

**ARKANSAS GAME AND FISH COMMISSION**  
Little Rock, Arkansas

MINUTE ORDER NO: \_\_\_\_\_ SUBJECT: Vehicle Assignment & Use Policy  
 DATE PASSED: October 6, 2010  
 PAGE 1 of 2 PAGES LOCATION: Little Rock, AR

---

**WHEREAS,** the Arkansas Game and Fish Commission has maintained written policy addressing assignment and use of agency vehicles by employees for many years. Current policy is set forth in Policy # 6-21 of the AGFC Policy and Procedure Manual; and

**WHEREAS,** in April 1990, the Commission adopted Minute Order 90-057, which made certain revisions to the vehicle assignment and use policy. Those policy revisions included approving the assignment of agency vehicles to the Director, Assistant Director, Division Chiefs, and Assistant Division Chiefs, and to individual employees having regular field duties that required those employees to work outside Pulaski County sixty percent (60%) or more of their job time (i.e., an average of three or more days per week). Those provisions currently are found in Section C. of AGFC Policy # 6-21; and

**WHEREAS,** since late April 2010, the Commission has been engaged in an extensive review of all agency policies and procedures. These policies, including the ones for employee vehicle assignment and use and for fleet management, were collected, reviewed, and then redistributed on July 21, 2010 to the respective Division Chiefs for further consideration and revision; and

**WHEREAS,** the Commission acknowledges that circumstances and conditions have changed during the past twenty years necessitating that the Commission re-evaluate its current vehicle assignment and use policy. These include growth in the overall number of Commission employees and their distribution at various work locations across the state, and substantial increases in vehicle purchase costs, gasoline and diesel prices, and other fleet operation and maintenance expenses; and

**WHEREAS,** having considered information and recommendations provided by Interim Director Loren Hitchcock and agency staff, which have been reviewed by the Property Management Committee, and having carefully considered present priorities, needs, and budgetary concerns for this agency, it now is the desire of the Commission to revise the existing policy governing assignment and use of agency vehicles set forth in AGFC Policy # 6-21.

**NOW, THEREFORE, BE IT ORDERED** this 6<sup>th</sup> day of October 2010, that the Arkansas Game and Fish Commission hereby approves the following revisions to AGFC Policy # 6-21:

1. Vehicles shall be assigned on the basis of need to personnel whom the Commission determines require the full-time use of a vehicle to adequately carry out the responsibilities of their positions. The Commission requires each employee assigned a vehicle to be responsible for its maintenance and official use.
2. Employees having regular field duties that require the use of a vehicle for performance of Commission business sixty percent (60%) or more of their work days (i.e., an average of three or more days per week) may be assigned a Commission vehicle by decision of the Director. Daily Activity Reports, Vehicle Expense Reports and other work activity records must clearly document that on an annual basis the sixty percent minimum is met.
3. All other employees on official Commission business may use a pool vehicle (including taking such vehicle home overnight) with the approval of their Division Chief. Additionally, upon approval of their Division Chief, employees may use their personal vehicle while on official Commission business and be reimbursed based upon the approved DF&A mileage reimbursement rate.

**BE IT FURTHER ORDERED** that the Arkansas Game and Fish Commission authorizes Interim Director Hitchcock to do all things necessary and proper to immediately begin implementing this revised policy and affected procedures.

---

	<u>STAFF APPROVAL</u>	<u>COMMISSION APPROVAL</u>	
<b>Submitted by:</b>	Loren Hitchcock Interim Director	_____ Chairman	_____ Commissioner
<b>Division:</b>	Administrative	_____ Vice Chairman	_____ Commissioner
<b>Approved:</b>	_____ Legal	_____ Commissioner	_____ Commissioner
<b>Approved:</b>	_____ Fiscal	_____ Commissioner	