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GOVERNOR

# State of Alabama Department of Corrections

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JOHN Q. HAMM  
COMMISSIONER

September 23, 2025

ADMINISTRATIVE REGULATION  
NUMBER

105

OPR: GENERAL SERVICES  
(FLEET MANAGEMENT)

## MOTOR VEHICLE USE, CARE, AND ACCIDENT REPORTING

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes uniform procedures and responsibilities governing the authorized use, care, maintenance, and operation of ADOC-owned motor vehicles and motorized equipment. It also provides standardized processes for accident reporting and for investigations related to employee or inmate driver use of ADOC vehicles.

### II. POLICY

ADOC motor vehicles and motorized equipment **shall be used solely for official departmental business and must be operated with the highest regard for safety,** responsibility, and accountability. All operators are required to comply with traffic laws, use seat belts, and adhere to established ADOC policies. Exceptions apply only to law enforcement officers responding to emergencies, consistent with prescribed training and public safety requirements. Vehicles and equipment must be properly maintained, and any crashes, misuses, or damage must be reported and documented in accordance with this regulation. The assignment and use of ADOC vehicles and motorized equipment is a privilege, not a right, and remains subject to ADOC discretion and oversight.

### III. DEFINITIONS AND ACRONYMS

- A. **ADOC Fleet Report Application:** The official ADOC electronic reporting system used to track and document all vehicle-related fuel and non-fuel purchases. The system may be web-based, desktop-based, or mobile-enabled (e.g., ArcGIS/Survey123). Employees with mobile devices enter purchases directly into the application, while employees without mobile devices must submit receipts to the Designated Fleet Contact Person for entry.

- B. **Designated Fleet Contact Person**: The individual appointed by each Facility/Division Director to coordinate all fleet-related matters including maintenance, repair scheduling, odometer reporting, and communication with ADOC Fleet Services (e.g., Business Manager).
- C. **DORM**: Division of Risk Management (Alabama Department of Finance)
- D. **Fleet Manager**: The ADOC official responsible for overseeing the Department's vehicle fleet operations, including vehicle assignment, maintenance compliance, reporting, insurance coordination, and implementation of Executive Order 728, *Promoting Efficiency and Accountability in the Use of State Vehicles*, vehicle stewardship policies.
- E. **Inmate Driver**: An ADOC inmate authorized to operate a state or non-state vehicle to conduct official ADOC business after meeting screening, licensing, custody, and supervision criteria outlined in AR 441.
- F. **Major Repairs**: Significant vehicle malfunctions or diagnostic issues requiring specialized evaluation. Includes Check Engine or Wrench Light diagnosis, drivability issues, breakdowns, and problems with the cooling system, alternator, starter, engine, or HVAC systems. Requires garage review and approval. Repairs exceeding \$500 must be submitted by the garage to the ADOC Fleet Manager for approval.
- G. **Motorized Equipment**: Any self-propelled, wheeled, or tracked equipment owned or operated by ADOC that is not designed for on-road use but is used to support institutional operations. This includes, but is not limited to, tractors, all-terrain vehicles (ATVs), utility terrain vehicles (UTVs or side-by-sides), riding lawn mowers, and similar equipment.
- H. **Non-Routine Maintenance**: Intermediate repairs or part replacements that are not part of regular service intervals but may arise due to wear or minor malfunction. Includes brake and suspension repairs, battery replacement, belt changes, light/bulb failures, air filters, fuel system cleaning, and tire balancing (only if experiencing vibration at highway speeds). Requires garage review and approval prior to service.
- I. **Routine Maintenance**: Standard preventive services necessary to maintain vehicle performance and safety, typically completed without prior garage or Fleet Manager approval. Includes oil changes, tire rotations, wiper blade replacement, and Diesel Exhaust Fluid (DEF) refills.
- J. **Vehicle Body Repairs**: Any repair work related to the exterior or structural components of a vehicle, ranging from minor dent removal and window replacement to major collision repairs, including painting and frame alignment.

