to or between state agencies, political subdivisions, and eligible nonprofit institutions. The transfer document for state materials shall indicate that the recipient agrees not to transfer title or dispose of the materials within a six-month period, except for motor vehicles, which have a 12-month restriction, without prior approval of the Surplus Property Administrator.
- E. Disposition of surplus materials.
  1. The Surplus Property Administrator shall offer surplus materials through competitive sealed bids, public auction, online sales, established markets, or posted prices. If unusual circumstances render the above methods impractical, the Surplus Property Administrator may employ other disposition methods, including appraisal or barter, provided the Surplus Property Administrator makes a written determination that the procedure is advantageous to the state. The following methods of payment for surplus materials are accepted by the Surplus Property Administrator: a United States Postal Money Order, certified check, cashier's check, and cash. Other methods of payment may be approved by the Surplus Property Administrator if the Surplus Property Administrator determines the method to be in the best interest of the state.
  2. Competitive sealed bidding. The Surplus Property Administrator shall ensure that:
    - a. Sale notices are publicly available from the Surplus Property Office at least five days before the date set for opening bids;
    - b. Each sale notice lists materials offered for sale, location of materials, and availability of materials for inspection, terms and conditions of sale, and instructions to bidders, including the place, date, and time set for the bid opening;
    - c. Bids are opened publicly;
    - d. Awards are made in accordance with the provisions of the sale notice; and
    - e. Awards are made to the highest responsive and responsible bidder, provided that the price offered by the highest responsive and responsible bidder is acceptable to the Surplus Property Administrator. If the Surplus Property Administrator determines that a bid is not advantageous to the state, the Surplus Property Administrator may reject the bid in whole or in part, resolicit bids a bid, or negotiate the sale, provided that the negotiated sale price is higher than the highest responsive and responsible bidder's price.
  3. The Surplus Property Administrator shall advertise a public auction at least three times before the auction date; and ensure that all terms and conditions of any sale are available to the public at least 24 hours before the auction or, in the case of online sales, within the sales notice.
  4. The Surplus Property Administrator shall determine whether surplus materials may be disposed of by trade-in to a vendor for credit on an acquisition. In making this determination, the Surplus Property Administrator shall consider the urgency of need by other state governmental units and whether the trade-in value is expected to exceed the value realized through the sale of the materials.
  5. An employee of the owning or disposing state governmental unit shall not directly or indirectly purchase or agree with another person to purchase surplus materials if that employee is, or has been, directly or indirectly involved in the purchase, disposal, maintenance, or preparation for sale of the surplus materials.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-803 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

**R2-15-304. Materials Inventory Report and Submission of Contracts**

- A. Each state governmental unit, at the end of each fiscal year, shall prepare and submit to the General Accounting Administrator an inventory report of all materials warehoused or otherwise held by the unit, verified by a physical count and certified by the unit's highest-ranking officer, which lists all of the following:
  1. Nonexpendable materials (capital assets), capitalized in accordance with the state of Arizona Accounting Manual;
  2. Nonexpendable materials (capital assets) held under capital leases and similar financial arrangements;
  3. Nonexpendable materials (capital assets) that have been, or will be, leased or rented for more than 90 days; and
  4. Other materials warehoused or otherwise held by the units that are subject to the stewardship requirements of the state of Arizona Accounting Manual.
- B. The state governmental unit shall include and identify separately in the inventory report all real property, buildings, and other improvements to real property.
- C. The state governmental unit shall submit a copy of any signed capital leases and similar financial arrangements to the General Accounting Administrator within 30 days of execution.

