



**MONTANA STATE PRISON
POLICIES AND PROCEDURES**

Policy No.: MSP 1.2.18	Subject: FLEET VEHICLE MANAGEMENT
Chapter #1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4 (plus attachment)
Section #2: Fiscal Management	Revision Date:
Signature: /s/ Mike Mahoney	Effective Date: 6/5/00
Signature: /s/ Ross Swanson	Effective Date: 6/5/00

I. POLICY: It is the policy of Montana State Prison and Montana Correctional Enterprises to establish accountability for fleet vehicles by tracking repairs, maintenance and mileage on all state-owned vehicles to ensure their serviceability and safety prior to usage.

II. AUTHORITY:

MOM, Volume 1, Chapter 1-0500
 2-17-401 through 2-17-432, MCA. Vehicles
 State of Montana Risk Management Procedures, Manual Section V
 DOC 3.1.22, Vehicle Operations
 DOC Fleet Management Policies and Procedures Manual
 Getting Your Employees Where They're Going Manual
 In Case of Accident Pamphlet

III. DEFINITIONS:

Maintenance Facility: means the location where the vehicle is maintained and where the maintenance records and reports are compiled and available for audit purposes. The primary repair facility for Montana State Prison and Montana Correctional Enterprises is Motor Vehicle Maintenance (MVM).

Administrative Deadline: means taking a vehicle or piece of equipment out of service due to its unsafe condition.

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Fleet Manager: means the Deputy Warden designated by the Warden, and the Program Director designated by the MCE Division Administrator to administer their respective fleets of state owned vehicles/equipment.

IV. PROCEDURES:

Program/facility requirement - Montana State Prison and Montana Correctional Enterprises fleet assignment and management policy has the following requirements:

- Identify vehicles and equipment that are assigned to each program or responsibility center.
 1. The primary repair facility (MVM) will maintain and distribute a vehicle and equipment list identifying vehicles and equipment that historical records are maintained on.
 2. Periodically, and whenever changes in assignment, acquisitions, and disposal occur, it is the responsibility of the appropriate manager to submit a corrected list to the Production Manager, MVM, allowing accurate records to be kept.
- Review records of vehicles to establish accountability and to determine optimal fleet size and the most cost-effective methods.
 - a. At a minimum annual review of fleet size and utilization shall be conducted.
- Maintain individual vehicle histories at the maintenance facility (MVM), which includes maintenance, repair costs per mile/hour, and operating costs per mile/hour
 - a. Copies of vehicle logs, or a monthly mileage report, shall be submitted to MVM to enable calculation of operational costs per mile/hour.
 - b. Monthly fuel reports from dispensing operations shall be submitted to MVM.
 - c. Operational cost reports shall be provided by MVM quarterly or upon request by the appropriate manager.

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- Procedures for maintenance, scheduled and emergency repairs are found in MCE 3.1.22 MVM Operations.
- Provide vehicle maintenance use, vehicle condition, and vehicle abuse reports upon request to Administrative Services Division.
 - a. The Warden and Fleet Managers shall be furnished vehicle abuse and condition reports by the Production Manager, MVM as soon as inspection is complete. Written estimate of cost to repair damage or to return the item to safe operating condition shall be furnished upon request. Repairs for damages that are estimated at five hundred dollars (\$500) or more require the authorization of the Fleet Manager.
 - b. Vehicles or equipment in unsafe operating condition shall be ***Administrative Deadlined*** by the repair facility or the MSP Occupational Fire/Safety Specialist and the keys to these vehicles shall be secured by staff at the primary repair facility.
 - c. ***Administrative Deadlined*** vehicles and equipment ***shall not*** be operated until required repairs are performed, unless approved for limited use by the Warden, Montana Correctional Enterprises Administrator or their designee.
- Establish a system to audit the maintenance and usage of the vehicles.
 - a. Maintenance and condition of vehicles will be addressed in monthly meeting with Fleet Managers and the Production Manager of MVM.
- Develop procedures for identifying vehicle additions, replacements or disposal.
 - a. Vehicle additions, replacements or disposal will be coordinated by Fleet Managers and MVM Production Manager.
- Provide each vehicle with an incident report form, to be completed by the staff operating the vehicle to record any incident that impacts the appearance or operation of the vehicle.

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- a. Staff operating the vehicle shall complete and submit a Motor Vehicle Operator Safety Inspection form (attachment A) to report any problem(s) they note with the operation or appearance of the vehicle. The items with the * next to them must be checked prior to operating the vehicle.
- b. Fleet Managers will submit a copy of form to Production Manager, MVM, for inclusion in vehicle historical file.
- c. Fleet Managers will provide a quarterly written report to the Warden and MCE Administrator, regarding the status of their respective division fleet.

V. CLOSING:

Questions concerning this policy shall be directed to your immediate supervisor, MCE Division Administrator or Warden.

MSP/MCE MOTOR VEHICLE OPERATION SAFETY INSPECTION

Date _____	Time _____	Vehicle # _____	Mileage/Hours _____ / _____
Operator Name _____		Supervisor _____	
Service Due Yes <input type="checkbox"/> No <input type="checkbox"/>	Department _____		

If OK <input checked="" type="checkbox"/>	Function to Check	Note: Repairs needed
	Headlight operation - High and Low beam.	
	Park; side; dash; tail and backup lights operation.	
	Turn signal operation; front; rear & brake lights / Radio. Controls not modified or altered.	
	Check all Mirrors (loose / cracked / missing?)	
	Horn and gauge operation (Operation / Read within limits?)	
	Heater and defroster operation.	
	Windshield wiper and washer operation and condition.	
	*Windshield and windows operation and condition.	
	Body damage any noticeable dents, holes, cracks, etc, (general appearance, clean?)	
	Doors, Latches, hinges, locks (operate normally?)	
	*Engine compartment - oil level (check before starting, do not overfill, unusual noise?)	
	Radiator - (coolant level, cap secure, radiator not plugged with hay, etc.)	
	Condition of all hoses (leaks?)	
	Fan belts (tightness, condition, noisy, squeals)	
	Automatic transmission (check fluid level w/engine running in park or Neutral)	
	Exhaust system (condition and leaks, noisy)	
	*Fuel level (cap secure?)	
	Service and park brakes operational (stop smoothly, pulls, noisy or grinding).	
	Steering operation (binds, looseness, wanders noisy, scraping or squeals).	
	*Tires and lug nuts (tread, lug nuts all there, tight?).	
	Front and rear suspension (shocks & bushings, noisy, squeals, or rattles).	
	U-joints and drive line (looseness and condition, noisy, clunking, grinding).	
	Hydraulic system (operation - slow, jerky, drifts, or leaks).	
	Hitch - PTO (condition, operation noisy, grinding, clunking).	