- K. **WEX**: Wright Express, the fuel card vendor/system used by ADOC for purchasing authorized fuel and non-fuel vehicle-related goods and services.

**IV. RESPONSIBILITIES**

- A. Deputy/Associate Commissioners shall ensure compliance with this AR and take corrective action when violations occur.
- B. Facility/Division Directors shall:
  - 1. Ensure compliance with this and associated ARs and take corrective action when violations occur.
  - 2. Coordinate with the Fleet Manager and Accounting Division Director, or designee, to appoint a Designated Fleet Contact Person and ensure ongoing compliance with AR 105, *Motor Vehicle Use, Care, and Accident Reporting*, through performance monitoring.
  - 3. Analyze fleet needs and submit annual requests for additional vehicles, with complete justification, to the Fleet Manager.
  - 4. Communicate with the General Services Division Property and Fleet Services Units to perform audits and follow appropriate property transfer and surplus property/salvage procedures as necessary to maintain accurate inventory.
- C. Supervisors shall:
  - 1. Ensure ADOC employees and inmate drivers adhere to proper vehicle use, care, and maintenance requirements (reference AR 441, *Inmate Drivers* for inmate driver adherence).
  - 2. Provide support to the Fleet Manager and Designated Fleet Contact Person to coordinate vehicle maintenance, ensure fuel and non-fuel purchases are properly entered into the ADOC Fleet Report Application, and resolve any WEX purchase validation issues.
  - 3. Respond to and support accident response and reporting by employees under their supervision.
  - 4. Perform vehicle inspections to ensure drivers are properly maintaining and caring for assigned vehicle.

D. The ADOC Fleet Manager shall:

1. Coordinate with Associate/Deputy Commissioners and Facility/Division Directors to identify fleet needs and formulate and implement a fleet management plan to accommodate ADOC operations.
2. Monitor vehicle usage and maintenance for compliance with routine maintenance programs.
3. Provide oversight for WEX card issuance, PINs, fraud control, and bill payment.
4. Determine when a vehicle is to be salvaged or replaced, based on lifecycle and cost-benefit criteria.
5. Liaise with the Governor's Office and prepare the annual vehicle use report required under Executive Order No. 728, *Promoting Efficiency and Accountability in the Use of State Vehicles*.
6. Maintain communication with Legal, Procurement, and DORM as needed for repairs, replacements, incidents, insurance claims, etc.
7. Coordinate with Designated Fleet Contact Personnel to facilitate maintenance, inspections, and repairs of vehicles and to validate fuel and non-fuel purchases through WEX and the ADOC Fleet Report Application.

E. The Designated Fleet Contact Person shall:

1. Coordinate scheduled and unscheduled maintenance, inspections, and repairs with Fleet Services.
2. Compile and submit all fuel and non-fuel receipt data into the ADOC Fleet Report Application for employees without mobile device access.
3. Validate all fuel and non-fuel purchases by reconciling the monthly WEX invoice with transaction records recorded in the ADOC Fleet Report Application.

F. Drivers are responsible for:

1. Ensuring lawful, safe, and authorized operation of ADOC motor vehicles.
2. Accurately and timely documenting all vehicle use, fuel purchases, and maintenance activity per ADOC policies (e.g., ADOC Fleet Reporting Application).

3. Properly caring for and maintaining his/her assigned motor vehicle(s) to preserve its appearance and overall working conditions to maximize its overall value and period of use.
4. Cooperating with law enforcement, Risk Management, and ADOC supervisors and investigators after any accident or significant damage.
5. An employee in possession of or responsible for an ADOC vehicle which is damaged by means other than in a vehicle accident (for example: by vandalism or weather-related events) shall be responsible for reporting such incidents to his/her chain of command and ADOC Fleet Services.

