

Chapter: State Vehicle Regulations	Effective Date: 10/1/16
Title: Individually Assigned State Vehicles	Page: 1 of 2
ACA: N/A	Replaces: PRS.43.15, 12/1/11
Implements: GAP.385.9990	
Statutes: Gov't Code §2171.1045	

(a) **Policy.**

TJJD-owned vehicles may be assigned to an employee when the assignment is critical to the needs and mission of the agency.

(b) **General Provisions.**

- (1) Vehicles may be assigned only to individuals in the following positions:
 - (A) executive director; and
 - (B) under extraordinary exceptions, employees who are on 24-hour call.
- (2) An employee with an individually assigned vehicle is required to:
 - (A) be on 24-hour emergency call;
 - (B) commute in the assigned vehicle unless it is being used by another TJJD employee or is otherwise out of service;
 - (C) follow procedures in [TRV.09.01](#) for operating a state vehicle; and
 - (D) make the vehicle available to other staff when it will not be used for a reasonable period of time.
- (3) No personal use of individually assigned vehicles is allowed other than:
 - (A) commuting; or
 - (B) de minimis use while commuting, such as a stop for a personal errand on the way between the employee's workplace and his/her home.
- (4) Only the executive director or designee or chief inspector general may:
 - (A) assign a TJJD-owned vehicle to an employee; and
 - (B) revoke the authorization for an individual vehicle assignment.
- (5) A TJJD-owned vehicle may not be assigned to an employee without documentation signed by the executive director stating that the assignment is critical to the mission of the agency.
- (6) Authorization for assignment of a state vehicle will expire unless the authorization is renewed annually. Requests for renewal must be submitted by September 15.

(c) **Procedures.**

- (1) **Requesting an Individual Vehicle Assignment.**
 - (A) To request a new or renewed TJJD vehicle assignment, the requestor:
 - (i) completes the [State Vehicle Assignment Request/Justification form, BSD-202](#); and
 - (ii) sends the completed form to the requestor's immediate supervisor, chief local administrator, and division director or designee for approval.

- (B) If the division director or designee approves the request, he/she forwards the BSD-202 to the fleet manager.
 - (C) The fleet manager:
 - (i) reviews the [BSD-202](#) for completeness;
 - (ii) determines if a vehicle is available;
 - (iii) forwards the BSD-202 to the final approval authority; and
 - (iv) sends notification of the decision and begin/end dates (if applicable) to the following:
 - (I) requestor;
 - (II) immediate supervisor;
 - (III) division director/designee;
 - (IV) human resources administrator;
 - (V) payroll manager; and
 - (VI) appropriate facility business coordinator.
 - (D) Upon approval of an individual vehicle assignment, the requestor completes the [State Vehicle Assignment Acknowledgment form, BSD-203](#), and sends it to the fleet manager.
- (2) **Additional Responsibilities of the Fleet Manager.**
- (A) The fleet manager:
 - (i) tracks and maintains all BSD-202 and BSD-203 forms; and
 - (ii) provides copies of completed BSD-203 forms to Human Resources staff for inclusion in the employee's personnel file.
 - (B) The fleet manager communicates at least monthly with individual TJJD vehicle assignees, human resources administrators, and appropriate administrators to:
 - (i) determine if any employment status changes have occurred that would impact vehicle assignments;
 - (ii) reconcile assigned state vehicle records; and
 - (iii) complete the [Emolument List for Individually Assigned Mission Critical Vehicles form, BSD-701](#).
 - (C) The fleet manager provides the reconciled BSD-701 form, via e-mail, by the 10th of each month to the TJJD Payroll Department in Central Office and copies the director of facility business management.
 - (D) The fleet manager reports the following information to the Comptroller's Office of Vehicle Fleet Management (OVFM) as individual vehicle assignments occur:
 - (i) the vehicle identification number, license plate number, year, make, and model;
 - (ii) the name and position of the employee to whom the vehicle is assigned, except as noted in (E) below; and
 - (iii) the reason the assignment is critical to the mission of the agency.
 - (E) The executive director or designee or the chief inspector general may authorize the fleet manager to withhold the name and position of a law enforcement officer from the information reported to the OVFM when it is determined that reporting this information could jeopardize the officer's safety or security.
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