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COMMISSIONER OF ADMINISTRATION

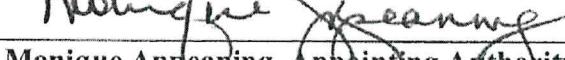
State of Louisiana
Division of Administration
Office of Finance and Support Services

DIVISION OF ADMINISTRATION

DOA POLICY NO.: 25

EFFECTIVE DATE: 07/1/2013

SUBJECT: State Vehicle Maintenance Policy

AUTHORIZATION: 
Monique Appeaning, Appointing Authority

I. POLICY:

It is the policy of the Division of Administration (DOA) that sections/agencies within the DOA adhere to the regulations contained within the Louisiana Administrative Code, Title 34, Part XI (<http://www.doa.louisiana.gov/osr/lac/books.htm>) regarding fleet management.

II. PURPOSE:

The purpose of this policy is to provide guidelines to sections/agencies within the DOA that must be instituted to ensure compliance with the Louisiana Administrative Code, Title 34, Part XI regarding fleet management. These guidelines will require that daily usage and expenditures for state-owned vehicles be recorded on MV-3/MV-4 Daily Vehicle Logs; and that data recorded on the MV-3/MV-4 logs be entered monthly into Protégé, the state's asset management system.

Each individual DOA section/agency that maintains a state-owned vehicle and/or fuel card account and PIN number must ensure proper management of vehicle use for fuel, repairs and maintenance.

III. APPLICABILITY:

This policy is applicable to all employees in all sections/agencies of the Division of Administration, both general and ancillary appropriations.

IV. PROCEDURES:

Written Policies and Procedures

Individual DOA sections/agencies that maintain state-owned vehicles or fuel card accounts and PIN numbers should develop written policies and procedures to ensure proper management of vehicle use and purchases for fuel and maintenance. The policies and procedures should include:

- Requirements for the proper completion of the MV-3/MV-4 (<http://www.doa.louisiana.gov/lpaa/onlineforms.htm>) reports.
- Requirements for the issuance and cancellation of PIN numbers as employees are hired into or separate from employment with DOA sections/agencies. Policies and procedures should be developed and implemented to ensure PIN numbers are canceled when employees are no longer employed by individual DOA sections/agencies. Management should periodically monitor the list of active PIN numbers for accuracy and update the information with the vendor as necessary.
- Requirements for the issuance and cancellation of vendor fuel card accounts as vehicles are purchased or surplus. DOA sections/agencies should implement procedures to ensure that as vehicles maintained by their section/agency are surplus, the fuel card account associated with the vehicle is canceled with the vendor.
- Requirements for the review and reconciliation of information reported on MV-3 logs to the information entered into Protégé.

DOA sections/agencies are required to develop written policies and procedures specific to their unique working environment for maintaining state-owned vehicles and fuel card accounts and PIN numbers. Sample procedures are available on the OFSS website as guidance for agencies to use in developing their policies and procedures.

Completeness and Accuracy of Reported Data

Fleet managers should record the date MV-3/MV-4 logs are received in order to document that the requirements of fleet regulations are being met. Fleet regulations require that the completed MV-3/MV-4 logs be submitted to section fleet managers by the 3rd working day of the month following the end of the reporting month.

DOA sections/agencies should implement a thorough monthly review process comparing the information reported on MV-3/MV-4 logs to data entered into Protégé so that input errors can be detected and corrected timely. This would ensure that accurate information is maintained in the Protégé system and accurate reports are generated from the system in order to facilitate decisions.

Fleet managers should document the date that information from the MV-3/MV-4 logs is entered into Protégé. Documentation could be accomplished either by indicating the date entered on the form or printing a screen in Protégé documenting the date the information was entered. Fleet regulations require information from the MV-3/MV-4 logs be accurately submitted to LPAA by the 30th day of the month following the reporting month.

Available System Controls Maximized

Management within each individual DOA section/agency must identify the vendor restrictions that are available to be put in place on fuel card accounts.

The individuals responsible for administering the fuel card accounts should customize the restrictions so that they are effective based on the needs of the section/agency. The restrictions should be set at a reasonable level. An employee's duties and a vehicle's purpose should be considered in setting restrictions on fuel card accounts.

Any exceptions that occur when purchases exceed established limits should be monitored by management.

The restrictions on each fuel card account should be reviewed periodically and updated as necessary so that effective controls are maintained.

Protégé System Exception Report

Exception reports from Protégé should be periodically generated by the fleet managers within DOA sections/agencies that maintain state vehicles. The reports should be used to monitor the activity of vehicles as well as the accuracy of data entered into Protégé by reviewing any exceptions identified in the reports.

V. RESPONSIBILITY:

A. Employee Supervisor

Reviews the MV-3/MV-4 reports for accuracy and completeness. Approves the MV-3/MV-4 reports to be sent to the state fleet manager. Utilizes the MV-3/MV-4 report to monitor vehicle usage.

Reviews the data entered into Protégé for accuracy and completeness.

Approves which employees should be allowed to utilize the fuel card.

B. Transportation Coordinator:

Maintains current and complete records concerning preventative maintenance on the MV-4 form (<http://www.doa.louisiana.gov/lpaa/onlineforms.htm>) on each fleet vehicle assigned to, owned by or used by the agency.

Ensures a completed and signed Louisiana State Employee Driver Safety Program Authorization/Driving History form (DA 2054) at <http://doa.louisiana.gov/orm/lpforms.htm> is on file at the agency for every driver of fleet vehicles.

Ensures all Personal Assignment and/or Home Storage agreements (DOA form MV-2) (<http://www.doa.louisiana.gov/lpaa/onlineforms.htm>) are completed and forwarded to the state fleet manager for approval prior to the assignment of a personal vehicle to an employee, or the allowance of home storage and annually by May 1 thereafter.

Ensures all Daily Vehicle Usage Logs (DOA form MV-3/MV-4) contains accurate information on miles traveled, repair/maintenance cost, and operating costs are completed.

Submits the MV-3/MV-4 form to the Section/Agency Head for approval. Forwards the approved MV-3/MV-4 form to the state fleet manager by the 30th day following the end of the month to which the report pertains.

Enters MV-3/MV-4 form information into Protégé accurately.

Provides training on appropriate and inappropriate uses of the PIN number and fuel card. Requests a PIN number be issued to an employee when approval is received from the employee's supervisor for employees using the fuel card.

Cancels the PIN number if an employee terminates employment, changes positions or the employee supervisor determines the employee no longer holds a position that needs to have a PIN number.

Immediately cancels fuel card(s) that are associated with any vehicle surplused or sold.

Verifies that the receipts submitted by the user that charges for fuel, repair and maintenance are correct.

C. Employee

Completes the MV-3/MV-4 form accurately and completely each time the state-owned vehicle is driven.

Attends the necessary training for using the state vehicle and fuel card. Submits the receipts for any purchase made with the fuel card to the transportation coordinator. Keeps the PIN for the fuel card confidential. Notifies the transportation coordinator if their PIN has been compromised and requests a new one to be issued.

VI. QUESTIONS:

Questions regarding this policy should be directed to Office of Finance and Support Services at 225-342-0700.