State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 09-15-00 REVISED: 03-1-19	EFFECTIVE DATE: 3-1-18	POLICY NO: VO-12
TITLE: **BLOCKED VEHICLE PROCEDURES - AGENCIES**			PAGE 1 OF 3

When a Department/Agency demonstrates the need for a vehicle on a daily basis for an extended period of time and meets the established criteria, an application may be made to have a vehicle blocked to that Department/Agency by submitting a Request for Blocked Vehicle form to Fleet Services (see Exhibit 6). An original form must be submitted with authorized agency signature.

Blocked Vehicle Criteria

Demonstrated by reservation history, 80%+ utilization, or job assignment requires vehicle full time; verification of available funding; and Request for Blocked Vehicle form (original with approval signatures) on Fleet Services form submitted to Fleet Administrator.

Assignment can take up to 6 months – certain type vehicles may take longer.

Upon request, agencies must make vehicles available to Fleet Services for quarterly odometer readings. Excess mileage is billed back to the Department/Agency at the end of the Fiscal Year.

Blocked vehicles will be surrendered to Fleet Services approximately every 5,000 – 6,000 miles or at a minimum of once a year for routine maintenance. If required, a temporary replacement vehicle will be provided.

If an agency elects to handle its own vehicle maintenance, Fleet Services must be advised prior to repair or service to allow the creation of a work order. This request should be forwarded to the Fleet Services Field Supervisor for the county in which the vehicle is assigned.

Kent County Field Supervisor: Keith Tanis
                      Phone: 302-893-8935

New Castle County Field Supervisor: Matt Stanford
                      Phone: 302-554-3567

Sussex County Field Supervisor: Rod Randolph
                      Phone: 302-270-5800

Mid-Del Field Supervisor: Dan Jarrell
                      302-270-5798

TITLE: BLOCKED VEHICLE PROCEDURES – AGENCIES (CON'T)	PAGE **2 OF** 3

Fleet Services is responsible for movement and placement of all blocked vehicles. If an agency wishes to move a vehicle, the Fleet Services Field Supervisor in the county where the vehicle is currently assigned must be contacted to relocate the blocked vehicle (see Field Supervisors listed above).

Fleet Services reserves the right to end a Blocked assignment any time a daily need for the vehicle is no longer demonstrated.

Failure to comply with any of the conditions of assignment will result in the immediate termination of the Blocked vehicle assignment.

TITLE: BLOCKED VEHICLE PROCEDURES - AGENCIES (CON'T)

Blocked Vehicle Request Process – Fleet Services

1. Original copy of Request for Blocked Vehicle form (see Exhibit 5) with approval signature(s) is sent to the Fleet Administrator.

2. Request is reviewed against established Blocked Vehicle Criteria. If criteria is met, form is submitted to Fleet Administrator for approval. If criteria is not met, or justification is incomplete, request is returned to submitting agency.

3. Approved forms are then processed for priority of request is established. Fleet Services policy is to handle first come, first served, unless priority is changed by Fleet Administrator.

4. A decision is made on vehicle selection and processing continues. If a vehicle is not currently available that meets agency criteria, Fleet Services will order vehicle per State contract during next purchasing cycle, if funding is available.   Contact Fleet Services Administrator for tentative order and delivery date. Establish estimated date of delivery. In an emergency situation, the Fleet Administrator only can make a "spot buy".

5. Field Supervisor contacts customer regarding status of request and coordinates delivery/assignment of vehicle.

6. County Field Supervisor completes Vehicle Assignment Form and submits to Fleet Services Billing, Administrative Specialist II, with copy to Deputy Fleet Administrator.

7. Original completed request remains on file.