

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

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| CATEGORY: VEHICLE OPERATION | DATE ISSUED: 02-23-12 REVISED: Reviewed: 3-1-18 | EFFECTIVE DATE 02-23-12 | POLICY NO: VO-23 |
| TITLE: ASSIGNED VEHICLES EQUIPMENT ADDITIONS/ALTERATIONS | | | PAGE 1 OF 1 |

In applying for a vehicle to be assigned to an agency/department/school the “Block Vehicle Request Form” solicits information related to the any special equipment that may be required during the use of the unit. Special equipment includes but is not limited to decals, truck bed covers, tow hitches, emergency warning lights, radios, laptop stands, tinted windows or any other equipment that alters the appearance or operation of the unit from its Original Equipment Manufacturer (OEM) configuration. Any of these type alterations may void the warranty, damage the electrical system, ruin the finish or otherwise change the integrity of the vehicle as designed.

Before an assigned vehicle may be altered in any way, written authorization must be obtained from Fleet Services. If the alterations are appropriate/acceptable, Fleet Services will require that certain types or brand of materials or parts be utilized; specific vendors be utilized for installations; and depending on equipment type, the requesting agency/department/school pay for the required alterations or the cost thereof be included in the leasing rates.

If unauthorized alterations are discovered, the agency/department/school will be required to pay for all costs necessary to return a vehicle to its original configuration.