

DAS FLEET & PARKING SERVICES INTERNAL OPERATING POLICIES FOR DAS-OWNED RENTED OR ASSIGNED VEHICLES

<https://www.oregon.gov/DAS/FleetPark>

[Oregon Administrative Rule Chapter 125.155 Relating to State Vehicle Use](#)

107103-1 DAILY RENTAL VEHICLES

- A current Motor Pool Checkout Card and valid driver's license are required to rent a vehicle from the Motor Pool for daily use.
- [Forms to request Motor Pool Checkout Cards](#) may be obtained on the DAS Fleet & Parking Services website.
- Daily rentals are available for a minimum of one day, not to exceed one month.
- DAS Fleet & Parking Services recommends making reservations as far in advance as possible, not to exceed 60 days in the future. Reservations more than 60 days in the future require manager approval.
- The Motor Pool reserves the right to re-assign a vehicle if it is not picked up within two hours of the requested reservation time. Failure to pick up a reserved vehicle may result in a \$25 fee.
- Passenger van or sport utility vehicle reservations that are cancelled with less than 48 hours notice may result in a \$25 fee.

107103-2 PERMANENTLY ASSIGNED VEHICLES

- When it is determined that a permanently assigned vehicle best meets the needs of the agency, the agency is required to submit a [SUV Justification](#) form to DAS Fleet & Parking Services. Any request not submitted using this form will be returned to the agency.
- All requests for additional vehicles, exchange of vehicle type, change of driver, cost center, etc., must be approved by the agency's designated approving authority.
- Permanently assigned vehicles must be assigned to the agency for a minimum of one month and a maximum of the useful life of the vehicle. The inventory of daily rental vehicles is not available for permanent assignment.
- Vehicles will be assigned based on use and estimated monthly mileage.
- The agency will be notified when the vehicle is ready for assignment. Monthly charges will begin within seven business days of this notification. The agency is responsible for picking up the vehicle, or for coordinating with DAS Fleet & Parking Services for delivery of the vehicle to a specified location.
- Vehicles are scheduled for replacement based on the following criteria:
 - 100,000 miles for law enforcement/emergency vehicles
 - 130,000 miles (regardless of age) for standard gasoline powered vehicles
 - 150,000 miles (regardless of age) for gas/electric or natural gas powered vehicles
- Permanently assigned vehicles are issued with one extra set of keys. Additional sets of keys will be billed to the agency.
- The agency will be charged the actual fee to replace lost or damaged license plates or to replace lost renewal stickers.
- It is the agency's responsibility to restore a permanently assigned vehicle to its original condition before it is returned. If an agency installs equipment such as decals, lights, radios, cell phones, etc., the agency may be billed for damages caused by installation or removal of such equipment.
- Both the exterior and interior of the vehicle are expected to be maintained at an acceptable level of cleanliness.

107103-3 REFUELING

- All vehicles are dispatched or assigned with a full tank of fuel.
- When feasible, all vehicles are to be fueled at a [DAS Fleet & Parking Services facility](#).
- DAS Fleet & Parking Services encourages the use of alternative fuels. Agency drivers may contact the Motor Pool for availability information or [visit the DAS Fleet & Parking Services website](#).

107103-4 FUEL CARD USE

- All DAS Fleet & Parking Services vehicles have a designated fuel credit card assigned for use only with that specific vehicle. Failure to fuel with the card assigned to the vehicle may result in a \$10 fee per transaction.
- The fuel credit card is to be used to purchase fuel, oil, and car washes. All other purchases and services will be pre-authorized by DAS Field Services at 800-378-0077 or field.services@oregon.gov.
- If an emergency requires use of the fuel credit card to accommodate repairs during non-operating hours, DAS Field Services is to be notified the next business day at 800-378-0077 or field.services@oregon.gov.
- Unauthorized purchases such as food items, or misuse of the fuel credit card such as putting fuel in a vehicle not associated with the fuel credit card, will be billed back to the responsible agency. A \$25 fee may be assessed for each unauthorized purchase or use.

