

# Agency Response to *Management of State Agency Passenger Vehicles: A Follow-up Report*

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Follow-up Review  
February 2003

Office of Performance Evaluations  
Idaho State Legislature



Report 03-01F

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Marti Calabretta

### **House of Representatives**

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Debbie S. Field  
Donna Boe

*Agency Response to  
Management of State  
Agency Passenger Vehicles:  
A Follow-up Report*

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# Office of Performance Evaluations Idaho State Legislature

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February 6, 2003

**Rakesh Mohan**  
Director

**Joint Legislative  
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Idaho State Legislature

At the direction of the Joint Legislative Oversight Committee, we have completed an assessment of agencies' response to the recommendations listed in our report, *Management of State Passenger Vehicles: A Follow-up Review*, released in November 2002. I respectfully submit this completed review for your consideration.

We appreciate the cooperation we received from the agencies involved. In addition, we would like to thank Brad Foltman, Division of Financial Management, for helping us gather responses and providing input.

This review was conducted by A.J. Burns (team lead), Paul Headlee, and Brook Smith of the Office of Performance Evaluations. Ned Parrish served as technical reviewer.

Sincerely,

A handwritten signature in black ink that reads "Rakesh Mohan".

Rakesh Mohan

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# **Agency Response to *Management of State Agency Passenger Vehicles: A Follow-up Review***

## **Executive Summary**

In response to the Office of Performance Evaluations' (OPE) November 2002 report on state agency passenger vehicle management practices, the Joint Legislative Oversight Committee asked all agencies that own or lease vehicles to respond to the report's 12 recommendations. Agencies were asked to indicate if the recommendations (1) had already been implemented, (2) were in the process of being implemented, or (3) would not be implemented. We received responses from 46 of the 47 agencies that own or lease vehicles.

About two-thirds of the agencies had already implemented one or more of the vehicle management recommendations. Most agencies reported they are planning to implement, or are in the process of implementing, at least six recommendations. However, four agencies do not plan to implement any of the 12 recommendations. In general, the size of the agency's vehicle fleet did not appear to influence the agency's ability to meet these recommendations.

The most commonly implemented recommendations are related to vehicle maintenance, repair, and disposal. Fewer agencies have taken steps to implement recommendations regarding management of vehicle use.



# **Agency Response to *Management of State Agency Passenger Vehicles: A Follow-up Review***

## **Introduction**

In November 2002, the Office of Performance Evaluations presented its report, *Management of State Agency Passenger Vehicles: A Follow-up Review*, to the Joint Legislative Oversight Committee (JLOC). The report provides an assessment of vehicle management policies and practices of the 47 state agencies that owned or leased passenger vehicles in fiscal year 2001, and includes a review of vehicle use, maintenance, and disposal for the nine agencies with the largest fleets. The report provides 12 recommendations to improve policies and procedures for managing state agency passenger vehicles.

The Joint Legislative Oversight Committee asked each of the 47 agencies to respond to the Office of Performance Evaluations' recommendations. To make it easier for agencies to respond, we developed a standardized form listing each of the recommendations and asked the agencies to select from one of three options. The three possible response options were:

- Agency has implemented the recommendation
- Agency will implement the recommendation
- Agency does not plan to implement the recommendation

Agencies were also asked to provide policy effective dates and supporting documentation.

## **Methodology for Assessing Agency Responses**

We received responses from 46 of the 47 agencies with vehicles. OPE staff reviewed each agency's written response and any supporting documentation provided. Agency responses were assessed and categorized in the following manner:

- **Agency has implemented.** If the agency reported the recommendation had been implemented, we reviewed the

supporting documentation to verify its complete implementation. If the implementation was not complete we assessed the recommendation as partially implemented/in process.

- **Agency will implement.** If the agency indicated it planned to implement the recommendation for the first time, or were updating existing policies or practices, we assessed the response as partially implemented/in process.
- **Agency will not implement.** If the agency indicated it would not implement the recommendation, we accepted that assessment. However, if the supporting documentation indicated some level of partial compliance with the recommendation, we assessed the response as partially implemented/in process.

## Implementation Status

The nine agencies with the largest fleets own or lease about 80 percent of all state agency passenger vehicles. Exhibit 1 groups all agencies into three categories based on the number of vehicles they owned or leased in fiscal year 2001, and separates out the public health districts.<sup>1</sup> Within each group, the agencies are organized by the number of recommendations that have been implemented. As can be seen in Exhibit 1, the size of an agency's fleet did not appear to influence the agency's ability to meet recommendations. For example:

- The Board of Medicine has implemented all 12 recommendations, although it has only one passenger vehicle.
- The Department of Labor has implemented 10 recommendations for its fleet of 85 vehicles.
- The Idaho Transportation Department provided supporting documentation to show that it had completely or partially implemented most of the recommendations and indicated that it would completely implement the remainder for its 857 passenger vehicles.

