



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure No.: PPD 1.2.1800	<b>Subject: STATE VEHICLES OPERATION AND MANAGEMENT</b>	
Reference: Local #4464; DOC 1.2.14; DOC 1.2.18; DOC 1.3.2; 2-9-101, MCA; 2-17-Part 4, MCA; 61-5-103, MCA; 61-7-108, MCA; 2.6.201-214 ARM; 26 CFR, 1.61-21(f)(3) IRS Reg.	Page 1 of 4	
Effective Date: 07/25/18	Revised:	
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator		

**I. PURPOSE:**

Probation and Parole Division employees will follow establish guidelines when using state-owned or leased vehicles for Department business.

**II. DEFINITIONS:**

**Authorized Drivers of State Vehicles** include:

- Department employees conducting business on behalf of the state;
- Non-state employees relieving authorized drivers due to illness, fatigue, or other physical or mental incapacity and/or a compelling state interest is served by allowing the non-state employee to drive (no prior approval required);
- A non-state employee to assist a Department employee or other individual during a medical emergency for transportation and related purpose (no prior approval required);
- A non-state employee as an aide to a disabled employee subject to the prior written approval of the Department director and completing the Risk Management and Tort Defense Division's vehicle use agreement; and
- Independent contractors or temporary employment agency employees contracting with the state when a state employee is not available, subject to the prior written approval of the Department director.

**Authorized Passengers in a State Vehicle** include:

- Department employees conducting business on behalf of the state;
- A non-state employee who is:
  - an independent contractor conducting business on behalf of the state;
  - an aide for a disabled employee subject to the prior written approval of the Department director;
  - a guest or client of the state, including a public employee, if conducting, participating in, or providing a benefit to the conduct of state business;
  - a person rendering or in need of assistance during a medical or other life-threatening emergency; and
  - a nursing infant if the parent is an authorized driver or passenger
- Offenders in transport currently under the care or supervision of the Department.

**Authorized Uses of State Vehicles** include:

- Parking overnight at the employee's home in order to begin travel the next day;
- Obtaining food, necessities, and lodging while in travel status;
- Responding to medical or other life-threatening emergencies; and
- Conducting after-hours personal business, recreation, or leisure within a 30-mile radius of the employee's lodging when required to stay overnight at a location other than the established work location.

Procedure No.: 1.2.1800	Chapter: Administration and Management	Page 2 of 4
Subject: STATE VEHICLES OPERATION AND MANAGEMENT		

**Department-Owned Vehicle** – A vehicle owned by the Department.

**FMU-Fleet Management Unit** – A centralized fleet unit located within the Department’s Budget and Contracts Management Bureau, responsible for management of state vehicles.

**Leased Vehicle** – A vehicle the Department leases from the Department of Transportation, Motor Pool Division.

**PPD-Probation and Parole Division** – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

**Prohibited State Vehicle Use:**

- Transporting unauthorized passengers;
- Personal business use, e.g., shopping, medical appointments, lunch, and recreation when employee is not in travel status;
- Attending wakes, funerals or bereavement services, unless the deceased was a Department employee killed in the line of duty;
- Operate vehicle within eight (8) hours of consuming alcohol, illegal drugs, or prescription drugs that affect the person’s ability to operate a vehicle safely;
- Attending retirement functions;
- Consuming alcoholic beverages;
- Smoking and the use of smokeless tobacco.

**State Vehicle** – A passenger motor vehicle owned or leased by the Department that is designed for travel on maintained public roads and subject to motor vehicle registration. The term includes passenger cars, vans, buses, and light duty trucks.

**III. PROCEDURES:**

**A. GENERAL GUIDELINES**

1. PPD employees will follow this operating procedure in conjunction with the directives given in:
  - a. *2.6.201-214 A.R.M. and DOC Policy 1.2.18, Fleet Vehicle Operation & Management* for:
 

i. agreements/driver requirements	vii. maintenance and repairs
ii. safety requirements	viii. fueling cards
iii. alcohol and drugs	ix. vehicle purchases and transfers
iv. cell phone use	x. vehicle disposal
v. disciplinary actions	xi. insurance coverage
vi. permanent vehicle assignments	xii. vehicle use reporting
  - b. *DOC 1.2.14 Employee Travel*; and
  - c. Montana Federation of Probation and Parole Local #4464’s collective bargaining agreement regarding personal vehicle use to Probation & Parole Basic Training.
2. Exceptions to authorized drivers, passengers, and/or uses of state vehicles require the prior written approval of the Risk Management and Tort Defense Division (RMTD). Employees must request an exception through the Deputy Chief (DC) or designee.

