

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 11-24-08 REVISED:	EFFECTIVE DATE 11-24-08	POLICY NO: VO-21
TITLE: DAILY REMOVAL OF PERSONAL ITEMS FROM FLEET VEHICLES			PAGE 1 OF 1

Fleet Services since its inception has advised vehicle users it cannot be responsible for personal items left in any state vehicle. The release of this policy will act to codify this fact.

Fleet Services has multiple vendors that may take a vehicle for service, during non-working hours. Depending upon the repair or service it may need, the vehicle may be driven by multiple vendor employees and/or Fleet Staff. Neither Fleet Services or its contracted vendors can be responsible for anything left in a vehicle, including but not limited to computers, eye glasses, umbrellas, electronic media, clothing, ID cards, parking cards, gate passes, etc. In many cases Fleet Staff do recover many of these items and transfer it to other vehicles or place in lost and found. But items can be overlooked and if the vehicle is not returned on time or the items vanish, Fleet Services nor its vendors may be held accountable.

Drivers and passengers are required to remove all personal items from a vehicle daily or risk the items being lost or temporarily unavailable for use by the owner or owners.