## V. **PROCEDURES**

- A. The Commissioner, or designee, will authorize all vehicle purchases, assignments, and reassignments following established property control regulations.
- B. Vehicle Use and Care:
  1. Employees and inmate drivers must possess a valid driver license to operate an ADOC vehicle while performing department business.
  2. Employees and inmate drivers are responsible for maintaining vehicle interiors and exteriors in a clean condition, free of trash or debris. Washing services are available on a limited basis by appointment through Draper, Fountain Fleet Services, or the Criminal Justice Center Motor Pool.
  3. ADOC vehicles shall only be used for official state business. Use of a vehicle for commuting is only permitted with approval from the Commissioner or designee.<sup>1</sup>
  4. Employees operating motor vehicles as part of their job duties must comply with all traffic laws and always operate vehicles safely. Exceptions apply only to law enforcement officers who are responding to emergencies and have received prescribed training, allowing for limited deviations from traffic laws when necessary to ensure public safety.
  5. Employees who operate a motor vehicle on the job are solely responsible for notifying his/her supervisor immediately upon arrest or conviction for reckless driving, driving under the influence, or if his/her driver license is suspended or revoked, regardless of whether he/she committed the offense while on the job. An employee who occupies a position where possessing a

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<sup>1</sup>In accordance with IRS regulations, the total value of the personal use of State-owned/leased vehicles (excludes vehicles used for law enforcement functions) is taxable for federal, state, and FICA purposes and must be reported on the employee's Form W-2. An employee who is authorized to use a state motor vehicle for commuting usage must track the number of days he/she uses the vehicle for commuting purposes during November 1 – October 31 reporting period. The employee will report annually the total number of commuting usage days to ADOC Payroll and be charged a daily commuting usage fee of \$3.00.

valid driver's license is an essential aspect of the job and whose license is invalidated for any reason will be removed from driving duties and could be subject to transfer, demotion, and/or termination.

6. Employees should consistently inspect his/her assigned vehicle and report any damage to their supervisor and Fleet Services immediately after detection.
7. Authorized ADOC officials may inspect an ADOC vehicle at any time, with or without notice, and employees should have no reasonable expectation of privacy regarding its contents.
8. Employees must submit written requests through the chain of command to the ADOC Fleet Manager before adding equipment or modifying any ADOC vehicle. The Fleet Manager will evaluate the request and forward it to the appropriate Deputy Commissioner for review and approval. Modifications may be denied if they compromise safety, performance, warranty, value, or appearance. The Fleet Manager will notify the requestor in writing of the final decision through the chain of command.

C. Passengers:

1. Employees operating ADOC vehicles must receive approval from the appropriate supervisor before allowing anyone to ride in the vehicle other than:
  - a. Coworkers or contract employees.
  - b. Member of immediate family (excludes rides while performing work responsibilities).
  - c. Stranded motorists.
  - d. Suspects, prisoners, or inmates.
  - e. Informants or other law enforcement officers' witnesses and complainants (those required to further an investigation and/or perform law enforcement operations).

D. Routine Maintenance:

1. Employees are responsible for tracking mileage and ensuring that routine maintenance (e.g., oil changes, filter replacement, tire rotations) is performed according to manufacturer guidelines or ADOC Fleet Services direction.

