

State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES

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| CATEGORY: INTRODUCTION | DATE ISSUED: 03-01-00 REVISED: 8-22-05 REVIEWED:3/1/19 | EFFECTIVE DATE 03-01-00 | POLICY NO: I-1 |
| TITLE: OFFICE OF FLEET SERVICES | | | PAGE 1 OF 1 |

The Office of Fleet Services was established within the Government Support Services Section by [Title 29, Delaware Code, § 6308A\(m\)](#) and shall have the following powers, duties and functions. The Office of Fleet Services shall:

1. To establish, operate, and maintain a Statewide Fleet Management System;
2. To investigate and resolve all citizens' complaints relating to abuse or misuse of all agency/school district operated vehicles;
3. To recommend to the Budget Office appropriate funding levels for all agencies/school districts for in-state travel requirements;
4. To be the sole recipient of the proceeds from the disposal of vehicles and vehicle parts, including all non-general funds, except those funds that, as a basis for their authorization, require the proceeds of such disposal to be returned to the original source of the funds;
5. To establish an appropriated special fund account to sustain the total cost and operation of Fleet Services; and
6. To establish, operate, and maintain a Statewide ride sharing program for the transportation of State employees commuting to and from employment. Established by Senate Bill 410, Section 273, as approved by the 139th General Assembly.
7. Per [Title 29, Delaware Code, § 7106](#), establish, operate, and maintain a Statewide ridesharing program for the transportation of State employees commuting to and from employment. Established by Senate Bill 410, Section 273, as approved by the 139th General Assembly.