

As of July 1, 2022 the Arizona state fleet was legislatively transferred to the Arizona Department of Transportation, Equipment Services Division. Due to the fleet transfer, state Fleet Rules were updated to align with ADOT's fleet operations standard work policies and procedures. The following information has been copied from the Arizona State Fleet Rules section, and all Enterprise Agency Fleet agencies that are managed by ADOT, must conform to these fleet rules. If you have any questions or concerns, please contact the State Fleet Administrator:

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## TITLE 17. TRANSPORTATION

### CHAPTER 1. DEPARTMENT OF TRANSPORTATION ADMINISTRATION

#### ARTICLE 4. STATE FLEET OPERATIONS

Section

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#### ARTICLE 4. STATE FLEET OPERATIONS

**R17-1-401. Definitions**

In addition to the definitions provided under A.R.S. § 28-471, the following terms apply to this Article:

“Accident reporting packet” means the automobile loss report form and witness information cards which are located in the glove compartment of each state vehicle.

“ADOT” means the Arizona Department of Transportation.

“ADOT Equipment Services” means the section of ADOT designated by the Director as responsible for facilitating all activities required for the administration and management of vehicles owned, leased, or rented by this state and maintained by the Department as part of the statewide motor vehicle fleet management program, subject to any specific exclusions as prescribed under A.R.S. § 28-472.

“ADOT fueling facility” means a location managed by the Arizona Department of Transportation for use in dispensing fuel to state vehicles.

“Director” means the Director of the Arizona Department of Transportation or the Director’s designee.

“Domicile-to-duty” means the assignment of a state vehicle to an individual operator on a continuous 24-hour basis where use of the state vehicle is authorized for travel between the operator’s residence and worksite as prescribed under A.R.S. § 38-538.02. “ESEDRA” means the Arizona State Employee Driver Record Application, which is a web-based application developed by

State Risk Management and the Arizona Department of Administration to allow state agency authorized administrators to access and review motor vehicle record information for state employees authorized to drive a vehicle on state business as prescribed under A.A.C. R2-10-207.

“GPS” or “GPS fleet management device” means an electronic system installed by the Department on each state

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vehicle that captures and reports certain vehicle usage information to the Department as needed to ensure successful fleet asset management.

“Operator” means any state employee, intern, vendor, contractor, consultant, volunteer, customer, or visitor of a state agency who is expressly authorized by an agency director and State Risk Management to drive, operate, or otherwise utilize state vehicles, equipment, or services administered through ADOT Equipment Services.

“SAAM” means the State of Arizona Accounting Manual published by the Arizona Department of Administration, General Accounting Office, at <https://gao.az.gov/>, which contains several directives commonly referred to as the State Travel Policy to be used by both state employees and non-state employees seeking information on subjects involving state business travel eligibility and authorization.

“State vehicle” means a vehicle owned, leased, or rented by the state of Arizona and that is included in the state’s motor vehicle fleet management program administered by ADOT as prescribed under A.R.S. § 28-332, A.R.S. § 28-472, or any other authorizing statute.

“Travel status” means when an operator is more than 50 miles from both the operator’s residence and a regular duty post.

“Using agency” means any agency participating in the state’s motor vehicle fleet management program administered by ADOT as prescribed under A.R.S. § 28-332, A.R.S. § 28-472, or any other authorizing statute, which is assigned a state vehicle or is otherwise authorized to use fleet operation services provided by ADOT under this Article.

“Using agency director” means any person designated by the using agency as having executive level approval authority.

**R17-1-402. Requesting an Additional State Vehicle; Replacing a State Vehicle****A. Requesting an additional state vehicle.**

1. Any agency requesting an additional state vehicle shall contact ADOT Equipment Services and complete a vehicle request form as indicated by ADOT on its website at [www.azdot.gov](http://www.azdot.gov).
2. All state vehicle requests are subject to prior review and approval by ADOT Equipment Services.