2. Only authorized service providers who accept WEX may perform routine maintenance. Any routine maintenance expected to exceed \$500 must receive prior approval from ADOC Fleet Services. Fleet Services is responsible for adjusting the WEX card limit to allow payment for authorized repairs.
  3. Employees are responsible for ensuring that no taxes are charged on vehicle services. This includes notifying the service provider in advance of the tax-exempt status and verifying that taxes are excluded from the invoice before completing the WEX transaction.
  4. All receipts must be uploaded to the ADOC Fleet Report Application by the driver or submitted to the Designated Fleet Contact Person for entry and documentation.
  5. Vehicle Inspection Reports or multi-point inspection checklists provided by the service provider must be uploaded into the ADOC Fleet Report Application by the driver or submitted to the Designated Fleet Contact Person for entry.
- E. Non- Routine Maintenance:
1. Non-routine maintenance must be coordinated through ADOC Fleet Services (see AR 105, *Motor Vehicle Use, Care, and Accident Reporting*, Annex B, *Fleet Contact Information*).
  2. Fleet Services will identify a WEX-authorized repair shop nearest the driver's location and coordinate directly with the shop's Service Manager to obtain a written cost estimate for the required services. When feasible, quotes from multiple vendors will be obtained to ensure cost-effectiveness and timely service.
  3. If the repair is approved, Fleet Services will email the driver a copy of the cost estimate along with the assigned service provider's name, address, and the scheduled date and time for the repair.
  4. The driver is authorized to pay for the approved service using the WEX card assigned to the vehicle, provided that the total cost does not exceed the approved estimate and NO TAXES are included on the final invoice.
  5. If the services performed or charges differ from the original estimate, the driver must contact Fleet Services for further guidance before using the WEX card for payment.
  6. The driver is responsible for ensuring no taxes are charged. This includes informing the vendor in advance of ADOC's tax-exempt status and verifying that the invoice excludes all taxes before payment is rendered.

7. Fleet Services is responsible for adjusting the WEX card limit to allow payment for authorized repairs.
8. All service receipts must be uploaded to the ADOC Fleet Report Application by the driver or submitted to the Designated Fleet Contact Person for entry and documentation.

F. Major Repairs:

1. Major repairs must be coordinated through ADOC Fleet Services (see AR 105, *Motor Vehicle Use, Care, and Accident Reporting, Annex B, Fleet Contact Information*).
2. The driver will provide Fleet Services with as much detail as possible about the condition of the vehicle. Based on the information provided, the service age of the vehicle, its repair history and other factors, Fleet Services will arrange for the vehicle to be salvaged or obtain repair estimates from a WEX approved service provider. If it is determined to be cost effective to repair the vehicle, Fleet Services will authorize the repair to be performed; otherwise, arrangements will be made to transport and salvage the vehicle.
3. The driver retrieving the vehicle is authorized to pay for the approved service using the WEX card assigned to the vehicle, provided that the total cost does not exceed the approved estimate and no taxes are included on the final invoice.
4. If the services performed or charges differ from the original estimate, the driver must contact Fleet Services for further guidance before using the WEX card for payment.
5. The driver is responsible for ensuring no taxes are charged. This includes informing the vendor in advance of ADOC's tax-exempt status and verifying that the invoice excludes all taxes before payment is rendered.
6. Fleet Services is responsible for adjusting the WEX card limit to allow payment for authorized repairs.
7. All service receipts must be uploaded to the ADOC Fleet Report Application by the driver or submitted to the Designated Fleet Contact Person for entry and documentation.

G. Tire Repair and Replacement:

1. If tire replacement is necessary, the assigned driver must notify Fleet Services to identify the appropriate tire type and obtain quotes from an approved tire

vendor near the vehicle's location (see AR 105, *Motor Vehicle Use, Care, and Accident Reporting, Annex B, Fleet Contact Information*).

2. Fleet Services will coordinate with the ADOC Accounting Division to initiate and obtain a purchase order for the replacement.
3. No tire(s) may be purchased or installed until the approved purchase order is issued by the ADOC Accounting Division.
4. Once the purchase order is received, Fleet Services will schedule the service and provide the driver with the appointment details.
5. The driver is responsible for delivering the vehicle to the repair shop for the scheduled appointment, ensuring no taxes are included on the invoice, signing the invoice and annotating the vehicle's tag number, and uploading the invoice into the ADOC Fleet Report Application.
6. Use of the WEX card for tire replacement is unauthorized, except in emergency situations where only one tire requires immediate replacement.