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<sup>1</sup> The School for the Deaf and Blind was not able to respond in time to be included in the report.

**Exhibit 1: OPE Assessment of Agency Responses, Listed by Agency**

*Note: Nine agencies with the largest fleets represent about 80 percent of passenger vehicles owned or leased by state agencies. This table groups agencies into three categories based on the number of vehicles they owned or leased in fiscal year 2001, and separates out the public health districts. Within each group, the agencies are organized by the number of recommendations that have been implemented.*

Agency	Number of Vehicles		Implemented	Partially Implemented/ In Process	Will Not Implement
	FY97	FY01			
<b>Agencies with 100 or more vehicles</b>					
Environmental Quality	106	107	7	5	0
Police, Idaho State <sup>a</sup>	173	269	6	5	1
Fish and Game	469	546	4	8	0
Health and Welfare	617	579	4	8	0
Transportation Department	592	857	4	8	0
Lands, Department of	268	237	2	10	0
Agriculture, Department of	81	126	0	12	0
Correction, Department of	299	373	0	12	0
Parks and Recreation	137	158	0	12	0
<b>Agencies with 10–99 vehicles</b>					
Labor, Department of	59	85	10	1	1
Lottery, Idaho State	5	19	7	5	0
Water Resources	58	59	7	5	0
Juvenile Corrections	46	47	7	4	1
Public Television, Idaho	12	12	5	6	1
Building Safety, Division of	74	92	4	7	1
Vocational Rehabilitation	20	22	3	9	0
Industrial Commission	39	40	2	10	0
Insurance, Department of	8	10	2	7	3
Military, Division of	12	15	1	11	0
Veteran's Services	24	23	1	10	1
Administration, Department of	50	57	0	12	0
Tax Commission, State	36	45	0	12	0
School for Deaf and Blind	41	55	NR	NR	NR
<b>Agencies with 9 or fewer vehicles<sup>b</sup></b>					
Medicine, Board of	1	1	12	0	0
Public Utilities Commission	7	3	7	4	1
Library, Idaho State	5	6	6	6	0
Finance, Department of	7	7	5	7	0
Pharmacy, Board of	3	5	5	7	0
Nursing, Board of	1	1	5	1	6
Blind and Visually Impaired	4	6	2	6	4
Commerce, Department of	1	1	1	9	2
Attorney General	9	9	0	12	0
Appellate Public Defender	0	1	0	12	0
Liquor Dispensary, State	4	7	0	12	0
Dairy Products Commission	5	4	0	10	2

Continued on next page

Exhibit 1—*continued*

<u>Agency</u>	<u>Number of Vehicles</u>		<u>Implemented</u>	<u>Partially Implemented/ In Process</u>	<u>Will Not Implement</u>
	<u>FY97</u>	<u>FY01</u>			
Treasurer, State	1	1	0	9	3
Aging, Commission on	1	1	0	0	12
Historical Society, Idaho State	12	9	0	0	12
Judicial Branch	2	1	0	0	12
Outfitters and Guides	1	1	0	0	12
<b>Health Districts</b>					
South Central District Health	28	28	4	8	0
North Central Health	14	12	3	9	0
Southeastern Health	21	21	2	10	0
Central District Health	22	21	1	11	0
District Seven Health	36	35	0	12	0
Southwest District Health	26	19	0	12	0
Panhandle Health District	37	41	0	5	7
<b>Total</b>	<b>3,474</b>	<b>4,074</b>			

<sup>a</sup> Includes the Racing Commission and Brand Inspector vehicles, but does not include 211 patrol vehicles in fiscal year 1997 and 200 patrol vehicles in fiscal year 2001.

<sup>b</sup> The Division of Financial Management and the Superintendent of Public Instruction are not included because they no longer own or manage passenger vehicles.

NR: No Response.

Source: Office of Performance Evaluations' assessment of agency responses to recommendations in Report 02-02, *Management of State Agency Passenger Vehicles: A Follow-up Review*.

We found about two-thirds of the agencies had already implemented one or more of the vehicle management recommendations. Most agencies reported they are planning to implement, or are in the process of implementing, at least half of the recommendations. The Departments of Correction and Health and Welfare, with two of the state's largest fleets, each provided drafts of new policies and procedures being developed to address the report recommendations. However, four agencies reported they would not implement any of the 12 recommendations. Each of these agencies owned or leased fewer than 10 vehicles in fiscal year 2001.

