

## Minnesota Department of Corrections

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| <b>Policy:</b>         | <b>104.4617</b> | <b>Title: Department Fleet Management</b> |
| <b>Issue Date:</b>     | <b>4/2/13</b>   |   |
| <b>Effective Date:</b> | <b>4/16/13</b>  |   |

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**AUTHORITY:** Minn. Stat. §§[16C.135](#) and [16C.137](#)  
[Executive Order 04-10](#)  
[Executive Order 06-03](#)

**PURPOSE:** To describe management of the department's vehicle fleet.

**APPLICABILITY:** Minnesota Department of Corrections (DOC); all department managers and supervisors who authorize vehicle use (state owned and personal) for department business

**POLICY:** The department implements industry best practices for fleet management consistent with those set by the state's fleet management council, to provide for a vehicle fleet that:

- A. Meets the specific business needs of the department;
- B. Is managed cost-effectively;
- C. Maximizes safe operation; and
- D. Reduces the use of petroleum.

**DEFINITIONS:** None

**PROCEDURES:**

- A. Organizational structure
  - 1. The commissioner appoints a department fleet management director, selecting an individual with the capacity and interest to lead department fleet management using industry best practices.
    - a) The department's fleet management director represents the department at the state fleet management council and serves as the managerial contact for all state fleet business.
    - b) The department's fleet management director is responsible for:
      - (1) Administration of this policy;
      - (2) Ensuring provision of training on fleet management best practices to managers/supervisors;
      - (3) Serving as the central office representative and permanent chair of the department fleet management committee (FMC); and
      - (4) Regular analysis and reporting on department fleet management.
  - 2. The assistant commissioner of facility services, assistant commissioner of support services, director of field services, and the MINNCOR chief executive officer each must appoint a fleet management designee.

- a) Each fleet management designee represents his/her location(s) at the department FMC and serves as the contact for all agency fleet business.
- b) Each fleet management designee is responsible for:
  - (1) Local interpretation of this policy;
  - (2) Ensuring provision of training on fleet management best practices to local managers/supervisors; and
  - (3) Regular analysis and reporting on local fleet management.

**B. Department FMC responsibilities:**

- 1. The FMC recommends enhancements to department policy and practice to ensure a comprehensive and integrated approach to fleet management best practices and consistency with state policy/guidelines in the areas of vehicle:
  - a) Acquisition;
  - b) Operation (safety/risk management); and
  - c) Replacement/disposal.
- 2. The FMC recommends to the commissioner what department resources should be shared with other state agencies or obtained from other state agencies (examples: sharing vehicle maintenance facilities, carpooling from greater Minnesota to St. Paul, etc.).
- 3. The FMC analyzes fleet usage and cost data to formulate recommendations to management on: size of the fleet, alternative types of vehicles for specific purposes, replacing vehicle expenditures with additional video-communication tools, etc.
- 4. The FMC is responsible for regular communication and staff training to increase the use of E85 in compliance with Executive Order 04-10.

**REVIEW:** Annually

**REFERENCES:** [Policy 104.4615, "Use of State Vehicles"](#)  
[Policy 104.4616, "Obtaining and Operating State Vehicles"](#)  
[Policy 104.140, "Auto Liability Insurance"](#)  
[Policy 105.125 "A Workplace Accident and Injury Reduction Program \(AWAIR\)"](#)  
[Division Directive 107.060, "Vehicle Operation - OSI"](#)  
[Policy 104.461, "Employee Travel and Reimbursement of Expenses"](#)

**SUPERSESSSION:** Policy 104.4617, "Department Fleet Management" 4/6/10. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None