



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

# MEMO

**Date:** February 1, 2011

**To:** Agency Administration Personnel and School Districts

**From:** Debra Lawhead, AIC, CPIW, Insurance Coverage Administrator 

**RE:** State Vehicle Usage by Contracted Workers

Recently there have been instances where RFPs or contracts with vendors have contained provisions offering state vehicles to employees of outside companies contracted to perform services for the State. These RFP and contract provisions have been initiated without the prior authorization of either the Insurance Coverage Office or Fleet Services. The State of Delaware assumes preventable risk when contractual employees are permitted access and use of state owned vehicles since the State of Delaware is the insurer for state vehicles.

Please be advised that Delaware Code Title 29 subchapter 6301, defines users of government services and the 7100 subchapter limits the Fleet Services program to those users. Therefore, prior to either an RFP or contract being initiated between any State of Delaware agency or school district regarding the use of state vehicles and contractual employees, both the Insurance Coverage Office and Fleet Services must be consulted to evaluate if authorization should be granted for any such agreement.

Please contact the Insurance Coverage Office (302-739-3651 or 877-277-4185) and Fleet Services (302-739-2277 or 800-273-2277) before the initiation of the RFP/contract for authorization in these instances.

Thank you in advance for your compliance with this procedure to reduce potential liability for the State of Delaware.

If there are any questions please do not hesitate to contact me at your convenience.