**B. Replacing a state vehicle.**

1. ADOT Equipment Services shall coordinate the budget process for fleet vehicle replacement.
2. ADOT Equipment Services shall track fleet data to include mileage, life cycles, utilization, maintenance costs, and other fleet related information to develop a fleet replacement list that prioritizes vehicle replacement needs for submission to the Governor’s Office of Strategic Planning and Budgeting.
3. An agency subject to state vehicle fleet operations shall meet with ADOT fleet representatives each year to review the condition and utilization of agency vehicles.
4. An agency subject to state vehicle fleet operations shall not submit a budget request for replacement of any existing state fleet vehicle as prescribed under A.R.S. § 28-472.

**R17-1-403. State Vehicle Usage; Operator Responsibilities****A. A state employee shall follow the recommendations for state vehicle usage as provided under Topic 50, Section 15, of the State of Arizona Accounting Manual (SAAM 5015) for the use of individually operated motor vehicles. Use of a state vehicle is always preferable to the use of a personally-owned or in-state commercially-rented vehicle, in most circumstances, and all travel for the state shall be conducted as reasonably and as economically as possible.**

1. A state employee who uses a state vehicle, or a vehicle not owned by the state, to conduct state business shall operate that vehicle in accordance with all applicable state laws, rules, and policies.
2. Before commencing travel in a vehicle not owned by the state, a state employee shall check to see if a state vehicle is available for use, and if available, use the state vehicle.
3. Before commencing travel in a vehicle not owned by the state, a state employee shall:
  - a. Estimate the total cost of their private vehicle travel expenses, including the total round-trip miles; and
  - b. Submit the estimate to the employee’s supervisor for approval.
4. Reimbursing a state employee for using a privately-owned vehicle, when a state vehicle is not available within the agency or group, shall be conducted as provided under SAAM 5015.

**B. An operator, while on duty or on-call for duty, shall use a state vehicle for state government activities only as prescribed under A.R.S. § 38-538.02.**

1. A state vehicle shall be operated only by a state employee. Any exception shall be authorized by the using agency’s director or the using agency director’s designee.
2. An operator may use a state vehicle only in the performance of state business. Use of a state vehicle for private transportation is a Class 2 misdemeanor and is prohibited as prescribed under A.R.S. § 38-538.04.
3. An operator may take a state vehicle home, while in travel status, when it is more practical to do so and it is in the best interest of the agency. An operator shall obtain prior supervisory approval before taking a state vehicle home.

**C. Any state employee holding a valid Arizona driver license may be a state vehicle operator if authorized by the employee’s agency.****D. An operator shall possess all licenses and certifications required for the operation of the class of vehicle assigned.****E. Domicile-to-duty assignment.**

