

Vehicle Use Policy: Automobiles/Trucks

General Statement of Policy

Division of Agriculture personnel shall follow state regulations for use of state-owned vehicles found in the Department of Finance and Administration Travel Guide dated November 1, 2011. (<http://www.dfa.arkansas.gov/offices/accounting/Documents/travelRegs.pdf>) and Executive Order 10-14 dated October 5, 2010 (See link below).

<http://www.uaex.edu/division/docs/EO%2010-14.pdf>

Division vehicles should be used for official business purposes only. All occupants in Division of Agriculture vehicles should be traveling in conjunction with official business for the Division of Agriculture.

All drivers must be at least 18 years of age and have a valid driver's license. All potential drivers must complete an Authorization to Operate to permit the Division to check driving records on a continuous basis. The use of any form of tobacco is prohibited in Division of Agriculture vehicles.

Procedures

A log will be maintained for each licensed vehicle documenting its use. Gas cards are assigned to specific vehicles. Each qualified driver of a Division of Agriculture vehicle should be assigned a Personal Identification Number (PIN) to be used with these gas cards. If a subordinate who is ineligible to receive, or otherwise does not have, their own PIN needs to use a gas card, he/she may use his/her supervisor's PIN (with permission); in such case, the subordinate should sign the receipt indicating that it was them, and not their supervisor, who made the purchase.

For each use of a licensed Division of Agriculture vehicle, the associated Vehicle Travel Log should be completed documenting:

- Name of driver
- Date(s) of use
- Beginning and Ending Odometer
- Destination & Purpose of trip

The Vehicle Travel Log and all receipts for gas or repairs should be submitted to the designated person at the Agricultural Experiment Station (AES) or Cooperative Extension Service (CES).

Note: If a licensed vehicle is used multiple times in one day on or in the immediate vicinity of a Center or Station for the same purpose, a single entry for that activity for the day is permissible.

Note: A travel log is not required for a non-licensed vehicle. These vehicles have been approved for off-road use only and are used for general operations at several of the Division's Research and Extension Centers and Research Stations.

Once per month, an Individual State Vehicle Report MV2A should be completed for each licensed vehicle. The State Vehicle Report summarizes information found on the Vehicle Travel Log. Once per month, the completed State Vehicle Reports are to be submitted to AES/UAF or CES, as appropriate, to be entered into the DFA State Agency Vehicle Application (SAVA) system.

On a periodic basis, the Associate Director for Finance and Administration for the Agricultural Experiment Station and the Chief Financial Officer for the Cooperative Extension Service, or their designees, will review sample data in the Vehicle Travel Logs and State Vehicle Reports to ensure accuracy and consistency in information reported to the State.

FOR THE PERIOD STARTING APRIL _____

INDIVIDUAL STATE VEHICLE REPORT

YR/MAKE: _____ LIC #: _____

ADDED TO FLEET

AGENCY NAME: _____

MODEL/BODY STYLE: _____

CHECK ONE

AGENCY CODE: _____

MFG. SERIAL # (VIN): _____

NEW USED

PREPARED BY: _____

LOCATION (DEPARTMENT): _____

DATE ADDED: _____

DATE DISPOSED OF: _____

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
A. NATURE OF USE						
B. MAINTENANCE AND REPAIR COST						
C. INSURANCE COST						
D. TOTAL FUEL COST						
E. TOTAL COST (B+C+D)						
F. ENDING MILEAGE						
G. BEGINNING MILEAGE						
H. TOTAL MILEAGE FOR MONTH (F-G)						
I. GALLONS OF FUEL						
J. MILES PER GALLON (H+I) (OPTIONAL)						

	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
A. NATURE OF USE						
B. MAINTENANCE AND REPAIR COST						
C. INSURANCE COST						
D. TOTAL FUEL COST						
E. TOTAL COST (B+C+D)						
F. ENDING MILEAGE						
G. BEGINNING MILEAGE						
H. TOTAL MILEAGE FOR MONTH (F-G)						
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