



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Wansley Walters

**Date:** 4/18/13

**Subject:** Vehicle Operations

**Section:** FDJJ – 1306

**Originating Office:** Administration

**Authority:** Section 273.05, Florida Statutes.  
Section 273.055, Florida Statutes.  
Section 287, Part II, Florida Statutes.  
Rule 60B-1 and 3, Florida Administrative Code.

**Related References:** Sections 110.504 and 216.262, F.S.  
Section 284.30 and 284.31, F.S.  
FDJJ 1002.24 – Perquisites  
FDJJ 1305 - Safety  
FDJJ 1312 - Property Management and Control  
FDJJ 1407.1 – Travel  
FDJJ 1407.5 – Purchasing Card (P-Card Program)  
FDJJ 1675 – Purchasing  
Quality Assurance Standards for Juvenile Justice, Residential & Correctional Facilities, 9.06  
Quality Assurance Standards for Juvenile Justice, Detention Facilities, 10.06  
EMIS Handbook

**Purpose:** Provides standards regarding the procurement, management, operation, maintenance and disposition of state owned and leased vehicles pursuant to laws, rules, and management policy.

**Offices Affected by the Policy:** All offices within the Department, including any other individuals authorized to operate and be a passenger in a state owned or leased vehicle.

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**POLICY STATEMENT:**

All state owned and leased vehicles:

- Will be purchased, maintained, operated, and disposed in accordance with all laws, rules and policies.
- Will not be used for personal use or gain.
- Will be assigned to the motor vehicle pool and not to an individual.
- Nothing in this policy or procedure shall be construed as to circumvent or to not follow law, rules or policies and procedures.

**PROCEDURES/MANUALS:**

Access procedures for this policy at the following link: