

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: INTRODUCTION	DATE ISSUED: 1-01-94 REVISED:	EFFECTIVE DATE 1-01-94	POLICY NO: I-3
TITLE: ACCESS TO A STATE-OWNED VEHICLE			PAGE 1 OF 1

Fleet Services vehicles are made available to authorized drivers as follows:

1. Assigned (“Blocked”) to an individual;
2. Assigned (“Blocked”) to an agency unit based on the level of use and need for regular access to a vehicle; or
3. Assigned to various pools throughout the State from which authorized drivers may acquire a vehicle through the reservation process.