

Approved: 4-29-94
Date

MINUTES OF THE HOUSE COMMITTEE ON GOVERNMENTAL ORGANIZATION AND ELECTIONS.

The meeting was called to order by Vice Chairperson Elaine Wells at 1:30 p.m. on April 28, 1994 in Room 521-S of the Capitol.

All members were present except:

Committee staff present: Carolyn Rampey, Legislative Research Department
Dennis Hodgins, Legislative Research Department
Arden Ensley, Revisor of Statutes
Nancy Kippes, Committee Secretary

Conferees appearing before the committee:

Others attending: See attached list

Representative Ray Cox reported on the subcommittee's review of the Motor Pool, Department of Administration. The committee met with Orion Jordan, Director of Facilities and requested the following information: 1. Policies and punishment for abusive use of state vehicles - copy of the Vehicle Operators Manual and six complaints; 2. Agency identification on the vehicles. Mr. Jordan volunteered information about problems occurring at end of each session in relationship to poor communication between agencies and his office concerning number of vehicles needed. All requested information was furnished by Mr. Jordan, attached to subcommittee's report. Mr. Jordan suggested use of an 800 number to facilitate reporting abuses. (Attachment 1). Representative Cox recommended that the committee follow up next year on the complaints listed.

Representative Farmer made a motion to accept the report from the subcommittee concerning the Motor Pool. Representative Gilbert seconded. Motion carried.

Representative Cox made a motion that the House Governmental Organization and Elections Committee follow up next session on the 800 number. Representative O'Connor seconded. Motion carried.

Representative Gilbert made a motion to approve the minutes of the March 24, 1994 meeting as submitted. Representative Farmer seconded. Motion carried.

The meeting was adjourned at 1:45 p.m.

RAY COX

REPRESENTATIVE, 39TH DISTRICT

JOHNSON, LEAVENWORTH & WYANDOTTE COUNTIES

824 S 131ST

BONNER SPRINGS, KANSAS 66012

STATE CAPITOL BUILDING—174-W

TOPEKA, KS 66612-1504

913-296-7655



TOPEKA

HOUSE OF
REPRESENTATIVES

COMMITTEE ASSIGNMENTS

MEMBER: GOVERNMENTAL ORGANIZATION & ELECTIONS

FEDERAL & STATE AFFAIRS

FINANCIAL INSTITUTIONS & INSURANCE

DATE: March 31, 1994

TO: House Governmental Organization and Election Committee

FROM: Subcommittee on Department of Administration;
Representatives Ray Cox, Chairman, Tom Bradley, Mike Farmer,
Lori Majure, Nelson VanFleet

RE: Motor Pool

The Committee met with Director of Facilities, Orion Jordan.

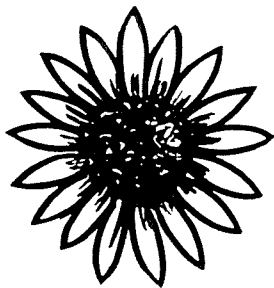
As a result, the following information was requested from and provided by Mr. Jordan concerning the:

1. Abusive use of state vehicles, what are the policies and the punishment?
 - a. We requested copies of the Vehicle Operators Manual and six complaints, selected at random stating the complaint and how it was resolved.
2. Discussion of agency identification on the vehicles. Mr. Jordan thought that an 800 number to facilitate the reporting of abuses might be effective.
3. Mr. Jordan volunteered information about problems occurring at the end of each session in relationship to poor communication between agencies and his office concerning the number of vehicles needed. He has provided information on the subject.

House Gov't Org. + Elections
April 28, 1994
Attachment 1

STATE OF KANSAS

Central Motor Pool



VEHICLE OPERATOR'S MANUAL

KANSAS OFFICIAL TAG NO. _____

Department of Administration

CENTRAL MOTOR POOL

VEHICLE OPERATOR'S MANUAL

Prepared by:

STATE OF KANSAS
DEPARTMENT OF ADMINISTRATION
CENTRAL MOTOR POOL
400 S.W. VAN BUREN
TOPEKA, KANSAS 66603-3332

TELEPHONE:

OFFICE (913) 296-4614

SHOP (913) 296-3655

December 1992

TABLE OF CONTENTS

	<u>Page</u>
I. General Information	1
II. Operator Responsibility	1
III. Vehicle Assignment	3
A. Trip basis vehicles	3
B. Assigned vehicles	3
IV. Universal Credit Card	4
V. Service and Repair	4
A. Day-to-day service	4
B. Scheduled maintenance	5
C. Unscheduled repairs	5
VI. Billing for Repairs	6
VII. Tires and Batteries	6
VIII. Accidents	6
IX. Bumper Stickers, Signs and Decals	7
Exhibit A - Vehicle Requisition and Trip Ticket	
Exhibit B - Assigned Vehicle Policy	
Exhibit C - Assigned Vehicle Requisition	
Exhibit D - Assigned Vehicle Justification	
Exhibit E - Motor Vehicle Daily Log	
Exhibit F - Sample Schedule of Repairs	

I. GENERAL INFORMATION

The Kansas official vehicle tag number (license plate number) is shown on the front of this pamphlet. This number is also embossed on the universal gasoline credit card provided with this vehicle. This number is to be used in all communications involving the vehicle to which it is assigned.

