



COLORADO JUDICIAL DEPARTMENT FINANCIAL SERVICES DIVISION	FISCAL RULES AND PROCEDURES JULY 1, 2022	
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1. General Policies

- A. The Department participates in the state fleet program created in Section 24-30-1104, C.R.S. As such, the use of the fleet vehicles shall comply with the State Fleet Management rules and the Vehicle Operator's Manual. This policy applies to the use of state fleet vehicles at the Office of the State Court Administrator.
- B. Division Directors are responsible for ensuring the appropriate use of fleet vehicles by SCAO staff. This includes determining which employees may reserve a fleet vehicle and what Division-specific approval process is required for individual staff to reserve a vehicle.
- C. Ralph Carr Judicial Center-assigned staff shall use a SCAO fleet vehicle if they expect to submit a request for reimbursement totaling 100 miles or more for the trip, if a vehicle is available.
 1. Ralph Carr Judicial Center-assigned staff may use a fleet vehicle for trips that are expected to include a request for reimbursement totaling less than 100 miles, if a vehicle is available.
 2. Division Directors may pre-approve Ralph Carr Judicial Center-assigned staff to use a personal vehicle in lieu of a fleet vehicle even if the expected reimbursement will exceed 100 miles.
 3. Ralph Carr Judicial Center-assigned staff shall utilize the SCAO fleet vehicle reservation and mileage reporting system:
<https://www.courts.state.co.us/judicialnet/finance/page.cfm?Page=672>
- D. In the event that a SCAO fleet vehicle is not available, staff are encouraged to reserve a [state motor pool vehicle](#) prior to using a personal vehicle for business-related travel.
- E. In accordance with State Fleet Management rules, the Department needs to obtain the driver's license number and expiration for all SCAO staff driving a state fleet vehicle. SCAO staff shall complete the driver's license information form located on [judicial.net/Financial Services/Fleet](#) prior to making a reservation for the first time. This information is only needed initially and upon license renewal.
- F. The following forms referred to below and necessary to use a SCAO fleet vehicle are located on the Financial Services Division judicial.net page.
 1. [SCAO Vehicle Driver Information](#)
 2. [SCAO Vehicle Reservation](#)
 3. [SCAO Vehicle Mileage Recording](#)

2. Reserving a Vehicle


- A. The following process shall be used by all SCAO staff when reserving a fleet vehicle.
 1. SCAO staff shall complete the fleet vehicle reservation form located on [judicial.net/Financial Services/Fleet](#).
 2. The form requires the following information
 - a. Division
 - b. Staff who will be driving vehicle
 - c. Destination

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- d. Purpose
- e. Dates of travel (including days needed for pre and post travel)
- 3. Once submitted online, the reservation form will be routed to the respective Administrative Specialist to complete the reservation.
- 4. SCAO fleet vehicle reservations are entered in shared Outlook calendars. Administrative Specialists for the divisions have access to the individual calendars and are authorized to complete the reservations on the Outlook calendars. Administrative Specialists will back up other divisions, as necessary, to ensure timely reservations.
- B. Administrative Specialists will make a reservation on a specific fleet car calendar and will invite the SCAO staff requesting the vehicle to the reservation. This will place the reservation on the Outlook calendar of the individual driving the vehicle and on the specific vehicle's calendar. The calendar event will include the following information:
 - 1. Information on the reservation (i.e., car reserved, time and date of reservation, etc.)
 - 2. Instructions to pick up the specific car's notebook from the Front Desk receptionist that contains the key, garage puck, and fuel card.
 - 3. A link to record the mileage of the vehicle. Upon return, SCAO staff shall access the link in the calendar event to record the mileage of the fleet vehicle at the time of return.
- C. Each vehicle's notebook contains the fuel card with the driver ID (PIN), insurance information, accident form, owner's manual, and risk management card.

3. Use of Vehicles

- A. SCAO Staff may pick up the vehicle the day prior to scheduled travel if no one has the vehicle reserved.
 - 1. In accordance with fleet management rules, non-Colorado state employees are not allowed to operate or ride in state vehicles.
 - 2. There shall be no personal use of the vehicle.
- B. The vehicles are parked near the top level (5th floor) of the parking garage located next to the History Colorado Center just south of 13th on Broadway.
- C. All SCAO employees have badge access to the parking garage stairwell. Staff may use the parking puck located in the vehicle binder to open the garage doors. SCAO staff may park their personal vehicle in the parking spot for the state vehicle they are taking.
- D. Each vehicle is equipped with an emergency roadside kit. SCAO staff may purchase car safety-related item, such as windshield fluid or a snow brush, using the gas card.
- E. The van also has tire chains located behind the driver's seat.
- F. Each vehicle has a tire pressure gauge in the glove box. Air pressure may fluctuate between seasons or altitudes. SCAO staff shall add air as needed.
- G. In the event of an accident, SCAO staff shall call 911 if anyone is injured.
- H. If there are no injuries, SCAO staff shall reference the state fleet brochure in the vehicle

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notebook. There are contact numbers for state fleet. Perform a walk around the vehicle to make sure there are no leaking fluids or other serious damage. SCAO staff shall not attempt to drive the vehicle if it does not appear to be safe. State fleet will arrange for a tow truck.

- I. SCAO staff shall report all vehicle incidents regardless of how minor.

4. Purchasing Fuel

- A. The following steps guide the process for purchasing fuel.
 1. The Department is only authorized to fuel vehicles with regular grade fuel.
 2. Take note of the mileage before exiting the vehicle to begin fueling.
 3. Staff will be prompted to enter the driver ID (available from the vehicle's notebook) and the current mileage. SCAO staff do not need to obtain a receipt for the transaction.
- B. If the fuel card is not working or not accepted at the gas station, staff may use their Department commercial card or personal credit card to pay for fuel. In these circumstances staff are required to obtain a receipt and request reimbursement for the charge. Staff shall notify their Administrative Specialist if this occurs.

5. Returning Vehicles

- A. Vehicles shall be returned in accordance with the reservation and the following process. If the trip is delayed, staff shall notify their Administrative Specialist as soon as possible.
 1. Vehicles shall be returned with a full tank of fuel.
 2. If the exterior of the vehicle needs to be cleaned, staff are authorized to purchase a car wash with the gas card. Some fueling locations will not allow car washes to be purchased using the gas card.
 3. Remove all personal belongings and trash or other items from the vehicle.
 4. Lock the vehicle after use.
 5. Return the vehicle notebook to the 12th floor receptionist.
 6. Log the mileage and fuel level using the Vehicle Mileage form on [judicial.net/Financial Services/Fleet](http://judicial.net/FinancialServices/Fleet).
 7. Report any vehicle issues to their Administrative Specialist as soon as they are aware of an issue (Maintenance messages, lights illuminated on the dash, noisy brakes, low tire pressure, vehicle intrusion, etc.).