

	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.02.01
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.02.01 of April 24, 2008	
	<b>SUBJECT:</b> <b>MOTOR VEHICLES</b>		Page 1 of 4

## 1.0 PURPOSE

To establish reporting guidelines for the use of State vehicles and private vehicles employed on Department business.

## 2.0 SCOPE

This policy and procedure applies to all organizational units in the Department.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Revised Statutes (HRS), §90, Audit and Accounting.
- b. Hawaii Revised Statutes (HRS), §662-16, Defense of State Employees

### .2 Definitions

- a. Reporting guidelines and controls for the use of State vehicles, vehicles assigned to a unit (shared) and vehicles assigned to an individual.
- b. Reporting guidelines and requirement for the use of personal vehicles for state business.

### .3 Forms

- a. SAFORM C-33 Personal Automobile Mileage and Pre-Tax Parking Voucher.
- b. AMD-MP-002 DAGS Automotive Management Division Motor Pool Branch Monthly Mileage Travel Log
- c. 190 Mileage for State-Owned Vehicles

## 4.0 POLICY

Use of State vehicles shall be for official business only.

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- a. Every organization unit in the Department owning State motor vehicles shall establish a preventative maintenance program to minimize vehicle deterioration and establish a regular routine maintenance schedule. The auto mechanic, foreman, or designated authority, charged with the maintenance of automotive equipment shall establish a periodic maintenance service based upon modern techniques.
- b. All vehicle mileage shall be recorded to comply with State audit and accounting laws. This includes mileage driven in private vehicles for official State business as well as mileage driven in State-owned vehicles.
- c. Employees driving private cars on State business are not covered by the State fleet insurance policy, thus have no coverage for personal injury or property damage claims other than that afforded by their personal insurance policies. The State may defend any civil action brought against a staff member which arises out of an accident that occurred in the scope of and in the course of their employment.

## **5.0 PROCEDURES**

### **.1 Recording and Reporting Use of Private Vehicles**

- a. Employees who intend to use their private vehicles on department business shall first obtain authorization from their immediate supervisor. The supervisor shall be responsible for ensuring that the request is within the allotted travel funds for their organizational unit. If sufficient travel funds are available, the employee shall be issued a Purchase Order for travel expenses (the dollar amount shall be left blank and filled in after completion of travel).
- b. Upon completion of travel, State Accounting Form C-33 shall be completed (reference Attachment A). The vehicle's odometer reading must be recorded on the form for the start (from) and end (to) of each trip. The Purchase Order number shall be sent to the Fiscal Office for processing. Fillable State Accounting forms can be found on the DAGS website <https://ags.hawaii.gov/accounting/state-accounting-forms/>

### **.2 Recording and Reporting Use of State-Owned Vehicles (Central Motor Pool)**

- a. Offices of State agencies desiring to rent DAGS central motor pool vehicles shall establish an account with the motor pool. Requests to establish a motor pool account must be in writing to the automotive management

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division chief and include the office that will be responsible for payment (Department, Division, Branch, Section, or Unit), the billing address, name of the supervisor, name of the contact person, telephone number of the contact person. In an emergency, state offices that do not have a motor pool account and need to rent a motor pool vehicle shall contact the motor pool supervisor. Rental applications, vehicle services, and rates, can be found on the Department of Accounting and General Services Motor Pool Branch website.

- b. The mileage of vehicles leased from the State Central Motor Pool shall be recorded on Department of Accounting and General Services (DAGS) form AMD-MP-002, Monthly Travel Log (reference Attachment B).
- c. At the end of the month, completed form AMD-MP-002 shall be sent to the Motor Pool Office no later than the 5<sup>th</sup> working day the month following.

**.3 Recording and Reporting Use of State-Owned Vehicles**

- a. The mileage of all State-owned vehicles shall be recorded on form PSD 1920. Monthly Mileage Record (Reference Attachment C).
- b. At the end of each month, form PSD 1920 shall be reviewed and signed by an administrator of the organization who shall have the total monthly mileage for each vehicle computed.
- c. Form PSD 1920 shall be kept on file at the originating organization. It shall be used for controlling a vehicle preventative maintenance program and for any other purposes as determined by the vehicle.

**.4 Marking of State Vehicles**

All passenger cars, including stations wagons, shall be painted White if procured. Exemption for vehicles obtained through State and Federal surplus.

All buses, trucks, and vans shall have the option of White or Buff.

Tractors, highway construction equipment, grounds maintenance equipment, and utility equipment shall be painted Federal School Bus Yellow, or equal.

- a. Each vehicle and/or heavy equipment shall have placed upon it (1) the authorized State seal, (2) the official use decal, and (3) the Department of Corrections and Rehabilitation decal directly below each other.

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