II. OPERATOR RESPONSIBILITY

- A. In compliance with Kansas official rules and regulations, state vehicles shall only be used on official state business by state employees engaged in official state business.

- B. The operator of the state vehicle is responsible for the proper use, servicing and protection of the vehicle while in his or her possession. Further, the operator is responsible for reporting accidents involving the vehicle or theft of any items connected with the vehicle (credit card, etc.), or theft of the vehicle itself within 24 hours.

- C. State vehicle operators are to observe the following:
 1. A VALID DRIVER'S LICENSE IS REQUIRED and each driver is to have this on his or her person whenever operating a state vehicle.

 2. Operation of the state vehicle is to be done in a safe and prudent manner at all times. Observation of all traffic and parking laws is required. Violation of any law is the driver's responsibility and all fines will be paid by the driver.

 3. Parking of vehicles will be done on state property when available. Vehicles driven home overnight will be kept off the street if at all possible. Fees for parking garages, lots and meters will be the using agency's responsibility.

 4. Kansas Administrative Regulation 1-17-2a became effective May 1, 1981. This regulation identifies certain occasions when a state-owned or leased vehicle may be used for travel between an employee's residence and his or her official work station, providing the one way distance between the official work station and the residence does not exceed ten (10) miles. Each state traveler will be responsible for compliance with this regulation.

State-owned or leased motor vehicles shall not be used to commute from the employee's residence to the employee's official work station, except:

- a. when parking the vehicle at the official work station overnight subjects the vehicle to a high risk of vandalism;
 - b. when the person using the vehicle is regularly called to duty after work hours in connection with law enforcement or emergencies which result from an act of God;
 - c. for a trip vehicle assigned to a traveler on the evening immediately preceding the date travel is to occur or the night following the day on which the travel occurred, provided the additional mileage resulting from such travel does not exceed ten (10) miles one way.
5. Vehicle security. State vehicles are to be locked whenever unattended (except in public parking areas where an attendant parks the vehicle). The credit card is not to be left in the vehicle at any time.
 6. Lost tags or credit cards are to be reported to the motor pool as soon as possible.
 7. Theft of a vehicle or its contents are to be reported to the local law enforcement officials and the motor pool immediately.
 8. Accidents are to be reported immediately to the motor pool. (See section VIII, page 6.)
 9. DRIVE DEFENSIVELY. Use your seat belt. Use the parking brake when leaving the vehicle unattended. Have all windows clear before moving vehicle. Use rear and side mirrors before moving. Use turn signal when changing lanes. Use emergency flashers whenever vehicle is disabled or when stopped on the side of the highway.
 10. DO NOT use state vehicles for personal use. DO NOT transport members of your family or others, unless they are involved in official state business.
 11. Pets may not be transported in any state vehicle.

III. VEHICLE ASSIGNMENT

State motor pool vehicles are available either on a trip basis or on a permanently assigned basis.

- A. Trip basis vehicles shall be obtained from the dispatch section of the motor pool. The driver shall submit the "Motor Pool Vehicle Requisition and Trip Ticket", form MP-2B (see exhibit A), at the time the vehicle is to be picked up. Vans and pickups are to be reserved in advance indicating the date and time the keys will be picked up. Compact sedans are not reserved but are provided on a first request basis. It is requested that no vehicle issued on a trip basis be requested for more than two weeks. If a vehicle is needed for a longer period of time, the request must be approved by the motor pool personnel.

The trip ticket (Form MP-2B) shall be completed as follows:

1. Type of vehicle requested - the vehicle type desired must be indicated in space provided.
2. Agency section - must be completed and signed by the head of the agency or his/her authorized agent before submitting to the motor pool.
3. Mileages, beginning and ending, are to be entered clearly on the driver's copy.
4. Driver trip information section is placed on the form to account for all miles traveled.
5. Returning the vehicle. Driver is to note the ending mileage, location and condition of the vehicle on his or her copy of the trip ticket. If the driver returns after normal work hours the keys, credit card, charge tickets and trip ticket are to be placed in the drop box on the east side of the Motor Pool parking area on parking lot 4.

- B. Assigned vehicles are obtained by meeting the requirements of the "Motor Pool Assigned Vehicle Policy" (see Exhibit B), and by submitting an "Assigned Vehicle Requisition" form MP-1a and Justification Form, form MP-10 (see Exhibit C and D.)

Records of assigned vehicle use are to be maintained on a "Motor Vehicle Daily Log" form MP-3b (see Exhibit E), and submitted to the motor pool on or before the fifth (5th) working day of each month. All gasoline

1-5

tickets and repair bills incurred will be posted by the driver and attached to the log. Description of repairs must be written on reverse side of the log. The heading of the log shall be filled out properly before sending it to the motor pool. All trips must be entered and all miles accounted for. Note that the ending mileage from the previous month is the beginning mileage for the next month and should be entered at the top of the log.

IV. UNIVERSAL CREDIT CARD

A. Authorized uses.

The credit card issued with this vehicle is accepted at most oil companies. ALWAYS INQUIRE AS TO THE CARD'S ACCEPTABILITY BEFORE AUTHORIZING ANY SERVICE. It is to be used for purchase of fuel, oil, lubricants, small repairs and parts. IT IS NOT TO BE USED FOR PERSONAL ITEMS OR ANY ITEMS NOT RELATING TO MOTOR VEHICLES. Tires and batteries are not to be purchased with this card except in extreme emergencies.