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1. A using agency shall first seek and obtain permission from ADOT Equipment Services before allowing a state vehicle to be dispatched from an operator's home on a continual basis. The using agency may request this type of vehicle assignment by completing a domicile-to-duty request form located on the ADOT website under Equipment Services.
  2. A complete domicile-to-duty request form submitted to ADOT Equipment Services shall include:
    - a. Clear justification outlining why it is in the best interest of the state for the operator to take the state vehicle home each night; and
    - b. Acknowledgement of the using agency director's approval.
  3. Having an operator working from home is not an automatically justifiable reason for approving a request.
  4. ADOT Equipment Services shall review and either approve or deny each domicile-to-duty request within 10 business days of receiving the request from a using agency.
  5. A domicile-to-duty request approved by ADOT Equipment Services shall be:
    - a. Vehicle and operator specific;
    - b. Authorized for a period of up to one year; and
    - c. Renewable on expiration.
  6. All using agencies with active domicile-to-duty assignments shall resubmit justifications for renewal to ADOT Equipment Services on an annual basis.
  7. ADOT Equipment Services shall review and keep all approved domicile-to-duty requests on file for one year from the time therequest is approved.
  8. ADOT Equipment Services shall up-fit all domicile-to-duty program vehicles with a GPS fleet management device as part of thestate's motor vehicle fleet management program.
- F.** State vehicle assignment, reassignment, and records.
1. ADOT Equipment Services reserves the right to assign and reassign any state vehicle where needed as determined by the Department.
  2. ADOT Equipment Services shall maintain and continuously review all state vehicle assignment records to ensure efficient and effective operation of the state vehicle fleet, which shall include a review of all state vehicles that do not meet the minimum utilization standard of 8,000 miles per rolling 12-month period or 10 trips per week. ADOT Equipment Services may reassign any state vehicle that does not meet the minimum utilization standard.
  3. All using agencies shall report to ADOT Equipment Services within three business days of making a change to the address or zip code of any assigned state vehicle to ensure appropriate alignment with state and federal air quality mandates.
- G.** Prohibited uses of a state vehicle include:
1. Transportation for personal business or convenience; and
  2. Transportation of family members, friends, or any other person not essential to accomplishing the purpose for which the vehicle is dispatched.
- H.** Allowable uses of a state vehicle include:
1. An operator may permit a non-state employee to ride as a passenger only if the passenger is on official state related business, which may include a person who is:
    - a. Directly involved in a program sponsored or administered by the agency;
    - b. A federal administration employee working in collaboration with the operator;
    - c. A city or county employee; or
    - d. Temporarily in need of assistance due to a roadside emergency or similar situation.
  2. An operator may use a state vehicle for transportation to a job interview with any state agency if approved in advance by theoperator's supervisor or as otherwise outlined in the operator's agency employee handbook.
- I.** Fueling facilities.
1. An operator shall use an ADOT fueling facility when available within five miles of the state vehicle's location. If an ADOT fueling facility is not available, the operator shall use a fueling facility that accepts the state-issued fuel card. Each operator shall verify fueling availability and hours of operation prior to commencing travel.
  2. An operator assigned an alternative fuel vehicle shall use alternative fuel when available.
  3. An operator shall only use regular unleaded gasoline. Dispensing a medium or premium grade of fuel into a state vehicle is prohibited.
- J.** Repairs.
1. An operator shall drive a state vehicle safely and obey all state traffic laws to help protect the vehicle's mechanical condition.
    - a. Any defect or malfunction shall be immediately reported to the nearest ADOT Equipment Services shop location; and
    - b. Any tampering or obvious vehicle abuse by an operator may result in disciplinary action and a direct billing to the operator's agency for reimbursement of damages.
  2. An operator shall obtain authorization from ADOT Equipment Services before using a commercial repair shop for servicing or repairing any state vehicle.
- K.** Care of vehicles.

