



STATE OF ARKANSAS
 OFFICE OF THE GOVERNOR
*State Capitol
 Little Rock 72201*

Mike Huckabee
 Governor

GOVERNOR'S POLICY DIRECTIVE

NUMBER: GPD - 3
 DATE: January 1997
 POLICY: Purchase and Use of State Vehicles

These policies are intended to place strict controls on the size and use of the State's fleet of passenger vehicles. The goal is to make this fleet as efficient as possible by encouraging the use of fewer, smaller, and more gas-saving cars, station wagons, and other vehicles.

1. All passenger vehicles for each department and agency shall be pooled (i.e. not assigned to any individual for his or her own exclusive use) so that they are available for use by any employee on official business.
2. All State vehicles shall be parked at the agency location at night and on weekends.
3. All state-owned cars, all passenger vans and buses, regardless of size, and all 1/2 or 3/4 ton cargo vans and pickup trucks, shall display red State license tags, front and rear. All State vehicles shall display appropriate side decals. Provided that when the interests of the State would be furthered by not displaying identification, such as law enforcement, exception to this directive may be obtained upon written approval of the Governor.
 - A. Exceptions to paragraphs 1, 2, or 3 may be obtained only upon written approval of the Governor. Exceptions approved are valid only during the biennium in which granted. Fully supported requests are to be submitted by letter to the Office of Administrative Services of the Department of Finance and Administration.
 - B. Requests for exceptions to paragraph 1 will be evaluated, primarily, on a comparison between State vehicle/private car mileage reimbursement Break Even Points (BEP's), established by the Governor's Quality Management Team on the State Vehicle Fleet, and reimbursement which would be made to the employee if a State vehicle was not provided. Special Purpose Vehicles (those configured for a specific type of work such as police or emergency vehicles), and vehicles assigned to employees who are in "full-time travel status", may be exempted from this comparison. Break Even Points are listed on the following page.
 - C. State Vehicle/Private Car Mileage Reimbursement Break-Even Points:

<u>Vehicle Type</u>	<u>Annual Mileage Break-Even Point</u>
Full-Size Sedan	16,255
Mid-Size Sedan	9,560
Compact Sedan	8,262
Subcompact Sedan	8,262

<u>Vehicle Type</u>	<u>Annual Mileage Break-Even Point</u>
Mid-Size Station Wagon	12,906
Compact Station Wagon	8,210
Full-Size Pickup	13,781
Full-Size Pickup (4X4)	13,781
Mid-Size Pickup	13,222
Compact Pickup	11,316

4. All State departments and agencies shall place stringent control on the use of State-owned vehicles to ensure that they are used for "official use only". All employees shall be encouraged to use pooled vehicles rather than personal vehicles for official business when possible in order to increase utilization and decrease costs of reimbursement. Use of personal vehicles for official State business shall be approved by the appropriate supervisors.
5. Proper maintenance and servicing of State vehicles will extend their life-span, improve reliability, and increase their value when they are processed through DF&A - Marketing and Redistribution. Taxpayers and State employees will benefit from increased emphasis on maintenance and servicing of State vehicles. Therefore, all State departments and agencies will conform to manufacturer's suggested Vehicle Preventative Maintenance Programs as they relate to agency-owned or operated State vehicles.
6. State departments and agencies shall regularly evaluate their State vehicle fleet in order to identify vehicles which have been removed from service because they are excess and/or beyond economical repair. Departments and agencies are encouraged to process those vehicles into DF&A - Marketing and Redistribution at their earliest convenience after they have been identified. Serviceable vehicles should be cleaned prior to being turned in to Marketing and Redistribution in order to maximize resale value.
7. All State employees shall use "self-service" gasoline pumps to purchase gasoline for State vehicles.
8. Reports of misuse of State vehicles received by the Office of the Governor or the Department of Finance and Administration will be telephoned by the DFA - Office of Administrative Services to the office of the department/-agency director that owns the vehicle. Responses (signed by the agency or department director or assistant director) to these reports, to include a brief description of the circumstances generating the report and corrective/disciplinary action taken (if any), shall be submitted within 15 calendar days to:

(By Mail)

DFA Administrative Services
State Vehicle Reports
P.O. Box 2485
Little Rock, AR 72203

(By Messenger)

DFA Administrative Services
State Vehicle Reports
Room 601, 1515 Building
Little Rock, AR 72201

9. The following guidelines will be complied with in replacing existing vehicles and/or requesting additions to the fleet:

Replacement of Existing Vehicles

A. The present vehicle must:

- 1) have 75,000 miles; or
- 2) be five (5) years old; or
- 3) have a documented need for repairs exceeding 50% of its NADA wholesale (trade-in) value.

B. Minimum anticipated annual mileage for new automobile: 12,000 miles.

C. Vehicles purchased with federal funds are subject to the same requirements unless otherwise specified in grant.

D. Size:

- 1) The size of vehicles requested, to replace existing vehicles, will be limited to no larger than that of the vehicle to be replaced.

Exception: If an agency requests a replacement vehicle, larger than the vehicle to be replaced, the request must be accompanied by adequate justification to up-size. The request will be evaluated based on the size criteria outlined under Additions to Fleet.

Additions to Fleet

Same guidelines as for Replacement of Existing Vehicles with the following additions:

A. Average miles logged by agency fleet automobiles: 12,000 miles or more.

B. Extensive justification to clearly prove the need for an additional vehicle. In no case can the total number of vehicles exceed the maximum number authorized in Ark. Code Annotated §19-4-906 et. seq.

C. The maximum allowable size of vehicles requested as fleet additions will be calculated according to the following:

1) Automobiles:

- a) Subcompact - 2 or less passengers more than 50% of miles.
- b) Compact - 3 or 4 passengers more than 50% of miles.
- c) Mid-size - 5 or more passengers more than 50% of miles.
- d) Full-size - requires Governor's approval.
- e) Station Wagons - size same as above and must carry heavy or bulky equipment more than 50% of miles.

2) Light Trucks (Vans and Pickups)

a) Minimum load capacity that will carry required equipment and personnel.

1) Compact pickup: 1500#
2) 1/2 ton: 1100# - requires additional justification concerning pickup box size or towing requirements

3) 1/2 ton 4X4: 1700#

4) 3/4 ton: 2000#

5) 3/4 ton 4X4: 2000#

b) Vans will be used only when transportation of bulky equipment, 6+ passenger or special-need passenger transport is required.

c) One (1) ton vans will be used only for frequent personnel transport (more than 50% of miles at full capacity).