B. Using the card.

It is the driver's responsibility to obtain a copy of the DELIVERY TICKET for each purchase made. Before accepting and signing the ticket, the following items should be verified:

1. Name and address of service station.
2. Correct price and totals for each item purchased.
3. Credit card code number and vehicle number.

Upon confirmation of items above, record the odometer reading on the ticket and sign the ticket. All tickets are to be forwarded to the motor pool with the trip ticket on trip basis vehicles, and with the Vehicle Daily Log on permanently assigned vehicles.

V. SERVICE AND REPAIR

A. Day-to-day service - important items which are to be checked frequently are:

1. Keep fuel tank full. Use self-service gas.
2. Check engine oil on every fill-up. (If below "add" mark, add oil.)

3. Keep fluid level up in battery-check frequently.
4. Check tires frequently for proper air pressure. Service calls for flat tires are not allowed.
5. Inspect the body of the vehicle for damage which may have occurred while parked. Report damage to the motor pool immediately so arrangements can be made to repair any minor damage. (Major damage and accidents are covered in Section VIII, page 6)
6. The purchase of fuel and crankcase additives for the vehicle is prohibited.

B. Scheduled maintenance.

1. When convenient, schedule oil changes, tune-ups, and regular maintenance items with the motor pool service facility in Topeka. A specific schedule of repairs is furnished for specific models of vehicles. This schedule is assigned at the time the vehicle is checked out to an individual or an agency. (See Exhibit F.) A record of services should be kept on this form and returned to the motor pool when the vehicle is retired.
2. Scheduled repairs required out of the Topeka area shall be performed at a competent service facility.

C. Unscheduled repairs. Breakdowns, mechanical failures or normal wear needing repairs should be:

1. Reported to the motor pool prior to authorizing repair.
2. If vehicle is under warranty, it should be taken to an authorized dealer.
3. If possible, work should be scheduled with the motor pool shop in Topeka.
4. If it is not feasible to bring the vehicle to the Topeka shop, make arrangements to have it done locally at one of the following:
 - a. a service station accepting the universal credit card; or
 - b. an independent shop; or
 - c. an authorized service garage.

A limitation of \$75.00 has been established for repairs without approval of the motor pool. In case of emergencies where repairs are necessary to take the driver back to his or her official station, a limitation of \$200.00 has been established.

VI. BILLING FOR REPAIRS

Drivers will be responsible for obtaining proper billing for repairs whenever they authorize them. The following specific information is required:

A. Have the invoice made out to:

State of Kansas
Department of Administration
Central Motor Pool
400 S.W. Van Buren
Topeka, Kansas 66603-3332

B. The official tag number shall be shown on all invoices.

C. The invoice shall show all parts and repairs used on the vehicle.

D. The driver shall verify all the above data and then sign his or her name to the invoice.

All invoices shall be posted and attached to the vehicle log, or attached to the trip ticket and returned to the motor pool.

VII. TIRES AND BATTERIES

All tires and batteries shall be purchased from state contract. A list of authorized shops participating in the contract is provided with each vehicle. Obtain an unpriced invoice made out as a repair invoice. Be certain the vehicle number is shown on the invoice. Purchases from other than contract vendors must have prior approval by the motor pool.

VIII. ACCIDENTS

In case of an accident, the driver or someone in his or her agency is responsible for the following:

A. Notify the local law enforcement agency (State Highway Patrol is preferred) in cases involving a known second party. In the case of a small dent occurring in a parking lot, a hit and run accident, hitting an inanimate object, etc., the police need not be involved.

B. Obtain from the other driver his or her name, address, place of employment, vehicle description, vehicle identification number, license number, INSURANCE COMPANY, and insurance policy number.

C. Contact the motor pool office within twenty-four (24) hours of the accident and provide the information requested in this section, paragraph B. A written description must be provided within forty-eight (48) hours of the accident on a MP-20 form.

D. Contact the state insurance company when required. The motor pool will advise on the necessity of this.

NOTE: Each agency shall be responsible for the proper care and maintenance of each permanently assigned vehicle and for adherence to maintenance and service schedules established by the Secretary of Administration. ANY DAMAGE OR LOSS TO THE VEHICLE, OR LOSS OF EQUIPMENT AND COSTS RELATED THERETO ON THE VEHICLE, MAY BE CHARGEABLE TO THE LEASING AGENCY.

IX. BUMPER STICKERS, SIGNS AND DECALS

Unless specifically authorized by the Secretary of Administration, no signs, decals or stickers will be displayed on any state vehicles.

