

<b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 12.22	<b>PAGE NUMBER</b> 1 of 1
	<b>RELATED ACA STANDARDS:</b> NONE	
<b>CHAPTER: 12 CENTRAL BUSINESS OFFICE</b>	<b>SUBJECT: VEHICLE RESERVATIONS – ADMINISTRATION BUILDING</b>	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b>		
<b>APPROVED FOR PUBLIC RELEASE</b>		

**I. AUTHORITY:** 29 Del. C. §8903 (4)(5)(7)

**II. PURPOSE:** To establish a procedure to reserve a blocked pool vehicle at the Department of Correction (DOC) Administration Building.

**III. APPLICABILITY:** All Department employees and contractors approved by the Office of Management and Budget, Government Support Services, Fleet Services to operate a state-owned vehicle.

**IV. DEFINITIONS:** None

**V. POLICY:** The Central Business Office (CBO) will develop and maintain a fleet reservation system, and will monitor usage to verify adherence to operating guidelines.

**VI. PROCEDURES:** Employees must submit a vehicle request to CBO, specifying the date, duration and type of vehicle needed via phone, email or in person. CBO will review availability, reserve an appropriate vehicle and provide confirmation, including reserved vehicle tag number. If a vehicle is unavailable, staff must utilize Fleet Services' online Vehicle Reservation Portal as an alternate method of reserving a fleet vehicle. CBO will maintain a cancellation list to distribute any last minute reservation changes.

The night prior to a scheduled reservation, CBO identifies the key rings with the user's name and places keys next to Reservation Log Book. If keys are required before the office opens in the morning, users may request to obtain vehicle keys the afternoon before the scheduled use. Employees shall obtain keys from CBO and sign out vehicle in log. When the vehicle is returned to the Administration Building, the employee must return the keys to CBO and enter time of return in the log book. If the vehicle is returned after normal business hours, the employee shall slide the keys under Payroll door and CBO will update the log the next morning. The employee must return the vehicle with at least half a tank of gas.

Employees/contractors must be a Fleet Services approved driver to utilize a blocked vehicle. Drivers are encouraged to verify their FUELMAN PIN prior to a vehicle reservation to ensure the ability to refuel the vehicle.

