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"

SUPERSESSION: 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