9-1

CENTRAL MOTOR POOL Vehicle Requisition and Trip Ticket

AGENCY
COMPLET

Type of Vehicle Requested (Check)
Sub-Compact _____ Compact ☒ Station Wagon _____
Van _____ Mini-Van _____ Pickup _____ Mini-Pickup _____

Agency Name Bd. of Retired Senior Volunteers Agency Number 800
Driver's Name Mary Roe Driver's License No. T1T3K5
Date Car Requested 7-10-84 Estimated Date Return 7-11-84
Destination Lawrence, Kansas
Purpose Attend Training Session
Signature (Head of Agency) J. Smith

Unit Number Assigned 1000 Date Assigned 7-10 Time 8:15 Intl _____
Odometer Reading (Note: Driver Enter) _____ Date Returned 7-11 Time 8:30 Intl _____
Ending Reading 10078
Beginning Reading 10000
Total Mileage (Actual) 78 Miles @ 22 / Mile = \$ 17.16
Minimum Mileage: _____ Days x 50 Miles @ _____ / Mile = \$ _____ Min. Charge

Note: All vehicles checked out over two (2) hours are subject to 50 miles/day minimum charge.

Trip Ticket Date	From	To	Ending Odometer	Miles Traveled	Comments

Attach all gasoline and repair tickets to requisition when returning to motor pool.
Condition of Car (Comment): _____

I hereby certify that the mileage herein reported was official, and payment for these miles is proper.
Mary Roe
(Signature of Driver)

EXHIBIT C

STATE OF KANSAS
Department of Administration
Division of Accounts and Finance

MOTOR POOL ASSIGNED VEHICLE REQUISITION

Vehicle Assigned No. _____
Type Vehicle Assn. _____

ACTION: Driver Change ☐ Location Change ☐ COMMENTS: _____
Exchange Vehicle ☒ Old Veh. No. 1000

AGENCY NAME Board of Retired Senior Volunteers AGENCY No. 800
DIVISION OF AGENCY _____
DRIVERS NAME John Doe KS. DRIVERS LICENSE No. S2S9H8
DRIVERS OFFICIAL STATION Topeka STREET ADDRESS Statehouse
DRIVERS TITLE Executive Secretary TELEPHONE No. 296-0000
DRIVERS DUTIES Recruiting retired professionals, businessmen, etc. for
volunteer consultation services.
DRIVERS TERRITORY Entire state

JUSTIFICATION FOR ASSIGNMENT (CHECK BELOW)

- ☒ 1. MILEAGE (TOPEKA BASED - 18,000 MI/YR (OUTSIDE TOPEKA - 15,000 MI/YR)
☐ 2. SPECIAL EQUIPMENT REQUIRED FOR OCCUPATION
EXPLAIN IN DETAIL _____

ESTIMATED MILES PER MONTH 1,500-2,000

IF OTHER THAN PERMANENT, SHOW PERIOD REQUIRED DATES _____

I have read and understand the Motor Pool Rules and Regulations and agree to care for and operate the state vehicle in a conscientious manner. Further, I will keep the state vehicle locked at all times that it is unattended.

DRIVERS SIGNATURE John Doe

I hereby request the use of a state vehicle for conducting state business within the scope of my agency. I realize my agency is responsible for the care of this vehicle. My agency assumes liability for any negligence on the part of its employees and agrees we are subject to replacement of all or part of a vehicle damaged through negligence.

AGENCY HEAD SIGNATURE J. Smith DATE 1-20-84

APPROVAL, DIRECTOR OF MOTOR POOL

SIGNED _____ DATE _____

10-10-79

EXHIBIT B

DEPARTMENT OF ADMINISTRATION

CENTRAL MOTOR POOL

ASSIGNED VEHICLE POLICY

A. BASIC REQUIREMENTS FOR ASSIGNMENT

K.A.R. 1-17-5a. Permanently-assigned vehicles:

(a) Any agency desiring to have a permanently assigned motor pool vehicle may apply to the director of the central motor pool. The director shall approve the assignment if:

- (1) the vehicle is driven no less than 18,000 miles per year when the driver or agency is located in Topeka and Shawnee County;
- (2) the vehicle is driven no less than 15,000 miles per year when the driver or agency is located outside Topeka and Shawnee County;
- (3) the employee to whom the vehicle is to be permanently assigned is required by the employee's official duties to travel at least 50% of the time;
- (4) the vehicle is required for special service and equipped with two-way radio or other apparatus rendering the vehicle unusable for normal travel; or
- (5) the vehicle is used for a special purpose, such as hauling special tools or equipment, transporting handicapped people or other special needs.

(b) If special equipment must be added to a central motor pool vehicle, the agency to whom the vehicle is assigned shall be responsible for the expense of installing that equipment.

(c) Upon exchange or retirement of any permanently assigned vehicle, the agency shall remove any special equipment placed on or in the vehicle and repair all holes or other damage before return to the central motor pool.

(Authorized by K.S.A. 75-4608.)

B. VEHICLE TYPE AND SIZE REQUIREMENTS

1. Sub-compact Size Cars

- a. Four-door sedans are a minimum of 97-inch wheel base with automatic transmission.
- b. Should be used in metropolitan areas or in a restricted driving range responsibility.
- c. Recommended for driving primarily on paved roads.

2. Compact Size Cars

- a. Four-door sedans are a minimum of 99-inch wheel base with automatic transmission and with power steering.
- b. Should be used for a longer range driving responsibility.
- c. Recommended for driving primarily on paved roads.

3. Compact Size Station Wagons

- a. Two-seat wagons are a minimum wheel base of 99 inches with automatic transmission and with power steering.
- b. To be used primarily on paved roads and in situations requiring more than one person, their luggage and office equipment.
- c. Heavy cargo requirements are covered by another class of vehicle.
- d. Trailer towing is to be done by another class of vehicle.

