

**BACKGROUND**

**Motor Vehicle Usage and Maintenance**

The Suwannee River Water Management District maintains an inventory of motor vehicles. Some vehicles are considered “pool vehicles” and are available for reservation by employees for official business purposes, while other vehicles are assigned to specific divisions and shared by staff for division-specific activities. Usage and maintenance of District owned and leased motor vehicles is governed by the District’s Policies and Procedures.

The District’s Pool vehicles are reserved using a Microsoft Outlook Calendar. Authorization for vehicle use is only required if the vehicle is taken overnight or out of the District’s area of responsibility, in which case the employee’s travel authorization form approves the use of the District vehicle. If the vehicle is not taken overnight or out of the District’s area of responsibility, no authorization is required.

Tracking of vehicle use was a manual process until February 2020, when the District went fully digital. Electronic vehicle usage logs are now utilized to track the daily use of pool vehicles. The logs include the vehicle number, name of operator, start date and time, starting and ending mileage, destination, whether or not the vehicle was taken overnight, and public purpose.

On a monthly basis, the consolidated vehicle log reports are reviewed by the District and reconciled to the fuel purchase card invoices. The review process includes reviewing the logs for completeness, which includes the public purpose, destination, date/time and mileage. The overnight and business overnight columns are also reviewed and the fleet tracking software is checked to ensure the authorization for the overnight use is uploaded to the software. The reviewed consolidated report then goes to the Finance department with the fuel purchase card invoice for filing.