#### H. Towing:

1. For towing assistance during normal business hours, the driver should contact the nearest Fleet Services location (see AR 105, *Motor Vehicle Use, Care, and Accident Reporting, Annex B, Fleet Contact Information*).
2. For towing assistance outside normal business hours, the driver should contact WEX Roadside Emergency Towing Services. Contact information is located on the back side of the WEX card that is assigned to the vehicle.

#### I. Vehicle Body Repairs:

1. When vehicle damage occurs, whether due to a collision or a minor incident, the assigned driver must contact Fleet Services and provide detailed information about the condition of the vehicle (see AR 105, *Motor Vehicle Use, Care, and Accident Reporting, Annex B, Fleet Contact Information*).
2. Fleet Services will assess the situation based on the vehicle's age, condition, and applicable insurance coverage (full or liability-only). A determination will then be made whether the vehicle should be salvaged or sent to the Draper Garage body shop for a repair estimate.
3. If Fleet Services (or the insurance carrier) determines that repairing the vehicle is cost effective, they will proceed with the repair.

4. If Fleet Services (or the insurance carrier) determines that repairing the vehicle is not cost effective, they will coordinate retrieval and salvage of the vehicle or, if fully insured, coordinate with the insurance carrier to collect payment for the vehicle's fair value and transfer title to the carrier.

J. Motorized Equipment Repair and Maintenance:

1. The facility/division the motorized equipment is assigned is responsible for contacting Fleet Services to request repairs and maintenance.
2. For warranted repairs, Fleet Services will obtain necessary quotes for repairs and, depending on the type and cost of the repairs, will instruct the facility to use a WEX Miscellaneous card to pay for the repairs or Fleet Services will request a purchase order from the ADOC Accounting Division.
3. If a purchase order is required, no repairs are permitted until the approved purchase order is issued by the ADOC Accounting Division.
4. Fleet Services will schedule the repair services at a location nearest the equipment location and notify the facility/division of the appointment information.
5. The facility/division is responsible to make arrangements to transport the equipment to and from the designated repair shop.
6. Once the repair has been completed, the facility/division employee picking up the equipment is responsible for ensuring no taxes are included on the invoice, signing the invoice, and uploading the invoice into the ADOC Fleet Report Application.

K. WEX Fleet Cards:

1. A WEX Fleet Card is assigned to a specific vehicle and is used to purchase fuel and certain repairs/maintenance for the vehicle to which the card is assigned. The card should be safely secured inside the vehicle, preferably in a protective card holder.
2. WEX Miscellaneous Cards are assigned to a Facility/Division and used for non-vehicle expenses such as fuel and general maintenance for motorized equipment.
3. Only authorized employees with an assigned Personal Identification Number (PIN) may use a WEX card. The PIN is a six (6) digit number (typically employee ID number).

4. Employees are prohibited from sharing PINs to allow someone to make WEX card purchases.
5. It is each employee's responsibility to protect his/her PIN and contact Fleet Services at [WEX.Help@doc.alabama.gov](mailto:WEX.Help@doc.alabama.gov) to have their PIN terminated and a new PIN issued if their PIN is compromised.
6. Inmates are prohibited from using WEX cards.
7. In the event a WEX card is lost or damaged, email [WEX.Help@doc.alabama.gov](mailto:WEX.Help@doc.alabama.gov) to cancel the card and request a replacement card. The email should include Vehicle Property Number, Tag Number, 5 Digit card number (if known), and Facility/Division.
8. WEX Receipts
  - a. Non-Fuel Purchases – All receipts must be signed by the driver and include the driver's printed name and the vehicle's tag number. The information should be placed in such a manner that it does not cover up any of the information shown on the receipt. The receipts must then be uploaded to the ADOC Fleet Report Application by the driver or submitted to the Designated Fleet Contact Person for entry and documentation.
  - b. The driver is responsible for uploading all fuel purchase receipts into the ADOC Fleet Report Application or submitting them to the Designated Fleet Contact Person for entry and documentation.
- L. Employees are responsible for ensuring vehicles and contents inside the vehicle are secure at all times. Vehicles and/or ADOC issued equipment lost or stolen due to employee negligence will result in the employee reimbursing the ADOC the amount necessary to replace the lost/stolen equipment. The ADOC is not responsible for any personal items lost, stolen, or damaged in or from a state vehicle.
- M. An employee who observes visible signs of ADOC vehicle abuse or misuse shall be immediately reported to the Fleet Manager or appropriate Fleet staff. Examples of abuse or misuse include, but are not limited to:
  1. Excessive speeding or reckless operation of vehicles.
  2. Operating vehicles with insufficient oil or coolants because of failure to check levels at the beginning of the duty day or failure to monitor dash instruments while operating.

