

# VIRGINIA ACTS OF ASSEMBLY -- 2001 RECONVENED SESSION

## CHAPTER 842

*An Act to amend the Code of Virginia by adding in Chapter 32 of Title 2.1 an article numbered 6.1, consisting of sections numbered 2.1-548.01 through 2.1-548.09, and to repeal Chapter 12 of Title 33.1 of the Code of Virginia, consisting of sections numbered 33.1-400 through 33.1-408, relating to management of the Commonwealth's centralized vehicle fleet.*

[S 1048]

Approved April 5, 2001

**Be it enacted by the General Assembly of Virginia:**

**1. That the Code of Virginia is amended by adding in Chapter 32 of Title 2.1 an article numbered 6.1, consisting of sections numbered 2.1-548.01 through 2.1-548.09, as follows:**

*Article 6.1.*

*Centralized Fleet Management.*

*§ 2.1-548.01. Definitions.*

*As used in this article:*

*"Centralized fleet" means those passenger-type vehicles assigned to the Department of General Services and available for use by state agencies.*

*"Contract rental" means a contract for the use of motor vehicles by employees for official state business within the confines of their normal work locations. This does not include rental vehicles used by travelers after reaching their destination.*

*"Director" means the Director of the Department of General Services.*

*"Lease" means a contract for the use of a passenger-type vehicle for a term of more than thirty days.*

*"Passenger-type vehicle" means any automobile, including sedans and station wagons, or van used primarily for the transportation of the operator and no more than fifteen passengers.*

*§ 2.1-548.02. Vehicles assigned to the centralized fleet.*

*Passenger-type vehicles purchased with public funds by any department, agency, institution, or commission of the Commonwealth, or any officer or employee on behalf of the Commonwealth, shall be assigned to the centralized fleet with the following exceptions:*

*1. Vehicles that have special equipment or performance requirements related to use by law-enforcement officers;*

*2. Vehicles for use by any elected official of the people of the Commonwealth; and*

*3. Such other special category of vehicles as may be excepted by the Director.*

*§ 2.1-548.03. Responsibilities of Director.*

*The Director shall establish an appropriate administrative unit within the Department to manage the centralized fleet. The Director's responsibilities for the centralized fleet shall include, but not be limited to, the following:*

*1. Administering the assignment of vehicles to officers and employees of the Commonwealth;*

*2. Managing a pool of vehicles for short-term use;*

*3. Purchasing vehicles necessary to the operation of the centralized fleet;*

*4. Repairing and maintaining vehicles;*

*5. Monitoring the use of vehicles and enforcing regulations regarding their proper use; and*

*6. Maintaining records related to the operation and maintenance of vehicles, and the administration of the centralized fleet.*

*§ 2.1-548.04. Approval of purchase, lease, or contract rental of motor vehicle.*

*No motor vehicle shall be purchased, leased, or subject to a contract rental with public funds by the Commonwealth or by any officer or employee on behalf of the Commonwealth without the prior written approval of the Director. No lease or contract rental shall be approved by the Director except upon demonstration that the cost of such lease or contract rental plus operating costs of the vehicle shall be less than comparable costs for a vehicle owned by the Commonwealth. Notwithstanding the foregoing provisions of this section, the Virginia Department of Transportation shall be exempted from the approval of purchase, lease, or contract rental of motor vehicles used directly in carrying out its maintenance, operations, and construction programs.*

*§ 2.1-548.05. Transfer of surplus motor vehicles.*

*The Director may transfer surplus motor vehicles among state agencies and determine the value of such surplus equipment for the purpose of maintaining the financial accounts of the state agencies affected by such transfers.*

*§ 2.1-548.06. Use of passenger-type vehicles on an assigned basis.*

*A. Passenger-type vehicles assigned to the centralized fleet may be assigned to persons performing state duties only if deemed necessary by the head of the agency or institution requesting such vehicle*

and approved in writing by the Director. Request for such vehicle shall be made in writing on forms prepared by the Department of General Services by the head of the agency or institution explaining in detail the purpose of or reason for such assignment.

B. Assignments shall be approved by the Director only on the basis of one of the following criteria:

1. The vehicle shall be driven not less than an annual minimum of mileage to be calculated by dividing the most recently approved annual replacement charge for the use of a state-owned vehicle by the remainder of the state reimbursement rate per mile for personal vehicles minus the cost per mile for operating a state-owned vehicle;

2. The vehicle shall be used by an employee whose duties are routinely related to public safety or response to life-threatening situations:

a. A law-enforcement officer as defined in § 9-169, with general or limited police powers;

b. An employee whose job duties require the constant use or continuous availability of specialized equipment directly related to their routine functions; or

c. An employee on twenty-four-hour call who must respond to emergencies on a regular or continuing basis, and emergency response is normally to a location other than the employee's official work station; or

3. The vehicle shall be used for essential travel related to the transportation of clients or wards of the Commonwealth on a routine basis, or for essential administrative functions of the agency for which it is demonstrated that use of a temporary assignment or personal mileage reimbursement is neither feasible nor economical.

C. No assignment shall be for a period exceeding two years except upon review by the Director as to the continued need for the assignment.

D. The use of such vehicle shall be limited to official state business.

§ 2.1-548.07. Use of vehicles for commuting.

No passenger-type vehicle purchased or leased with public funds shall be used to commute between an employee's home and official work station without the prior written approval of the agency head and, in the case of vehicles assigned to the centralized fleet, the Director. The Director shall issue regulations governing such use of vehicles and shall ensure that costs associated with such use shall be recovered from employees. Employees who do not report to an official work station shall not be required to pay for travel between their homes and field sites. Regulations promulgated by the Director and recovery of costs shall not apply to use of vehicles by law-enforcement officers. By executive order of the Governor, such rules and regulations may extend to all motor vehicles of any type owned by the Commonwealth, or such of them as the Governor may designate.

§ 2.1-548.08. Regulations governing state-owned passenger-type vehicles.

The Director may promulgate regulations for the purchase, use, storage, maintenance, repair and disposal of all passenger-type vehicles owned by the Commonwealth and assigned to the centralized fleet. By executive order of the Governor, such regulations may extend to all motor vehicles of any type owned by the Commonwealth, or such of them as the Governor may designate.

If any state officer, agent, or employee fails to comply with any regulation of the Director made pursuant to the provisions of this section, the Secretary of Administration shall be so notified, and the Comptroller shall, upon request of the Secretary, refuse to issue any warrant or warrants on account of expenses incurred, or to be incurred in the purchase, operation, maintenance, or repair of any motor vehicle now or to be in the possession or under the control of such officer, agent or employee, or the Secretary of Administration may order the Director to take possession of any such vehicle and to return or transfer it to the centralized fleet for assignment or use as prescribed by this chapter. Regulations previously promulgated by the Commonwealth Transportation Board under the authority granted by § 33.1-407 concerning the purchase, use, storage, maintenance, repair and disposal of all passenger-type vehicles owned by the Commonwealth and assigned to the centralized fleet shall remain in effect until the Director promulgates replacement regulations under the authority granted by this article.

§ 2.1-548.09. Fleet Management Internal Service Fund.

There is hereby established a Fleet Management Internal Service Fund to be used exclusively to finance the operations of the centralized fleet.

**2. That Chapter 12 of Title 33.1 of the Code of Virginia, consisting of sections numbered 33.1-400 through 33.1-408, is repealed.**