Exhibit 2 shows that the most commonly implemented recommendations are related to vehicle maintenance, repair, and disposal. Forty-six percent of the agencies have established adequate processes to track maintenance and repair, and 43 percent adequately track vehicle disposal information.

**Exhibit 2: OPE Assessment of Agency Responses, Listed by Recommendation**

OPE Recommendations	Implemented/ Acceptable		Partially Implemented/ In Process		Will Not Implement	
	Number	Percent	Number	Percent	Number	Percent
<b>Vehicle Oversight</b>						
1. Point of contact in policy	16	35%	23	50%	7	15%
<b>Vehicle Use</b>						
2. Vehicle use standards and policies	1	2	41	89	4	9
3. Mileage/frequency of use data collection	8	17	31	67	7	15
4. Vehicle use analysis	6	13	32	70	8	17
5. Written justification for low mileage vehicles	1	2	32	70	13	28
<b>Maintenance and Repair</b>						
6. Maintenance policies	16	35	25	54	5	11
7. Maintenance and repair data collection	21	46	20	43	5	11
8. Maintenance responsibility	12	26	26	57	8	17
<b>Disposal</b>						
9. Disposal policies	8	17	31	67	7	15
10. Disposal information	20	43	21	46	5	11
11. Disposal review responsibility	10	22	30	65	6	13
12. Older vehicle review process	10	22	29	63	7	15

Note: Percents may not sum due to rounding.

Source: Office of Performance Evaluations' assessment of agency responses to recommendations in Report 02-02, *Management of State Agency Passenger Vehicles: A Follow-up Review*.

In contrast, nearly 30 percent of agencies indicated they would not implement the recommendation calling for written justification of the need for vehicles that do not meet agency mileage or frequency of use standards. Agencies identified a number of reasons not implementing recommendations including:

- The fleet size is too small to require written policies and the recommended procedures.

- The vehicles are assigned to individual's responsible for overseeing their management and additional management oversight is not needed.
- The vehicles are infrequently driven.

As we discussed in our 2002 vehicle management report, fleet management experts have identified three key factors to consider when assessing vehicle use: miles driven, frequency of use, and the intended purpose of the vehicle.<sup>2</sup> These three factors combined provide a comprehensive picture of how fully vehicles are used and identify underused vehicles. Our recommendations for managing vehicle use include implementing policies to establish mileage and frequency of use standards, and establishing routine procedures to monitor the compliance with those standards. In addition, we recommend that agencies maintain written justification of a vehicle's purpose if it does not meet mileage or frequency of use standards.

Based on agency responses, eight agencies have procedures in place for collecting both mileage and frequency of use data, and only one agency has implemented a routine review process for providing written justification for vehicles that do not meet mileage and frequency of use standards.

## Suggestions

Few state agencies employ individuals with significant expertise in the area of fleet management. Based on our review of agency responses, it appears that many agencies would benefit from basic training in vehicle management practices. This training should include the following topics: the importance of internal controls regardless of the number of vehicles, development of policies and procedures, and use of data to better manage agency vehicles. The training could be conducted as an interagency workshop presented by experienced vehicle managers already employed by several state agencies to minimize training costs.

Under the current budget process, agencies requesting replacement vehicles are required to submit only a description of each vehicle being replaced, including the condition of the

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<sup>2</sup> Idaho Office of Performance Evaluations, *Management of State Agency Passenger Vehicles: A Follow-up Review*, Report 02-02 (2002), 13.



vehicle, date acquired, and the most recent odometer reading, to the Division of Financial Management (DFM). There is no process linking replacement vehicles to those disposed, or for reviewing any changes in an agency's total fleet size from one year to the next.

Reviewing requests for new or replacement vehicles in the context of an agency's entire fleet provides an opportunity to ensure all vehicles are fully used. Requesting the following information as part of the process to obtain new or replacement vehicles would provide the Division of Financial Management and policymakers additional information for making vehicle funding decisions:

- Number of passenger vehicles owned or leased
- Overall average mileage for all agency passenger vehicles
- Number of low mileage vehicles
- Number of vehicles acquired and disposed



# **Appendix**

# **Individual Agency Responses**

*Because agencies with similar fleet sizes generally face similar vehicle management challenges, the appendix groups all agencies into three categories based on the number of vehicles they owned or leased in fiscal year 2001, and separates out the public health districts. Within each group, the agencies are organized by the number of recommendations that have been implemented.*