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**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-804 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

**R2-15-305. Lost, Stolen, or Destroyed Nonexpendable Materials (Capital Assets)**

- A. A state governmental unit shall immediately report theft of nonexpendable materials to the appropriate law enforcement agency.
- B. Within 10 days after discovery, a state governmental unit shall report lost, stolen, or destroyed nonexpendable materials to the General Accounting Administrator. Based upon results of an investigation, the General Accounting Administrator may authorize the unit, in writing, to delete the missing nonexpendable materials from any internal inventory report and the AFIS Fixed Asset Subsystem (FAS). If materials are deleted from the inventory and subsequently located, the unit shall again list the materials in any internal inventory report and on the FAS.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-805 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

**R2-15-306. Federal Surplus Materials Program**

The Surplus Property Administrator shall:

- 1. Prepare and file a state plan of operation with the United States General Services Administration.
- 2. Act on behalf of the state with any federal agencies or other surplus property agencies regarding federal surplus materials.
- 3. Distribute federal surplus materials to eligible entities.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-806 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

**R2-15-307. Authority for Transfer of Materials**

- A. The Surplus Property Administrator shall determine whether an entity is eligible to acquire federal or state surplus materials. Eligibility for federal surplus materials is determined in accordance with federal law. The determination of whether an entity is eligible for state surplus materials is based on whether the entity:
  - 1. Is eligible to receive federal surplus materials, or
  - 2. Is a federal income tax exempt non-profit entity that is a health or educational organization as defined in federal law that has at least one full-time salaried employee and demonstrates a public benefit for receiving state surplus materials.
- B. A state governmental unit shall not acquire federal or state surplus materials without the approval of the Surplus Property Administrator.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-807 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

**R2-15-308. Fees and Charges**

- A. The Surplus Property Administrator shall determine and assess proper service and handling fees, with the approval of the Director for the acquisition, receipt, warehousing, rehabilitation, delivery, distribution, or transfer of state surplus materials. The Surplus Property Administrator shall ensure that fees are fair and equitable, based on the cost of services performed, and consistent with the continuous maintenance support requirements of the Surplus Property Management Office.
  - 1. The Surplus Property Administrator shall approve or deny any direct transfer of state surplus materials between state governmental units. The Surplus Property Office shall not assess a service and handling fee if a direct transfer between state governmental units can be accomplished without the use of personnel, equipment, or facilities, of the Surplus Property Management Office.
  - 2. For all other direct transfers of state surplus materials, the Surplus Property Administrator shall assess a service and handling fee. The receiving entity shall pay a transfer fee of 10% of the fair market value of the materials. The minimum fee is \$20.00 and the maximum fee is \$300.00.
- B. Fees on other transfers or sales are determined according to R2-15-310.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-808 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

**R2-15-309. Surplus Materials Revolving Funds**

- A. The Surplus Property Administrator may, after a determination that a portion of the monies in the state surplus materials revolving fund is uncommitted for a period of three months, authorize the State Treasurer to deposit that portion of the monies in a govern-

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ment-insured depository institution offering a rate of return with maturity of 13 months or less from the date of purchase. All interest earned shall be credited to the revolving fund.

- B. The federal surplus materials revolving fund shall be maintained in accordance with the state plan of operation.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-809 (Supp. 91-3). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).