Procedure No.: 1.2.1800	Chapter: Administration and Management	Page 3 of 4
Subject: STATE VEHICLES OPERATION AND MANAGEMENT		

## **B. ON-CALL USE OF STATE VEHICLE**

1. The DC or designee will provide a vehicle from the regional office fleet to be used by Probation & Parole (P&P) Officers when they are on on-call status. The vehicle should be equipped with a police radio.
2. P&P Officers will use this vehicle to respond when necessary to calls from law enforcement or other emergencies during on-call hours and may use the vehicle to drive back and forth to work when on on-call status.

## **C. USE OF PERSONAL VEHICLE**

1. Employees requiring the use of a vehicle to travel for Department business, including training, must use a state vehicle unless circumstances justify the use of a personal vehicle. See Montana Federation of Probation and Parole Local #4464's collective bargaining agreement regarding personal vehicle use to Probation & Parole Basic Training.
2. Use of personal vehicles may be approved on a case-by-case basis. *PPD 1.21800(A) Personal Vehicle Use Authorization* must be completed and submitted to DC for review and approval.
3. A *Travel Expense Voucher* must be submitted for all reimbursements. Vehicle owners must attach a copy of the approved *PPD 1.2.1800(A) Personal Vehicle Use Authorization* when submitting an expense voucher.

## **D. RECORD-KEEPING AND REPORTING REQUIREMENTS**

1. Mileage to report:
  - a. **Department-owned** vehicle mileage is submitted by designated personnel to the FMU by the 5th calendar day of each month using *DOC 1.2.18 (Attachment) State Owned Vehicle Monthly Report* (if this day is a weekend/holiday, submit in advance). The *Report* includes gas purchases, mileage and any maintenance/repair completed on the vehicle. All non-fuel related receipts **must** be attached.
  - b. **Leased vehicle** mileage must be sent to the FMU on a monthly basis by designated personnel. The FMU will notify all leased vehicle drivers 5-7 days prior to the reporting deadline.
2. Maintenance/Repair:
  - a. Maintenance/repair records will be reviewed annually.
  - b. Deputy Chief or designee will be informed prior to any repair being performed and must give consent.
3. Upon receipt from FMU, designated staff will complete *DOC 1.2.18 (Attachment) Vehicle Condition Report* annually by May 1 to appropriate fleet staff to evaluate the current condition of each Department-owned vehicle.
4. The FMU must be notified prior to any transfer of a state vehicle between P&P offices.

## **E. REPORTING ACCIDENTS INVOLVING STATE VEHICLES**

1. An employee involved in an accident while driving a state vehicle must notify the appropriate local law enforcement entity. Leaving the scene of an accident and not reporting it promptly can result in a fine and/or disciplinary action by the Department.

Procedure No.: 1.2.1800	Chapter: Administration and Management	Page 4 of 4
Subject: STATE VEHICLES OPERATION AND MANAGEMENT		

2. The employee must notify his/her supervisor as soon as possible. If employee is injured, supervisor will encourage the employee to obtain the required medical care.
3. An employee who is, or will be, seeking medical attention must complete with his/her supervisor *DOC 1.3.3 (Attachment) Employee/Supervisor Incident/Accident Report* and *Montana State Fund First Report* prior to the end of the shift unless precluded by reasonable circumstances. Both forms are submitted to the Office of Human Resources (OHR) within eight (8) hours of completion.
4. An employee involved in an accident, or who becomes aware of damage or vandalism to a state vehicle, must complete and submit/fax *DOC 1.2.18 Attachment RMTD Report of Incident Form* (located in glove box) to the FMU within 24 hours. If vehicle is leased, employee will:
  - a. Notify MDT-Motor Pool as soon as possible (406-444-2682). They will assist if needed for towing, temporary repairs, phone calls, etc. Any towing charges shall be directed to Motor Pool.
  - b. Take a minimum of two (2) photographs of the damage and attach to the *RMTD Report of Incident*.
5. Supervisor must sign the **original** *RMTD Report of Incident Form* by the next regular working day and forward as follows:
  - a. If Department-owned, to the FMU at P.O. Box 201301, Helena, MT 59620-1301.
  - b. If leased, to MDT-Motor Pool Division P.O. Box 201001, Helena, MT 59620-1001. A copy of the *Form* is also forwarded to FMU.

#### IV. CLOSING:

Questions concerning this procedure shall be directed to the Deputy Chief, POII, or Fleet Management Unit.

#### V. FORMS:

PPD 1.2.1800 (A)	Personal Vehicle Use Authorization
DOC 1.2.18 Attachment	Vehicle Use Agreement
DOC 1.2.18 Attachment	DOC Fuel Card Use Employee Agreement
DOC 1.2.18 Attachment	State-Owned Vehicle Monthly Report
DOC 1.2.18 Attachment	Department-Owned Vehicle Repair
DOC 1.2.18 Attachment	Vehicle Condition Report
DOC 1.3.3 Attachment	Employee/Supervisor Incident/Accident Report
RMTD	Report of Incident
Montana State Fund	First Report