

**State of Delaware  
Fleet Services**

**OPERATING POLICIES AND PROCEDURES**

CATEGORY: INTRODUCTION	DATE ISSUED: 1-01-94 REVISED: 6-26-12 REVIEWED: 3/1/18	EFFECTIVE DATE 2-02-11	POLICY NO: I-2
TITLE: DRIVER ELIGIBILITY			PAGE 1 OF 1

Fleet Services is the Statewide Fleet Management System, established within Government Support Services, to provide centralized management, acquisition, operation and disposal of State-owned vehicles. All State-owned vehicles rated 10,000 pounds or less gross vehicle weight, regardless of use or type, are under sole providence of Fleet Services and, as such, are covered under these policies and standards. The Division of State Police, agencies covered under the provisions of the Delaware Council on Police Training, and the trucks or special purpose vehicles of the Department of Transportation are exempt under [Title 29 Delaware Code, §7106\(c\)](#).

State employees, those receiving direct compensation from the state for their services, may use a state vehicle provided they meet the following criteria:

1. Possess a valid driver's license;
2. Utilize the vehicle for State business;
3. Be authorized by their agency to acquire a Fleet Services vehicle. For authorization, the agency authorized driver must submit an approved Authorized Driver Designation (ADD) form (see Exhibit 1), signed by the Division Director, agency head, or authorized designee. The employee acknowledges with their signature that the vehicle will be monitored with an electronic device and their license status will be verified on a regular basis. The Fleet Administrator must also approve the form.

**State Contracted Employees, Volunteers or Other Non-State Employees:**

Any agency program or initiative that seeks to have any non-state employed worker authorized to use a state vehicle, must have prior approval from Fleet Services and the Insurance Coverage Office (see ICO policy issued 2-1-11). This restriction includes offering the use of a state owned vehicle in a request for proposal or any contractual or professional services arrangement. Also restricted are volunteers or parents acting as drivers for programs or special events. Prior approval will assure the following conditions are met:

- Providing state-owned vehicles creates a cost benefit to the state or meets a critical operational need.
- Fleet Services has sufficient vehicles to meet the requested use.
- The Insurance Coverage Office has agreed to accept the insurance liability.
- Proposed drivers comply with and the meet the above cited eligibility criteria.

**Reporting License Status Changes:**

Employees must report changes in driver status to their agency's Fleet Vehicle Representative. This includes license expiration, suspension or revocation.

Departments/Agencies must report driver status changes or an authorized driver's separation/termination/transfer to the Office of Fleet Services on the Authorized Driver Designation form.