4. Heavy Service Vehicles

Travel requiring heavy cargo and/or trailer towing on or off paved roads shall be done with the following class of vehicle:

- a. Pickup truck - half-ton pickup with eight-foot bed, automatic transmission, non-slip differential and power steering. Basic travel responsibility is off normal roads, such as oil field lease roads, etc. (Trailer towing is permitted.)

- b. Service vans - all glass unit, 124-inch wheel base, automatic transmission and power steering. Unit is to be used for paved road travel, either as a cargo vehicle or as a multi-passenger vehicle. (Trailer towing is permitted.)

C. SPECIAL PROVISIONS

1. Trailer hitches and any other special accessories are the responsibility of the using agency.
2. Agencies are asked to make their requests for vehicles conform to the guidelines set out above. Use of vehicles will be screened and violations will be called to the attention of the agency. Changes in type of vehicle assignment will be made if deemed necessary.
3. Excessive abuse of vehicles, including speeding violations, will result in cancellation of assignment of any type vehicle to the concerned agency.
4. Assignment of all vehicles shall be requested by the agency head. The agency head will provide an MP-1a, "Assigned Vehicle Requisition", indicating the name of the driver and other information.

EXHIBIT D

CENTRAL MOTOR POOL
 ASSIGNED VEHICLE JUSTIFICATION
 VEHICLE NO. ASSN. _____ TYPE OF VEHICLE SC C SW VN PU
 AGENCY NO. 800 SUB AGENCY NO. _____

1. Agency Board of Retired Senior Volunteers
2. Agency Division _____
3. *Driver(s) (Full Name) John Doe
4. Driver's Official Station Topeka
5. Driver's Territory (area travelled, cities, counties) Entire state
6. Purpose of Travel Recruiting retired professionals, businessmen, etc. for volunteer consultation services
7. Passenger Qty 1 Frequency with Passengers 10% %
8. Necessary Cargo (Itemize) None
9. Cargo Weight N/A lb.
10. Special Equipment (Affixed to the Vehicle) None
11. Special Equipment Weight N/A lb.
12. Estimated Monthly Mileage 1,500-2,000 miles
13. Percent of Time Driver(s) Travel 65 %

*List all persons who will normally drive this vehicle

12/83

MP-10

EXHIBIT F

STATE OF KANSAS
 CENTRAL MOTOR POOL

SERVICE AND WARRANTY SCHEDULE

1984 Plymouth Reliant Station Wagon

This vehicle has a complete warranty for 12 month or 12,000 miles, whichever occurs first; and a limited warranty of 5 years or 50,000 miles on power train.

OIL and OIL FILTER CHANGES: At 5,000, 10,000, 15,000 miles etc. (See schedule below). Note vehicle travelling less than 5,000 miles in 4 months must have oil changed every 4 months.

LUBRICATION: At 20,000, 40,000 and 60,000 miles.

REAR WHEEL BEARING PACK: At 25,000 and 50,000 miles.

BATTERY: Original battery is maintenance free.

TUNE ENGINE: At 20,000, and 40,000 miles replace spark plugs, PCV valve, gas filter, and air cleaner. Note: Extreme driving conditions (dusty conditions, etc.) may indicate more frequent exchange of air filter and other items.

TIRES: Vehicle is equipped with radial all weather tires. Minimum tire pressure 32 pounds, cold front and rear. Defective tires should be taken to original manufacturer and adjusted for no more than \$20.00. If tire is older and adjustment greater than \$20.00, replace tire at the dealer with tire contract.

COOLANT: Your vehicle is equipped with a coolant recovery unit which should have 1 quart of coolant in the overflow unit when engine is cold. (Do not overfill) Addition should be with 50% solution of ethylene glycol mixture. Coolant should normally not be completely replaced during life of vehicle.

Please acquaint yourself with the owner's manual, and know your vehicle. However, please note that the Service Schedule outlined above is to take priority over schedules listed in the manual.

Please keep the car presentable by washing periodically. (No more than twice a month.)

Please keep the motor pool informed of any body damage so repairs can be made.

SERVICE RECORD SHEET	MILES	5,000	10,000	15,000	20,000	25,000	30,000	35,000	40,000	45,000	50,000	55,000	60,000
OIL & FILTER													
LUBRICATION													
TUNE UP													
FRONT WHEEL PACK													

Note date service performed in square under the specified mileage

1-18-84

01-1

Item No.	Date	Service	Cost
1	12/6	Lube and filters	11.00
2	12/13	Tire repair	5.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
Conditions of car (Comment) <i>Good. Will need 2 new tires soon. Small gravel pit in windshield.</i>			

Vehicle No. 1000 Beginning Mileage 55035
Agency No. 800 Agency B. of Ret. Sec. Vols. Division _____
Report Period: Month December Year 1983
Type of Vehicle: Sub-Compact _____ Compact X Station Wagon _____
Pickup: Mini _____ Regular _____ Van: Mini _____ Regular _____

[illegible]

Total

(Motor Pool Use Only)

Total Miles _____ @ \$0. _____ \$ _____.