- The responsible agency may be billed a \$50 fee for the replacement of a lost fuel credit card.
- Drivers must immediately report the loss of any fuel credit card to DAS Fleet & Parking Services. The agency is responsible for all associated charges until the date and time the credit card is reported to DAS Fleet & Parking Services and DAS Fleet & Parking Services has notified the credit card company.

107103-5 VEHICLE MAINTENANCE AND REPAIR

- Agency drivers are required to obtain regular scheduled maintenance for permanently assigned vehicles. When the vehicle is due for service, a reminder email will be sent to the assigned driver. Maintenance may be scheduled with the Motor Pool or with a commercial vendor through DAS Field Services. The agency may be billed \$50 each time regular scheduled maintenance is late by 1,500 miles or more, up to a maximum \$150 in fees.
- All vehicle repairs must be requested and approved by DAS Field Services. Drivers must contact DAS Field Services to obtain a recommended repair facility. The repair facility or dealership must obtain a purchase order number from DAS Field Services before beginning the repair.
- If maintenance or repairs are needed when the Motor Pool is closed, the driver may proceed to the nearest suitable repair facility. Repairs should be prudently completed to make it possible to for the driver to reach their destination. DAS Field Services is to be notified the next business day at 800-378-0077 or field.services@oregon.gov.
- A minimum \$25 fee will be billed for service calls due to driver error and/or negligence.

107103-6 VEHICLE MARKINGS

- [ORS 283](#) requires all state vehicles be marked with the owning agency name followed by “State of Oregon.” Removal of “State of Oregon” vehicle markings will result in a \$25 fee. Unauthorized stickers, signage, or placards of any type are not allowed on DAS-owned vehicles.

107103-7 VEHICLE DAMAGE

- Agency drivers are responsible for inspecting a vehicle at the time of dispatch or assignment. If damage is discovered it must be reported before leaving the Motor Pool.
- Agencies are responsible for any damage to the vehicle while in the possession of their employees. Cleaning or detailing costs that result from driver negligence will be billed to the agency.
- Vehicle damage discovered when the vehicle is being prepared for the next dispatch or assignment will be billed to the agency that was last responsible for the vehicle.
- Agencies that fail to report vehicle damage within 14 days of the incident may be billed a \$75 fee.

107103-8 PARKING TICKETS AND TRAFFIC VIOLATIONS

- Parking tickets and moving violation tickets are the responsibility of the driver. In the event DAS Fleet & Parking Services pays for a past-due parking citation, the assigned agency – at the time the citation was issued – will be billed for the past-due amount plus a \$100 fee for each occurrence. It will then become the agency’s responsibility to collect from their employee. When DAS Fleet & Parking Services receives notice of a photo radar citation from the issuing law enforcement agency, the driver will be contacted to resolve the citation.

107103-9 PERSONAL EXPENSE REIMBURSEMENT

- Drivers may request reimbursement for use of personal cash or credit card to purchase fuel for a DAS Fleet & Parking Services vehicle when the assigned fuel credit card is lost or damaged. Agencies may be charged a \$25 fee for processing personal expense reimbursement requests.

107103-10 SMOKING

- Smoking is not allowed in any state-owned vehicle. The agency will be billed for any cleanup or repairs required as a result of a driver or passenger smoking in a state vehicle.

107103-11 LOST & FOUND

- All property left in vehicles returned to the Motor Pool will be kept in “Lost and Found” and may be disposed of after two weeks from date found.

107103-12 ANIMALS

- Animals may not ride in state vehicles except as permitted to accomplish state business by Oregon Administrative Rule and with permission from DAS Fleet & Parking Services. Animals riding in state vehicles with permission from DAS Fleet & Parking Services must be in an enclosed cage or kennel. Cleaning or detailing costs will be billed to the agency.