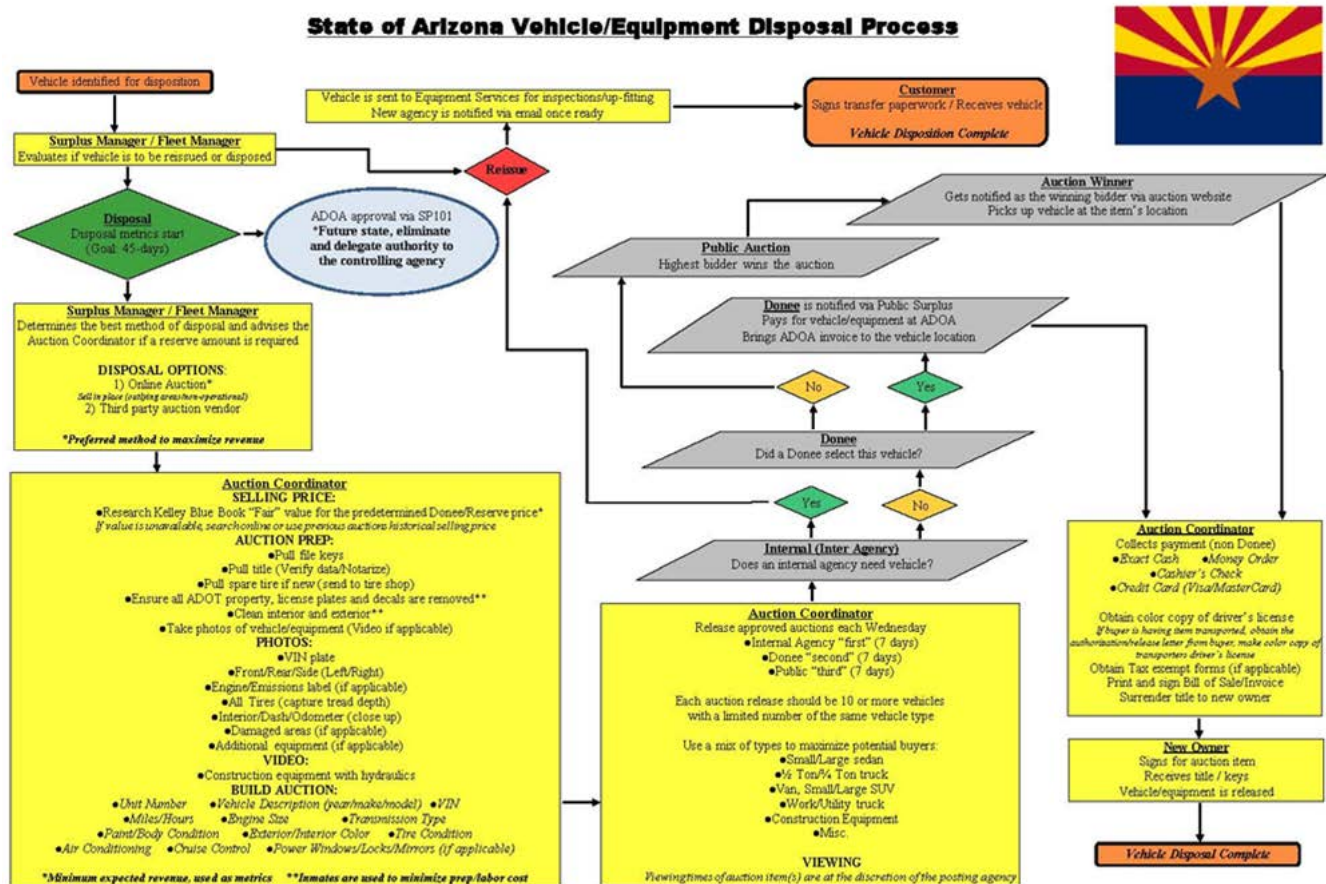
**R2-15-310. Allocation of Proceeds from Sale or Disposal of Excess or Surplus Materials**

- A. Except as provided in other law, subsection (B), or subsection (C), the Surplus Property Administrator shall ensure that proceeds from the disposition of excess or surplus materials are retained by the Surplus Property Office.
- B. Except the Department of Public Safety, under A.R.S. § 41-1713(B)(6), the Surplus Property Office shall not reimburse a state government unit for transfer or sale of materials if the unit originally purchased the materials with General Fund monies.
- C. The Surplus Property Administrator shall reimburse proceeds from the disposition of materials originally purchased with special fund monies, such as revolving, dedicated, or federal funds, less the Surplus Property Office's fee, for the material's transfer or sale, according to the following schedule. The Surplus Property Administrator shall:
1. For direct transfer of state excess or surplus materials, collect the fee required in R2-15-308(A) and reimburse the balance of the sale proceeds to the transferring agency; or
  2. For non-direct transfer or sale of state excess or surplus materials:
    - a. Reimburse nothing if the sale proceeds for an item are less than or equal to \$50.00; or
    - b. Reimburse at a rate of not less than 70% of the sale proceeds for an item that sells for a price greater than \$50.00; and
  3. Reimburse sale proceeds after the sale is completed.

**Historical Note**

Adopted as an emergency effective January 1, 1985, pursuant to A.R.S. § 41-1003, valid for only 90 days (Supp. 84-6). Emergency expired. Permanent rule adopted effective April 3, 1985 (Supp. 85-2). Transferred from R2-7-810 (Supp. 91-3). Amended effective April 2, 1993 (Supp. 93-2). Amended by final rulemaking at 10 A.A.R. 3267, effective September 24, 2004 (Supp. 04-3).





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