STATE OF KANSAS



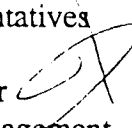
DEPARTMENT OF ADMINISTRATION
Division of Facilities Management

JOAN FINNEY
Governor
ORION M. JORDAN
Director

Landon State Office Building
900 Jackson, Room 653
Topeka, Kansas 66612-2210
(913) 296-1318

MEMORANDUM

TO: Representative Ray L. Cox
Chair, Subcommittee
House Governmental Organization and Elections
Kansas House of Representatives

FROM: Orion M. Jordan, Director 
Division of Facilities Management

DATE: March 28, 1994

SUBJECT: Central Motor Pool

The following information and materials are forwarded as requested.

1. Report on Complaints (enclosed)
2. Operator's Manuals (enclosed)
3. Purchasing Procedures

During our discussion of the Central Motor Pool purchasing procedures, it was discussed that each addition to the fleet occurs based on approval received from the legislature. It was also discussed that sometimes at the end of the legislative session a position requiring extensive travel and thus a vehicle will be added to an agency's position count without a vehicle being added to the Central Motor Pool budget.

In response to your request for comments to improve this situation, the Division of the Budget and the Legislative Research staff assigned to the Central Motor Pool have been contacted. It has been agreed that next legislative session, Central Motor Pool staff will contact both the Division of the Budget and the Legislative Research staff to solicit information on any end of session staff changes which will also require changes in the number of Motor Pool vehicles to be purchased. Budget and Research staff have agreed to assist in compiling the

Representative Ray L. Cox
Chair, Subcommittee
House Governmental Organization and Elections
Kansas House of Representatives
State Capitol, Room 174-W
March 30, 1994
Page 2

necessary information. This improvement in communication and coordination should satisfactorily address the problem identified.

A copy of the form used to document an agency's request for an additional vehicle is enclosed for your review.

4. Bumper Stickers

Using bumper stickers with a toll free number to report complaints was raised as an issue at our meeting. It is recommended that the implementation and effectiveness of such a system be "tested" through the initiation of a pilot program with all vehicles leased by state employees on a trip basis from the Topeka Dispatch Service. There are currently 237 vehicles in the Dispatch Service providing approximately 12,000 individual trips per year. The pilot program would enable the Central Motor Pool to identify benefits and costs of such a program. (Implementation of the system will require the use of a telephone recording system for after duty hours. It is anticipated that this will cause some negative reaction since the public would rather talk to a person, however, such action will be necessary to prevent an increase in staff needed to answer phones 24 hours per day).

If additional information is needed or would be helpful, please contact me at your convenience. Thank you.

OMJ:tml

Enclosures

cc: Susan M. Seltsam, Secretary

OJ94\RRRC



Joan Finney, Governor

DEPARTMENT OF ADMINISTRATION
LEGAL SECTION

107 Landon State Office Building
900 Jackson
Topeka, Kansas 66612-1214
(913) 296-6000
FAX #(913) 296-0043

MEMORANDUM

TO: Orion Jordan, Director of Facilities Management

FROM: Scott M. Gates, DOA Legal

DATE: March 29, 1994

RE: Vehicle complaint procedures

Vehicle complaints are normally received from the motor pool over the telephone, but sometimes written complaints are filed. Our office initially sends a letter to the agency head of the agency to which the vehicle is assigned, summarizing the complaint and requesting them to conduct an investigation and respond to our office. We usually rely on the investigation conducted by the agency unless we are given some reason to believe the agency is not taking the matter seriously. The agency is also responsible for determining what disciplinary action should be taken against the employee. However, we do keep track of the number of complaints against specific individuals or agencies to determine when it may be necessary to restrict an individual from using state vehicles.

If the complaining party leaves us a name and address, we also send a letter to them informing them how the individual responded to the complaint. This is often done in an anonymous manner to insure the agency's and individual's privacy. In cases where the individual has denied engaging in the conduct alleged in the complaint, we often inform the complaining party of this and ask if they are interested in pursuing the matter further. The following is a summary of six complaints selected at random.

The first complaint was received by telephone January 27, 1994 alleging that a state vehicle had cut in front of the caller very closely and the driver of the state vehicle was yelling at the caller. Our office sent a letter to Nancy Parrish, the Secretary of Revenue, on January 13, 1994. She responded on February 25, 1994 by informing us that a personnel conference was held with the driver of the vehicle who denied the allegations of the complaint. Her letter also stated that the driver's itinerary indicated that the driver was not in

the vicinity where the alleged conduct occurred at the date and time alleged. Our office sent a letter to the complaining party informing him of the information received during the personnel conference. The February 28, 1994 letter also asked him to contact our office if he wished to pursue this matter further. The complaining party has not contacted our office as of today's date.

The second complaint was received by a letter dated November 9, 1993 alleging that a state van was weaving in and out of traffic and traveling at approximately 75 to 80 miles per hour on K-10. Our office sent a letter dated November 12, 1993 to Chancellor Gene A. Budig of the University of Kansas summarizing the complaint. Roger Oroke responded to our office in a letter dated January 10, 1993. The van was driven by a graduate assistant coach of the swimming and diving team for the university. The university provided a written apology from the graduate student which admitted that he had exceeded the speed limit. The athletic department prohibited the graduate student from traveling with the swimming and diving team and from driving state owned vehicles. On January 13, 1994 our office sent a letter to the complaining party informing her that the driver had been disciplined without disclosing the specific action taken by the athletic department.