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1. ADOT Equipment Services shall ensure that a state vehicle:
    - a. Bears a current state license plate as prescribed under A.R.S. § 28-2511;
    - b. Bears an appropriate designation as prescribed under A.R.S. § 38-538, § 38-538.01, or § 38-538.03;
    - c. Is registered with the Arizona Department of Transportation, Motor Vehicle Division, as prescribed under A.R.S. § 28-2511; and
    - d. Complies with state emissions laws as prescribed under A.R.S. §§ 49-542 and 49-557.
  2. An operator shall ensure that:
    - a. A state vehicle is kept clean and free of litter;
    - b. Any visual defect or known malfunction is promptly reported to ADOT Equipment Services. If ADOT Equipment Services determines that an operator was negligent and failed to safeguard the state vehicle, the cost of any resulting damage shall be billed directly to the using agency;
    - c. The vehicle maintenance schedule managed by ADOT Equipment Services is followed at all times. An operator is subject to disciplinary action for damaging state resources when a state vehicle is not turned in on time for scheduled services; and
    - d. Smoking, chewing tobacco, or vaping in a state vehicle is not authorized.
      - i. If ADOT Equipment Services determines that smoking, chewing tobacco, or vaping has occurred in or caused damage to a state vehicle, the operator's agency shall pay for the cleaning and repair expenses and the operator is subject to disciplinary action for violating state law.
      - ii. A subsequent incident of smoking, chewing tobacco, or vaping in a state vehicle shall result in the operator losing the privilege to operate a state vehicle.
- L. Prohibited activities.**
1. No state vehicle shall be modified or tampered with in any way. Prohibited modification or tampering shall include activities such as disconnecting a GPS fleet management device, modifying a vehicle's markings, or removing a required decal.
  2. An operator shall not idle a state vehicle for more than five minutes unless the state vehicle is actively engaged in a work function or idling is required for a safety reason. A state vehicle shall never be left idling unattended or while being fueled.
  3. An operator shall not, at any time or under any circumstance, consume or transport any type of alcoholic beverage or a non-prescription controlled substance or drug in a state vehicle. A state vehicle shall not be operated by anyone under the influence of intoxicating liquor, drugs, or other substances.
  4. An operator shall not use a state vehicle to transport any items or goods which are not the property of the state, unless such transportation is directly related to official business being conducted by an agency.
- M. Parking.**
1. An operator shall use discretion on where to park a state vehicle. Non-work-related stops when using a state vehicle are prohibited with the exception of restroom stops and meals when in travel status. Parking at a business where food is the primary service is acceptable when the operator is either:
    - a. In travel status as indicated in SAAM 5009, Responsibilities of Travelers and Those Making or Reviewing Travel Arrangements; or
    - b. Not in travel status but working away from the operator's work unit and eating nearby would reduce state vehicle mileage and fuel consumption.
  2. An operator assigned a state vehicle shall park the vehicle off the street if taken home at night. If garage parking is not available, the operator shall check their local homeowner's association rules prior to parking a state vehicle on the premises. The operator shall remove all state property from the parked vehicle and ensure that the vehicle is locked and secured.
- R17-1-404. Fleet Safety and Risk Management**
- A.** A using agency shall use the state's ESEDRA program to review the driving record of each employee authorized to operate a state vehicle according to the procedures developed and implemented by the using agency as prescribed under A.A.C. R2-10-207 and the Statewide Motor Vehicle Safety Policy.
  - B.** A state employee shall attend a defensive driver training course, as prescribed under A.A.C. R2-10-207, before being permitted to operate a state vehicle.
  - C.** An operator who drives a state vehicle shall take a defensive driver training refresher course as often as required by the operator's agency. A driver that receives a citation for a traffic violation may be required by the operator's agency to take defensive driver refresher training as prescribed under A.A.C. R2-10-207.
  - D.** An operator required to drive a state vehicle shall immediately notify a supervisor of any suspension, revocation, cancellation, restriction, disqualification or other action affecting the operator's license or certification needed to operate a state vehicle.
  - E.** An operator, whether driving a state vehicle or a privately-owned vehicle on state business, shall not engage in distracted driving as prescribed under A.R.S. § 28-914. An operator is prohibited from using text messaging features on mobile communication devices while operating a vehicle except as permitted under A.R.S. § 28-914.
  - F.** An operator shall ensure that there is evidence of insurance in the state vehicle before operating the vehicle. This certificate is included in the motor vehicle accident reporting packet stored in the glove compartment of each state vehicle.