3. Failing to report malfunctions or defects in, and damage to the vehicle.
  4. Operating vehicles in improperly selected gears.
  5. Unauthorized wiring, marking, or modifications to the vehicle.
  6. Operating a vehicle with improperly inflated tires.
  7. Using a vehicle for other than its designed or intended purpose.
  8. Distributing loads improperly in cargo areas of vehicle.
- N. Fleet Services may request information and/or a physical inspection of a vehicle at any time.
- O. ADOC Motor Pool and Rental Use:
1. When no vehicle is available, authorized staff may request a loaner vehicle from the ADOC Motor Pool (see AR 105, *Motor Vehicle Use, Care, and Accident Reporting*, Annex B, *Fleet Contact Information*).
    - a. Loaner vehicles shall be returned to the ADOC Motor Pool no later than the same or next business day following use, with the fuel level restored to at least the level recorded at checkout.
  2. If an ADOC Motor Pool vehicle is not available, employees may use the Statewide Master Agreement with Enterprise Rent-A-Car after receiving permission from the Chief Deputy Commissioner and obtaining a purchase order in accordance with departmental procedures.
- P. Vehicle Disposal and Replacement:
1. Fleet Services will determine if a vehicle is no longer serviceable and needs to be disposed of in adherence with state surplus property procedures.
- Q. License plates identifying ADOC vehicles as State government vehicles are issued for all vehicles. The Commissioner, in conjunction with the Deputy Commissioner of Special Services, is authorized to issue cover tags to certain ADOC vehicles following specific statutory requirements.
- R. Accident Reporting:
1. Employee/Driver Responsibilities
    - a. Aid the injured. Do not move injured individuals unless absolutely necessary.

- b. Call the police and provide exact location and advise if medical assistance is needed. Write down the name and badge numbers of police officers providing assistance and the state/local agency in which they are employed.
- c. Contact ADOC Communications by phone at (334) 612-3455 or email them at [adoc.commo@doc.alabama.gov](mailto:adoc.commo@doc.alabama.gov) to report the accident so ADOC officials can provide an appropriate response.
- d. Cooperate fully with any authorized officer(s) investigating the accident.
- e. Coordinate with supervisor to complete and submit an Automobile Loss Notice form (access <https://riskmgt.alabama.gov/forms> for current form).
- f. In the event of a serious accident or property damage, notify the Department of Risk Management (“DORM”) claim staff by phone at (334) 223-6146. Report accidents of a serious nature occurring after hours by phone at (800) 241-1172 to receive immediate assistance.
- g. Depending on the circumstances of the accident, submit to an alcohol and/or drug screen in accordance with ADOC AR 227, *Controlled Substance Testing for Employees*. Refusal to submit to a test will result in suspension of driving privileges and corrective action up to and including termination of employment.
- h. In case of injury, regardless of severity, complete a [State Employee Injury Compensation Trust Fund \(SEICTF\) Accident Report Employee’s Statement Form](#).
- i. If the vehicle is inoperable, follow towing requirements included in this AR. If the vehicle is operable, contact Fleet Services for guidance.

2. Supervisor Responsibilities

- a. Forward all information and documentation through chain of command to respective Facility/Division Director.
- b. Assist the employee in completing and submitting the Automobile Loss Notice Form <http://riskmgt.alabama.gov/forms> electronically, or in written form, within 36 hours of the accident.