The third complaint was received by a telephone call dated December 16, 1993 alleging that a women seated in the front seat of a van turned around and started hitting a child seated behind her. On December 21, 1993 our office sent a letter to Donna Whiteman, Secretary of SRS, because the vehicle was assigned to Parsons State Hospital and Training Center. The Secretary responded by letter dated January 27, 1994 indicating that a resident had tried to open the van door when the woman seated in the front seat of the van turned around to block the resident and close the door. I also received a telephone call from Ed Aldrine with SRS's Topeka office informing me that the agency was interested in pursuing child abuse charges, but they would need to contact the complaining party because they would not pursue an anonymous complaint. On February 9, 1994 our office sent a letter to the complaining party summarizing the agency's response to the complaint and asking them to contact Ed Aldrine if he wished to pursue child abuse charges. As of today's date I have not received a response from Mr. Aldrine or the complaining party concerning the allegations of child abuse.

The fourth complaint was received by a telephone call dated February 2, 1994 alleging that a state vehicle was tailgating other vehicles and exceeding the speed limit. Our office contacted Philip Fishburn, Secretary of Agriculture, by a letter dated February 9, 1994. Donald L. Jacka, Jr., Assistant Secretary of Agriculture, responded to our office with a letter dated February 11, 1994 stating that the employee's supervisor had discussed the complaint with the employee who denied the allegations. On February 15, 1994 our office sent a letter to the complaining party informing her that the driver had been counseled.

The fifth complaint was received by telephone call dated February 7, 1994 alleging that the vehicle was driving 70 miles per hour on the turnpike. Our office contacted Michael L. Johnston, Secretary of Transportation on February 7, 1994. The Secretary responded on February 10, 1994 and provided a written explanation from the employee explaining the purpose of his trip to Wichita and indicating that he normally makes a conscientious effort to drive the speed limit but he may have unintentionally exceeded the speed limit. On February 15, 1994, our office sent a letter to the complaining party informing him that the employee had been counselled concerning the allegations.

The sixth complaint was received by telephone on January 18, 1994 containing several allegations. First, the complaining party followed the vehicle on the turnpike and alleged that the state vehicle was traveling 70 miles per hour. The complaining party followed the state vehicle as it exited on Iowa street in Lawrence and then made several consecutive turns as if it were trying to keep the complaining party from following him. The complaining party felt that the driver may have been using the vehicle to attend a KU v. K-State basketball game that evening. The complaining party eventually lost site of the vehicle in traffic. Our office sent a letter to Jim Robinson, chairman of the Kansas Corporation Commission summarizing the complaint on January 19, 1994. Our office received a letter on January 31, 1994 from Brian J. Moline, General Council for the Kansas Corporation Commission, stating that the driver of the vehicle is a pipeline safety inspector who was investigating a suspected gas leak at 2014 New Hampshire in Lawrence, Kansas that evening. On February 7, 1994 our office contacted the complaining party and informed him that the driver was investigating a gas leak and denied attending the KU v. K-State basketball game. The complaining party was not satisfied with this explanation. I contacted Brian Moline by telephone who obtained a written explanation from the employee. I sent a copy of this written explanation to the complaining party deleting the employee's name in order to keep his identity confidential. I also sent the complaining party a copy of the turnpike receipt showing that the employee returned to Topeka at 9:00 that evening. The basketball began at 8:30 p.m., and the employee would have needed to leave Lawrence by 8:30 to arrive in Topeka at 9:00. This information satisfied the complaining party's concerns, and he decided not to pursue the matter further. The employee was counseled concerning the allegation of speeding and Brian Moline informed me that he would review procedures for operating state vehicles with all of the pipeline safety inspectors.

Most complaints that we receive do not contain a name and address for the complaining party. It is difficult to pursue these cases when the employee denies the allegations and our office cannot contact the complaining party to obtain additional information. Unless the complaint alleges particularly flagrant conduct, we normally allow the agency to determine whether it believes the employee and what disciplinary action should be taken. We do not normally get involved with the actual investigation of the complaint

Orion Jordan
March 29, 1994
Page 4

unless the agency is not cooperating or the complaining party is available to contest the employee's version of the events alleged in the complaint.

I hope that this memorandum will help in your efforts to evaluate changes to current procedures in handling vehicle complaints. Please call me if you need additional information or if I can be of further assistance.

SMG:sk
J004820.01

VEHICLE REQUEST
COVER SHEET
FY 1994 BUDGET

Director, Kansas Central Motor Pool
400 SW Van Buren
Topeka, Kansas 66603

Dear Director:

It is requested that the Kansas Central Motor Pool secure a vehicle for permanent assignment to this agency. The usage of vehicles currently assigned to this agency has been reviewed and reassignment of vehicles within the agency is not feasible as a means for meeting this vehicle request.

Agency Head*Signature _____

Title _____

Agency _____

Date _____

Contact Person for Entire Agency _____

Phone Number _____

Contact Person for Agency Subdivision _____

Phone Number _____

- * The agency head is the top person in the agency. For example, the Secretary of S.R.S. would sign this form not the Superintendent of Topeka State Hospital. The agency head must sign one of the Vehicle Request Cover Sheets for each vehicle requested.

