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# STATE OF COLORADO

## EXECUTIVE CHAMBERS

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Roy Romer  
Governor

## EXECUTIVE ORDER

### MOTOR VEHICLE MANAGEMENT AND CONTROL

WHEREAS, the State of Colorado should manage and control its motor vehicle fleet to maximize efficient use and reduce the need to acquire motor vehicles; and

WHEREAS, there should be uniform standards for the acquisition, ownership, allocation, and disposal of certain motor vehicles, together with a program of data collection to provide a centralized information data base through which to better track and manage passenger automobiles, vans, and light trucks (three-quarter ton and less) owned and operated by the State of Colorado.

NOW, THEREFORE, I, Roy Romer, Governor of the State of Colorado, pursuant to the authority vested in me under the constitution and laws of Colorado, DO HEREBY ORDER THAT:

1. The executive director of the Department of Administration ("executive director") in consultation with the State Motor Vehicle Advisory Council, established pursuant to Executive Order D0067-88, shall develop uniform standards for the acquisition, ownership, allocation, maintenance, and disposal of motor vehicles by all departments of state government, including higher education. Said standards shall embody sound fleet management principles and shall provide, at a minimum, the following:
  - a. The criteria of justification to be satisfied before any new motor vehicle is acquired or any old motor vehicle is replaced;
  - b. The standards and procedures for cost accounting on all motor vehicles;
  - c. The criteria of reasonable use according to which under-used motor vehicles may be reallocated, shared, or replaced with smaller vehicles in the interest of economy and efficiency;
  - d. The criteria for the routine replacement of aging, defective, or worn-out motor vehicles;

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- e. The information to be gathered and kept on each motor vehicle;
  - f. A plan for developing criteria and procedures for efficient use and sharing of maintenance facilities and fuel storage or dispensing tanks.
2. The executive director is hereby authorized and directed to conduct an inventory of all motor vehicles and in connection therewith to establish and maintain a centralized file of information on all such motor vehicles. This file shall contain such information as the executive director deems necessary for the adequate tracking and management of the state motor vehicle fleet and shall be routinely updated to reflect changes in the age, condition, status, or similar characteristics of each such motor vehicle. The information contained in the file shall be made available to the state auditor, the General Assembly, and others legitimately interested in the operation of the motor vehicle fleet.
  3. Every department, when acquiring any motor vehicle, shall provide, on a form provided by the Department of Administration, such information regarding the motor vehicle and its use as may be required by the executive director. Each department shall further maintain motor vehicle logs on all motor vehicles containing such information as may be required by the executive director and shall make said logs available upon request to the Department of Administration for the purposes of updating the information files maintained by said department.
  4. Applying the uniform standards developed pursuant to this executive order, the executive director shall determine whether any proposed acquisition or replacement of any motor vehicle is justified and whether, if justified, the need can be met by the reallocation of another motor vehicle already owned by the state. No motor vehicle shall be acquired if found to be unjustified according to the standardized criteria adopted by the Department of Administration. Any justified need that can be met by reallocation shall be so met, and the executive director shall have the authority to order, and shall order, the reallocation of any under-used motor vehicle to meet justified needs elsewhere in state government as well as the replacement of any motor vehicle with a suitable motor vehicle of smaller size. When any motor vehicle is

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transferred from any department pursuant to this subsection, the executive director shall arrange for appropriate reimbursement to the department from which the motor vehicle is transferred.

5. All motor vehicles acquired by any department, except those which are to become part of the fleet management program established pursuant to this executive order, shall be acquired through the Department of Administration. Whenever any department has both a justified need according to the uniform standards promulgated pursuant to this executive order and sufficient moneys available through regular appropriations, the Department of Administration shall arrange for acquisition of the motor vehicle. Any contract for the purchase of motor vehicles shall include, as a term of said contract, that all documentation on any motor vehicle purchased by the state, including title documents, a copy of the bill of sale and a statement of the name of the person or agency taking actual delivery of the motor vehicle, shall be delivered by the seller directly to the Department of Administration or to such place or person as the executive director shall specify. The Department of Administration shall then transfer the motor vehicle to the acquiring department, retaining the title in the custody of the executive director, who shall enter the motor vehicle into the records kept by the department.
6. Disposal of any motor vehicle shall occur either by transferring the same to the Department of Administration for sale at auction or as otherwise determined by the executive director. Prior to any such sale, the Department of Administration shall determine whether the motor vehicle might be reallocated to another department rather than sold. If it is determined that reallocation would be more cost-effective, the Department of Administration shall transfer the motor vehicle accordingly. The proceeds received from the sale of any motor vehicle purchased with designated cash funds, federal funds, or highway users tax fund moneys, less reasonable costs of sale, shall be reimbursed to the department from which the motor vehicle was transferred for disposal. All other proceeds after deduction of costs of sale shall be remitted to the general fund.
7. Upon completion of the initial inventory conducted pursuant to this executive order and upon employing the standards and

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criteria adopted pursuant to it, the executive director shall target for sale those motor vehicles which do not meet the established criteria. Said sale shall commence no later than July 1, 1989.

8. The executive director shall establish a program for the purchase, maintenance, management, and operation of a fleet of motor vehicles to be available for lease to all departments. In connection with the operation of the fleet management program established under this section, the executive director shall have the following powers and duties:
- a. To assign any motor vehicle in the fleet management program to any department for use in the transaction of state business under such conditions and at such operation cost per mile, chargeable to the department, as he prescribes;
  - b. To provide for the storage, maintenance, repair, and replacement of all motor vehicles in the fleet management program;
  - c. To establish criteria and procedures for the fleet management program and prescribe such rules and regulations as may be necessary to carry out the provisions and purposes of this section.

GIVEN under my hand and the Executive Seal of the State of Colorado, this 11<sup>th</sup> day of June, 1988.



Roy Romer  
Governor

