

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 03-24-04 REVISED: 3-1-18	EFFECTIVE DATE 03-24-04	POLICY NO: VO-7
TITLE: KEYS AND VEHICLE SECURITY			PAGE 1 OF 1

Under no circumstance are keys to be left inside any vehicle. This is both a vehicle security issue as well as ensuring compliance with [Title 21, Delaware Code, §4182](#) which prohibits such action. All authorized drivers are expected to comply and **any** instruction to the contrary is to be reported to the Fleet Administrator immediately.

As an extension to this policy, all vehicles are to be locked when not in use. All authorized drivers will ensure that when the keys are removed from a vehicle, all doors and windows are properly secured.

Anyone found failing to comply with this policy, will be subject to disciplinary action and could possibly be held personally liable for injuries that might occur as the result of failing to properly secure a vehicle.