



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
3-JTS-3A-24, 25
3-JDF-3A-24, 25
3-JCRF-3B-11; 4C-14
1-JDTP-2C-09, 10, 11
1-JBC-3A-30, 31
NCCHC Y- 43**

100 SERIES: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Use of Vehicles

POLICY NUMBER: DJJPP 111

TOTAL PAGES: 3

EFFECTIVE DATE: January 2, 2024

APPROVAL: Vicki R. Reed , COMMISSIONER

I. POLICY

Staff shall operate motor vehicles, irrespective of ownership, in a safe and lawful manner when in an on-duty status. Staff shall utilize and maintain Kentucky Finance and Administration Cabinet (KFAC) leased vehicles that have been assigned to the department for use (DJJ vehicle) in accordance with 200 KAR 40:020.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice (DJJ) staff.

III. DEFINITIONS

Refer in DJJPP Series 100.

IV. PROCEDURES

- A. Staff shall comply with Finance and Administration Cabinet's *Guide for Drivers of the Commonwealth's Vehicles*. DJJ shall comply with the Finance and Administration Cabinet's *Agency Guide for the Commonwealth's Vehicles*.
- B. Staff operating a DJJ vehicle or a privately owned vehicle in performance of official duties shall be properly licensed. Documentation of valid licensure shall be maintained in the staff's personnel file. Staff shall be obligated to report a suspension or loss of driving privileges to their immediate supervisor within twenty-four (24) hours. Failure to do so may result in disciplinary action.
- C. Each facility or office shall designate one staff member to be the DJJ vehicle administrator and oversee vehicle control and scheduling. If the vehicle administrator is not available, the respective supervisor shall designate another staff member to facilitate this process.

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- D. The DJJ vehicle administrator shall maintain possession and control of keys for each DJJ vehicle assigned to the facility. The DJJ vehicle administrator shall be responsible for determining vehicle type and assignment of vehicle to requesting staff.
- E. Staff located in offices without access to a DJJ vehicle shall be excluded from IV F., G., and H. of this policy.
- F. If a DJJ vehicle is available and absent a justifiable reason pursuant to paragraph H. of this section, staff shall utilize the vehicle for departmental travel. Staff shall email the vehicle administrator and carbon copy (cc:) their supervisor requesting to reserve the DJJ vehicle for noted date and time.
- G. If a DJJ vehicle is not available, staff shall obtain documentation from the vehicle administrator stating that no DJJ vehicle is available. Staff shall obtain approval from their respective supervisor to use their privately owned vehicle for noted purpose, date, and time.
- H. If a DJJ vehicle is available, but staff would like to use a private vehicle and seek mileage reimbursement, staff shall obtain approval from their respective supervisor.
- I. In the facility or office, the DJJ vehicle administrator or designee shall conduct and document weekly safety inspections on the department's vehicle inspection checklist. The DJJ vehicle administrator or designee shall be trained by a National Institute for Automotive Service Excellence (ASE) certified technician on all items listed on the department's vehicle inspection checklist. The training shall be documented and maintained in the individual's training record. The vehicle administrator located within the Fiscal Branch shall review annually to ensure compliance.
- J. Mechanical and safety defects discovered during use shall be noted on the vehicle mileage log and promptly reported to the vehicle administrator. The vehicle administrator shall ensure that all defects are repaired.
- K. A vehicle mileage log shall be maintained on each DJJ vehicle and controlled by the DJJ vehicle administrator. Staff utilizing a DJJ vehicle shall be provided the log, along with the vehicle when using the vehicle. Staff shall complete their log entry and return the log, along with the keys and any fuel or maintenance receipts obtained while using the vehicle, to the DJJ vehicle administrator upon returning the vehicle.
- L. All DJJ vehicle maintenance and cleaning shall be coordinated with KYFAC. An authorization number shall be received from KYFAC by calling (800) 928-4649 prior to maintenance being performed. The authorization number shall be included on the invoice submitted by the vendor to KYFAC.
- M. All accidents involving a DJJ vehicles shall be reported to KYFAC by calling (800) 928-4649 and all accidents shall be reported to staff's immediate Supervisor as soon as possible.

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- N. Mileage reports on all DJJ vehicles shall be completed for each calendar month and submitted to the vehicle administrator by the 5th of each month. The vehicle administrator shall submit monthly mileage reports on all DJJ vehicles to the Division of Administrative Services, Fiscal Branch by the 10th day of the following month.
- O. Fuel cards shall be controlled by the Administrative Manager or designee. Vehicle assigned fuel cards shall remain with the vehicle keys at all times.
- P. Under no circumstances shall a youth in a DJJ operated program or detention facility operate a motor vehicle.
- Q. Youth shall not be left unattended in a DJJ vehicle or privately owned vehicle.
- R. Staff, while on duty and operating a DJJ or privately owned vehicle, shall operate that vehicle in a safe and lawful manner and shall comply with all posted speed limits and all traffic control signs and signals.
- S. Staff shall use the seat belts in any vehicle so equipped in performance of their official duties. All passengers riding in any vehicle operated by DJJ staff in performance of their official duties shall be required to use the seat belts.
- T. The vehicle administrator shall be responsible for the scheduling of routine services for all DJJ vehicles. An annual inspection by an ASE certified technician shall be required and documented in each vehicle's service log. The vehicle administrator shall secure a copy of the ASE certified technician's certification and maintain at the assigned office or facility. The vehicle administrator located within the Fiscal Branch shall review annually to ensure compliance.
- U. At least one DJJ vehicle shall be kept on grounds at all times in areas where an ambulance service is not readily available for the transfer of a resident for medical care. Reference DJJPP Series 400 (Emergency Medical Services).
- V. Any cell phone use in a DJJ vehicle that violates federal, state or local laws or is otherwise unsafe is prohibited. Staff who receive a traffic citation or is involved in an incident related to cell phone or electronic device use while operating a DJJ vehicle must report it to his or her supervisor as soon as possible.
- W. Staff operating a DJJ vehicle shall not use a cell phone to text or email while operating a DJJ vehicle. If it becomes necessary to answer a text message or email due to an emergency situation, the staff member shall pull off the road in a safe place to park before answering.

V. MONITORING MECHANISM

Administrative Managers shall monitor these procedures and report any issues to the Director of Administrative Services.