

## State of Delaware Fleet Services

CATEGORY: AGENCY ASSET SUPPORT	DATE ISSUED: 11-2-2009 REVISED: REVIEWED: 3-1-19	EFFECTIVE DATE 11-2-2009	POLICY NO: AA1
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In conjunction with the Governor’s Performance Review, Fleet Services presents itself as a resource for those departments/agencies/school districts to support management of vehicle assets they own. This support includes assistance in the acquisition of vehicles, the daily operation/maintenance, analysis of vehicle applications/utilization and the disposal of vehicles.

- Fleet Services creates and maintains contracts for all repair and maintenance services a vehicle might need including an agreement with the Department of Corrections for significantly discounted vehicle service and repair which can be accessed by all departments/agencies/school districts.
- Fleet Services can create the ability for departments/agencies/school districts to operate a daily vehicle dispatch system to maximize the utilization of their vehicles.
- Provide vehicle tracking systems, including installation, which can provide:
  1. Vehicle use information to make informed choices concerning the deployment of vehicles.
  2. Information from the system provides daily/weekly/monthly analysis to ensure optimum utilization.
  3. Maintenance scheduling to help avoid breakdowns. The system monitors all vehicle components reporting engine, transmission or emission problems to allow timely repair and avoid major mechanical failures.
  4. 24/7 roadside assistance is provided by the vendor with system installation.
  5. Daily safety recall reports from the NHSTA.
  6. The system allows for vehicle self inspection including emission checks, eliminating the need to take a vehicle through DMV inspection lanes saving staff time.
- Fleet Services provides weekly driver license checks to ensure all departments/agencies/school district drivers are legally permitted to drive state vehicles.
- Fleet Services is the first point of contact for complaints regarding state employee driving performance, requesting investigations and reporting results.
- Accumulates vehicle purchase and disposal data and reports to the federal government compliance with the Energy Policy Act/Clean Air Act.
- Provides transportation under the Delaware Emergency Operations Plan in the event of local or large scale weather or other emergency events.