VEHICLE REQUEST
FY 1994 BUDGET

AGENCY NAME and NUMBER _____

AGENCY SUBDIVISION NAME AND NUMBER _____

Check Appropriate Box:

1. ☐ Request for Additional Vehicle
2. ☐ Request to Exchange Currently Assigned Vehicle with Another Type of Vehicle
3. A. If either Box 1 or 2 above was checked, circle type of vehicle being requested: 4-Door Compact; 2-Door Compact; 1/2 Ton Pickup; Mini Pickup; Station Wagon; 2 Passenger Cargo Mini Van; 5 Passenger Mini Van; 7 Passenger Mini Van; 8 Passenger Mini Van; 3/4 Ton 5 Passenger Van; 1 Ton 12 Passenger Van; 1 Ton 5 Passenger Van; 2-Door Intermediate (Undercover); 4-Door Intermediate (Undercover); Motor Carrier 4 Door Intermediate; Fire Marshal 4-Door Intermediate. (NOTE: If your agency requires a specialized vehicle not included in this list, please describe the type of vehicle and the need for the specialized vehicle in an attached letter.)
B. If a pickup truck or van is being requested, provide detail regarding: cargo to be carried; cargo weight; passenger quantity; percentage of time passengers carried: _____

4. A. If Box 2 above was checked, circle the type of vehicle you will be releasing in exchange for a new type of vehicle: 4-Door Compact; 2-Door Compact; 1/2 Ton Pickup; Mini Pickup; Stationwagon; 2 Passenger Cargo Mini Van; 5 Passenger Mini Van; 7 Passenger Mini Van; 8 Passenger Mini Van; 3/4 Ton 5 Passenger Van; 1 Ton 12 Passenger Van; 1 Ton 5 Passenger Van; 2-Door Intermediate (Undercover); 4-Door Intermediate (Undercover); Motor Carrier 4-Door Intermediate; Fire Marshal 4-Door Intermediate.
B. State why the type of vehicle currently being used does not satisfy agency needs and thus should be exchanged for another type of vehicle.

5. Is the vehicle being requested for an existing position? yes ☐
no ☐

6. If the vehicle is being requested for an existing position, complete the following.

A. Position number: _____

B. Names of all drivers (state if position or positions temporarily vacant) _____
_____.

C. Job classification: _____.

D. Job duties (specify why travel required): _____

_____.

E. Specify the territory to be travelled: _____
_____.

F. Specify legislation & regulations requiring performance of duties: _____
_____.

G. State why vehicle is required now but was not required previously. _____

_____.

7. If the vehicle is being requested for a position that has not been authorized by the legislature, please complete the following.

A. Projected job classification: _____

B. Job duties (specify why travel required): _____

_____.

C. Specify the territory to be travelled: _____.

D. Specify projected legislation and regulations which will require performance of duties: _____
_____.

8. In order to have a vehicle permanently assigned, at least one of the following criteria must be met. Circle the letter for each criteria that applies. Thus, if 3 criteria apply, circle 3 letters.

- A. The vehicle will be stationed in Shawnee County and driven 18,000 miles per year. (Average 1500 miles per month)
- B. The vehicle will be stationed outside of Shawnee County and driven 15,000 miles per year. (Average 1250 miles per month)
- C. The vehicle is required for special service and must be equipped with two-way radio or other apparatus rendering the vehicle unusable for normal travel.
- D. The vehicle will be used to: haul special tools or equipment; transport handicapped persons or other clientele; meet other special transportation needs.

9. A. If the vehicle being requested is for an existing position located in Shawnee County, complete the following table for as many of the last 12 months as possible.

<u>MONTH</u>	<u>MILES DRIVEN/MONTH</u>	(Private Mileage, Mileage of vehicle to be exchanged Central Motor Pool Dispatch Service Mileage)
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL _____	TOTAL _____	

TOTAL MILES ÷ TOTAL MONTHS = _____ AVERAGE MILES/MONTH

8. If the vehicle being requested is for a nonexistent position projected to be located in Shawnee County, please state the basis for projecting that the vehicle will be driven 18,000 miles per year. (Complete if 8A above is circled).

10. A. If the vehicle being requested is for an existing position located outside Shawnee County, complete the following table for as many of the last 12 months as possible.

(Private Mileage, .ge
of vehicle to be exchanged,
Central Motor Pool Dispatch
Service Mileage.)

TOTAL

B. If the vehicle being requested is for a nonexistent position projected to be located outside of Shawnee County, please state the basis for projecting that the vehicle will be driven 15,000 miles per year. (Complete if 8B above is circled)

C. If the vehicle is being requested for a duty station outside of Shawnee County, state the duty station for the vehicle. _____

11. If the vehicle will be equipped with a two-way radio or other special apparatus, please complete the following.

A. Specify the special equipment to be affixed to the vehicle. _____

B. Specify the approximate weight of the special equipment. _____

C. Specify the duties performed which require affixing special equipment to the vehicle.

12. Please provide appropriate detailed information below if the vehicle will be used to: haul special tools or equipment; transport handicapped persons or other clientele; meet other special transportation needs. _____