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- Additional motor vehicle accident reporting instructions are available from all ADOT Equipment Services offices.
- G.** An operator shall use a safety belt, as prescribed under A.R.S. § 28-909, and ensure that all passengers use a properly fastened safety belt. A state employee not wearing a safety belt may be subject to disciplinary action up to and including dismissal.
- H.** An operator shall not deactivate a driver or passenger side airbag unless doing so per manufacturer guidelines. All manufacturer's guidelines and those of the National Highway Traffic and Safety Administration (NHTSA) shall be followed when transporting:
1. Infants in rear-facing seats;
  2. Children under the age of 12;
  3. Adults with medical conditions that place them at specific risk, including people with certain prosthetic devices; and
  4. Persons who cannot adjust their seat position to maintain approximately ten inches between the person's breastbone and the air-bag.
- I.** Persons listed under subsection (H) shall be transported in a vehicle equipped with a rear seat or a vehicle not equipped with passenger side front airbags when available and practical. In cases where no other transportation options exist, and where the passenger side airbag has been deactivated to provide transportation to those listed under subsection (H), the operator shall reactivate the passenger side airbag immediately upon the exit of the passengers.
- J.** An operator, whether driving a state vehicle or a privately-owned vehicle on state business, shall report all vehicle accidents or incidents involving the vehicle that have resulted in damage to any property or injury to any person according to the operator's agency procedures for accident and incident investigations developed under A.A.C. R2-10-207, and notify ADOT Equipment Services as indicated on the Department's website at [www.azdot.gov](http://www.azdot.gov).
1. An operator shall report a state vehicle accident to the police and shall make a written report to the ADOT Equipment Services, Vehicle Risk Management Group, within 24 hours after the accident using the automobile loss report form contained in the accident reporting packet. If the operator is incapacitated, the operator's supervisor shall make the report.
  2. The operator and the operator's supervisor shall sign the automobile loss report and forward it to the ADOT Equipment Services, Vehicle Risk Management Group, within 24 hours after the accident. If the police report is not available when the automobile loss report is due, the operator shall submit the police report regarding the accident to the ADOT Equipment Services, Vehicle Risk Management Group, within 10 calendar days after the accident.
  3. If other vehicles are involved, or there are witnesses to the accident, the operator shall request all other drivers and witnesses complete a witness information card located in the accident reporting packet. The operator shall obtain the name and telephone number of any witnesses.
  4. If no other vehicles are involved, or the police are unable to respond, the operator shall document as much information about the accident or incident as possible and take pictures where possible.
- K.** An operator may stop a state vehicle at the scene of any crash incident to provide motorist assistance within reason and to the extent of the operator's abilities. The operator is not required to compromise the operator's personal safety or the safety of any passengers. The operator may stop and assist a stranded motorist who is a great distance away from help, especially in bad weather, or may radio or phone the location of the motorist to the ADOT Traffic Operations Center (TOC) or the Department of Public Safety. Under unusual circumstances, an operator may transport a stranded motorist to the nearest place of reasonable safety, but only after calling 911. Children under five years of age or under 40 pounds shall be transported in a child safety seat, as prescribed under A.R.S. § 28-907, if available, or the seat from the stranded motorist's vehicle may be used.
- L.** Traffic citations.
1. An operator is personally responsible for the prompt payment of any fines imposed for a moving or non-moving traffic violation received while operating a state vehicle unless the citation was issued for mechanical failure. Under no circumstances shall the citation be paid with state or federal funds.
  2. An operator who receives a traffic citation for mechanical failure shall, as soon as possible:
    - a. Personally take the citation along with the state vehicle to the nearest ADOT Equipment Services shop location;
    - or
    - b. Contact the nearest ADOT Equipment Services shop location to receive instruction on the safest way to repair the issue.
  3. An operator who receives a traffic citation while operating a state vehicle and fails to resolve the matter within 90 calendar days after the issue date on the citation shall lose the privilege of operating a state vehicle. The operator's privilege shall be reinstated when the operator provides the ADOT Equipment Services, Vehicle Risk Management Group, with verification that the operator:
    - a. Paid the fine,
    - b. Contested the traffic citation successfully, or
    - c. Submitted proof of successful completion of traffic school, and
    - d. Possesses a valid driver license.
- M.** An appropriately licensed operator may transport a small amount of explosive material in a state vehicle if required for conducting state business and approved by the ADOT Safety & Health Section with approval in writing by the second-line supervisor. All required placards shall be displayed on the transporting vehicle.

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**Equipment Services****R17-1-405. Special Equipment; Billing Rates**

- A.** A using agency shall obtain approval from ADOT Equipment Services before making any modification to a state vehicle, including the addition or removal of equipment or accessories to or from the state vehicle.
- B.** A using agency may request specially installed equipment such as two-way radios, sirens, cages, or tanks by submitting a request in writing to ADOT Equipment Services. The using agency shall pay for the equipment, for installation of the equipment, and for restoration expenses or diminution in value caused by modifications made to install special equipment.
- C.** ADOT Equipment Services shall equip all new state vehicles with a GPS fleet management device, unless the vehicle is dedicated for use in conducting certain law enforcement activities of a confidential nature or otherwise prohibited by the Director. ADOT Equipment Services shall place a decal on the rear of each state vehicle equipped with a GPS fleet management device to inform both the operator and the general public that use of the vehicle is monitored by GPS.
- D.** Charges for state fleet vehicles are determined by using a certified rate methodology guide for public fleets. Fleet charges consist of a risk management fee, a cost-per-mile fee, a fleet management service fee, an indirect cost allocation plan fee, and a per gallon fuel use fee. Other fees and charges may exist depending on internal or external agency requirements.
- E.** Fleet management rates are recalculated each year and may vary from one fiscal year to another depending upon the size of the fleet and the cost of new vehicles, maintenance, repairs, overhead, and insurance costs. The ADOT Equipment Services fleet operation is a cost recovery fleet operation as prescribed under A.R.S. § 28-472.