- c. If necessary, ensure the employee follows procedures for reporting an on-the-job injury to the State Employee Injury Compensation Trust Fund ("SEICTF").
- d. Obtain the completed Alabama Uniform Traffic Accident Report and send it to Risk Management Claims Assistant <http://riskmgt.alabama.gov/forms> and ADOC Fleet Services.
- e. For accidents involving an inmate driver, report to the scene and ensure all reporting requirements are completed.

S. Insurance and Risk Management:

- 1. Under the Employee Auto Liability Program, an extension of the General Liability Trust Fund, employees of the ADOC are provided with liability protection while operating state vehicles or personal vehicles in line and scope of their job duties of official business. Coverage provided damage is a \$1,000,000 combined single limit for both bodily injury and property damage per accident regardless of the number of covered employees involved, number of injured parties, or extent of property damage. Employees who desire additional coverage should check with their personal automobile policy. The state does not reimburse employees for the cost of such additional coverage. For more information regarding insurance coverage, please refer to the Risk Management website, Automobile Liability Coverage section.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. ANNEXES AND FORMS**

- A. Annex A, *Executive Order No. 728, Promoting Efficiency and Accountability in the Use of State Vehicles.*
- B. Annex B, *Fleet Contact Information*

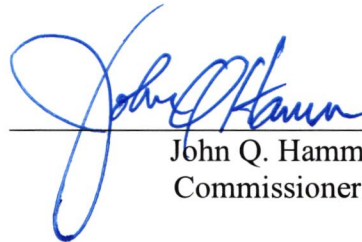
**VIII. SUPERSEDES**

This Administrative Regulation supersedes AR 105, *Use of State Motor Vehicles*, dated June 16, 2004, and any changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*

- B. A. Code of Alabama, 1975, Section 32-5A-194
- C. A. Code of Alabama, 1975, Section 32-7A-5
- D. A. Code of Alabama, 1975, Section 32-5-200



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John Q. Hamm  
Commissioner



**EXECUTIVE ORDER NO. 728**

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PROMOTING EFFICIENCY AND ACCOUNT ABILITY  
IN THE USE OF STATE VEHICLES

**WHEREAS** the proper management of state vehicles is important to ensuring the efficient and effective operation of state government;

**WHEREAS** Alabamians expect their tax dollars to be managed in the most efficient and cost-effective manner;

**WHEREAS** Alabamians further expect that state property be used for official government purposes as opposed to personal purposes;

**WHEREAS**, in December 2022, my office received survey responses from more than 150 agencies, departments, and other entities within the executive branch of state government concerning their use of state vehicles;

**WHEREAS** these survey responses indicated that, as of December 2022, state executive-branch agencies owned approximately 9,500 vehicles to support a workforce of approximately 30,000 state employees;

**WHEREAS** many of these vehicles are assigned to individual state employees or designated as "pool" vehicles (that is, available for check-out on an as-needed basis), but some have been identified as "unused";

**WHEREAS** the survey responses indicated a need to establish new policies, or improve existing policies, concerning agencies' reliance on pool vehicles as opposed to individually assigned vehicles;

**WHEREAS** the survey responses further indicated a need to improve existing policies concerning the use of so-called "cover tags" -that is, license plates used to carry out undercover law enforcement operations; and

**WHEREAS** improving policymaking and policy enforcement in these areas will promote public confidence in state government's stewardship of public resources;

**NOW, THEREFORE,** I, Kay Ivey, Governor of the State of Alabama, by virtue of the authority vested in me by the Constitution and laws of the State of Alabama do hereby promulgate this executive order, effective immediately:

1. **General policy.** It is the policy of the executive branch of state government that state vehicles only be purchased and used to promote the most efficient conduct of official state business.
2. **Elimination of unnecessary state vehicles.** The executive branch of state government shall dispose of unnecessary state vehicles as follows.
  - a. **Policy development.** By July 1, 2023, each state executive-branch agency shall ensure that it has a written policy concerning the disposal of unnecessary state vehicles.
  - b. **Disposal of unused vehicles.** Any unused or excess vehicles shall be disposed of in accordance with established laws, policies, and procedures regarding the disposition of surplus property.
  - c. **Elimination of State Motor Pool.** Because many state executive-branch agencies increasingly rely on vehicles owned by the agencies themselves, the vehicles within the State Motor Pool operated by the Alabama Department of Transportation are increasingly likely to be unnecessary state vehicles. Accordingly, the Department of Transportation is directed to eliminate the State Motor Pool. In carrying out this task, relevant cabinet agencies shall work with agencies that currently rely on the State Motor Pool to ease the transition to other means of efficiently obtaining vehicle transportation for the conduct of official state business.
3. **Policies for the proper use of state vehicles.** By July 1, 2023, each state executive-branch agency shall ensure that it has a written policy concerning the proper use and assignment of state vehicles. To promote public confidence in the stewardship of state resources, such policies shall provide objective criteria to determine when a vehicle may properly be assigned to an individual state employee to efficiently conduct the agency's official government business.

1. **Policies for proper use of cover tags.** Undercover license plates shall be issued as follows.
  - a. **General policy.** It is the policy of the executive branch of state government that undercover license plates be used only for law enforcement surveillance or undercover investigatory purposes or for other valid security needs. *Cf* Ala. Admin. Code r. 810-5-1-.212.
  - b. **Enhanced oversight.** Within 30 days from the issuance of this order, the Department of Revenue shall re-issue Form MV-UC ("Application for Undercover License Plates") to improve oversight by state executive-branch agencies in the issuance of undercover license plates and to ensure that these license plates are used for law enforcement surveillance or undercover investigative needs or for another valid security need. *Cf* Ala. Admin. Coder. 810-5-1-.212.
  - c. **Re-evaluation of existing cover tags.** On or before October 1, 2023, each state executive-branch agency shall complete Department of Revenue Form MV-UC, as revised pursuant to subparagraph 4.b, for each undercover license plate in its fleet of state vehicles. The agency shall maintain a copy of that newly completed form in its files.
    - i. **Completed forms.** Completed forms for undercover license plates (Department of Revenue Form MV-UC) shall be considered confidential law enforcement or security records.
    - ii. **Exemptions.** The requirements of this subparagraph 4.c shall not apply to the Office of the Attorney General or to the Alabama Law Enforcement Agency.
2. **Reporting.** Each state executive-branch agency shall report annually to the Office of the Governor on its usage and assignment of state vehicles and efforts to improve public confidence in the stewardship of state vehicle resources. These reports shall be filed at a time, and in a format, prescribed by the Office of the Governor.

EXECUTIVE ORDER NO. 728


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3. **Applicability.** For purposes of this order, "state executive-branch agency" means any agency, department, board, office, commission, or other entity within the executive branch of state government.
4. **Implementation.** This order shall be implemented to the maximum extent possible consistent with applicable law and subject to the availability of appropriations. Nothing in this order shall be construed as impairing or otherwise affecting the authority granted by law to an executive branch agency, or the head thereof, including the Governor of the State of Alabama, except to the extent expressly set forth in this order.
5. **No private right of action.** This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any private party against the State of Alabama, its departments, agencies, or entities, its officers, employees, or agents, or any other person.
6. **Effect on prior related orders.** Any previously issued executive order is hereby rescinded to the extent it conflicts with this executive order.

DONE AND ORDERED this 17th day of January 2023.



ATTESTED

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WES ALLEN

*Secretary of State*



**Vehicle washing request contact information:**

1. Central Office Motor Pool: (334) 353-3883
2. Draper Garage: (334) 567-1575
3. Fountain Garage: (251) 368-7876