



POLICY O: STATE OWNED VEHICLE

Wyoming Guardians *Ad Litem* Program

Empowering youth & families through legal advocacy

SECTION ONE: PURPOSE AUTHORITY & SCOPE

- A. This policy was created pursuant to the Wyoming Guardians Ad Litem (GAL) Program Rules and Regulations, Chapter 1, § 2(b). The purpose of this policy is to set forth the guidelines for GAL Program use of state-owned vehicles.
- B. This policy encompasses all guardians *ad litem* attorneys contracted or employed with the State of Wyoming, Office of the State Public Defender, Guardians *Ad Litem* Program to provide GAL services in Wyoming and all Guardians *Ad Litem* Program Administrative Staff.
- C. This policy supplements and shall be read in conjunction with State of Wyoming, Risk Management and Motor Vehicle Management Section policies on use of state-owned vehicles and procedures for operating these vehicles.
- D. Violations of these provisions may be subject to disciplinary action up to, and including, termination.

SECTION TWO: APPROPRIATE USE OF VEHICLE

- A. Only authorized drivers may drive a GAL Program assigned state-owned vehicle. Authorized drivers include contracted or employed GAL Program attorneys or GAL Program Administrative staff member that has completed the defensive driving course through Risk Management and has submitted the required authorization forms to the GAL Program Policy & Fiscal Analyst.
 - I. Other State of Wyoming employees who have completed requirements set forth by the State of Wyoming, Motor Vehicle Management Section (MVMS) and are authorized by their respective agency for use of state-owned vehicles are permitted to share driving responsibilities on trips where sharing benefits GAL staff or contractors.
 - II. No other drivers are permitted, specifically Wyoming citizens, County or City employees, or the GAL Program attorney or staff member family and/or friends.
- B. Authorized passengers include state employees, elected officials, board or commission members, business professionals, clients of the GAL Program, and any other government employed agent or authorized volunteer who is involved in an activity which furthers the business of the state of Wyoming.

- I. Passengers for personal use or business are prohibited from riding in a state-owned vehicle.
 - II. Spouses, children, relatives, and friends of GAL Program employees and contractors are prohibited from riding in a state-owned vehicle.
- C. Transporting pets, firearms, or personal materials which are not used in the scope of duties are strictly prohibited. Service dogs for individuals with disabilities are exempt from this provision.
- D. State-owned vehicles assigned to the GAL Program are assigned to GAL Program employed staff as a first priority. If available, full-time contractors have second priority. State-owned vehicles may be assigned to an individual by the GAL Program Administrative Staff for pre-approved travel if use of the state-owned vehicle is found to be at the benefit of the state, in which case the assigned individual will then have first priority until trip has ended.

SECTION THREE: DRIVER RESPONSIBILITY

- A. Any driver of a state-owned vehicle shall ensure that they operate in a safe and appropriate manner. Each driver is responsible for ensuring that they:
- I. Maintain a valid driver's license, and shall report any change in driver's license status to the GAL Program Policy & Fiscal Analyst immediately.
 - II. Are physically and mentally capable of safely operating a vehicle.
 - III. Manage their environment to minimize distractions that impact safe operation of a vehicle.
 - IV. Report citations, arrests, accidents and any vehicle damage, including glass damage, that occurs while driving a state-owned vehicle to the GAL Program Policy & Fiscal Analyst immediately.
 - V. Comply with all laws and regulations relating to the operation of motor vehicles, including driving in accordance with the posted speed limits and use of seat belts by all occupants.
 - VI. Are not under the influence of drugs or alcohol, or in possession of or transporting alcohol or any controlled substance in a state vehicle.
 - VII. Ensure that state-owned vehicle is properly and safely stored and not parked at a personal residential location. Storage of state-owned vehicles should occur at a GAL Program field office or at assigned driver's business office if there is no field office in the driver's county.

- VIII. Ensure that state-owned vehicle is clean and orderly and free of trash or other debris. Drivers are responsible for keeping the vehicle clean should it become untidy. At no time should a driver charge a car-wash, detail service, or other cleaning charge to the GAL Program or MVMS.

SECTION FOUR: REPORTING REQUIREMENTS

- A. Each state-owned vehicle will have an assigned vehicle coordinator who will be responsible for ensuring all drivers are completing the GAL Program Mileage Log in accordance with this policy and GAL Program procedures. Coordinators are responsible for submitting the log to the GAL Program Policy & Fiscal Analyst by the first business day of each month for the previous month's mileage.
- B. All contracted or employed GALs are required to log all miles driven in a state-owned vehicle, including the purpose and chargeable county, with the provided Mileage Log that is equipped in each vehicle.
- C. All crashes, theft, or damage to a state owned vehicle must be reported to the GAL Program Administrative Office immediately. Drivers must also report crashes or damage to the State of Wyoming Risk Management Services (RMS) and MVMS within three days following the incident.
 - I. More information on reporting requirements of damage can be found on the GAL Program Website, Operations Page.

SECTION FIVE: REPAIR & MAINTENANCE

- A. Repair and maintenance to state-owned vehicles can only be completed by approved vendors, a list of which is included in each vehicle, and does not need to be pre-authorized by MVMS if the cost of repair or maintenance is under \$100.00. Should the repair or maintenance fall above \$100.00, then the driver must follow the procedures included in the vehicle's driver book.
 - I. At no point should the driver of the vehicle pay for any maintenance or repair of the vehicle. Approved vendors completing any maintenance or repairs are paid directly by the state via an invoice to MVMS. Should the driver of a state-owned vehicle pay for such costs, they will not be reimbursed.
- B. The assigned vehicle coordinator for each state-owned vehicle is responsible for maintaining the vehicle, to include:
 - I. Obtaining an oil change every 5,000 miles or each six months, whichever comes first.

- II. Ensuring that during the oil change, the vendor also rotates and inspects tires, the under carriage, the exhaust and suspension systems, and should also check for fluid leaks.
- C. Any state-owned vehicles that are stored in Cheyenne at least part-time should have all repairs and maintenance completed by MVMS. To schedule a maintenance appointment, please call MVMS personnel at (307) 777-7247.

SECTION SIX: FUELING STATE OWNED VEHICLES

- A. Fuel for state-owned vehicles should be primarily obtained from the nearest Wyoming Department of Transportation (WyDOT) location, a list of which is included in each vehicle.
 - I. If WyDot is closed, out of order, or you are in an area that does not have a WyDOT location, you are permitted to use the Wright Express credit card included in the driver book of each state-owned vehicle.
 - a. The Wright Express credit card is for fuel purchases only and cannot be used for repairs, food or drink, or other items.
 - b. The Wright Express credit card may not be used in lieu of the WyDOT fuel sites due to lack of driver planning.
 - c. Fuel purchased with the Wright Express credit card shall not be a higher grade than 85 Octane Unleaded. Any higher grade purchase will not be accepted by MVMS and shall be charged to the Agency and potentially to the driver responsible for the purchase.
 - II. Drivers should not purchase fuel for state-owned vehicles with personal funds, as they will not be reimbursed for the purchase.
 - III. Drivers who run out of fuel, or lock themselves out of a state-owned vehicle, will be responsible for the costs of assistance and/or replacement of keys. These costs will not be reimbursed to the driver.