*Nine agencies with the largest fleets represent about 80 percent of passenger vehicles owned or leased by state agencies.*

*The following alphabetical listing of agencies and their corresponding page number can be used to locate detailed information about individual agencies' responses.*

	Page
Administration, Department of .....	52
Aging, Idaho Commission on.....	84
Agriculture, Idaho State Department of.....	24
Appellate Public Defender, State.....	76
Attorney General, Office of the .....	74
Blind and Visually Impaired, Idaho Commission for the .....	70
Building Safety, Division of .....	40
Commerce, Department of .....	72
Correction, Idaho Department of .....	26
Deaf and Blind, Idaho School for the .....	56
Dairy Products Commission .....	80
Environment Quality, Department of.....	12
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Health and Welfare, Idaho Department of.....	18
Health District I: Panhandle Health District .....	104
Health District II: North Central Health Department.....	94
Health District III: Southwest District Health.....	102
Health District IV: Central District Health Department .....	98
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Health District VI: Southeastern District Health Department .....	96
Health District VII: District Seven Health Department .....	100
Historical Society, Idaho State.....	86
Industrial Commission, Idaho .....	44
Insurance, Department of .....	46
Judiciary, Idaho State.....	88
Juvenile Corrections, Idaho Department of.....	36
Labor, Idaho Department of.....	30
Lands, Idaho Department of .....	22
Library, Idaho State .....	62
Liquor Dispensary, Idaho State .....	78
Lottery, Idaho .....	32
Medicine, Idaho Board of.....	58
Military Division, Idaho.....	48
Nursing, Idaho Board of.....	68
Outfitters and Guides Licensing Board .....	90
Parks and Recreation, Idaho State .....	28
Pharmacy, Idaho Board of.....	66
Police, Idaho State .....	14
Public Television, Idaho.....	38
Public Utilities Commission.....	60
Tax Commission, State .....	54
Transportation Department, Idaho .....	20
Treasurer, Office of the State .....	82
Veterans Services, Idaho State .....	50
Vocational Rehabilitation, Idaho Division of .....	42
Water Resources, Idaho Department of .....	34

# Department of Environmental Quality

Number of Vehicles  
FY97: 106  
FY01: 107

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho State Police

**Number of Vehicles**  
**FY97: 140**  
**FY01: 228**

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written* policies that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** No mileage, frequency of use, or review process in policy.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Frequency of use not compiled to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** Agency does not plan to require justification for special use vehicles.  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* Policies do not differentiate between patrol and nonpatrol vehicles, which appear to be managed differently.

# Idaho Department of Fish and Game

Number of Vehicles  
FY97: 469  
FY01: 546

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.** Plan to develop written policy after more experience with system in the next few years. Fleet system has been in existence since FY02.  
*OPE Comments:* **Partially implemented or in process.** No mileage or frequency of use standards to monitor low mileage vehicles.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Frequency of use is not collected except for pool cars.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** No mileage or frequency of use standards to monitor low mileage vehicles.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** STARS does not track individual vehicle repairs or costs.

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Documentation supports review of assigned vehicles only.

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** STARS does not track costs by individual vehicle.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.** This will take 2 or 3 years to implement, since the majority of the department fleet is quite old and past the set mileage and age requirements.

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Full benefits will not be known until all equipment is phased into the fleet and is under the replacement cycle. Estimate FY10.

*Additional OPE Comments:* No process for justifying low mileage vehicles.

# Idaho Department of Health and Welfare

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Number of Vehicles  
FY97: 617  
FY01: 579

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by March 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.** Individual vehicle maintenance and repair costs not needed for federal reporting.

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* Policies submitted by agency have not yet been approved by management or implemented.

# Idaho Transportation Department

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Number of Vehicles  
FY97: 592  
FY01: 857

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Does not collect frequency of use data to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by March 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by March 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by March 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by March 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by March 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* ITD implemented an equipment management system in FY81. Existing policies will be updated to reflect changes.

*Additional OPE Comments:* None.

# Idaho Department of Lands

Number of Vehicles  
FY97: 268  
FY01: 237

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by December 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by December 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by December 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by December 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by December 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**



8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** This responsibility assigned to regional areas and a carpool coordinator.

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by December 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by December 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by December 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by December 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Do not plan to set minimum mileage or frequency of use standards as we believe it encourages unnecessary use to meet minimums. Will establish a review process that identifies minimally used vehicles.

*Additional OPE Comments:* None.

# Idaho State Department of Agriculture

Number of Vehicles  
FY97: 81  
FY01: 126

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by May 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by May 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Document does not support collection of frequency of use data to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by May 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by May 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by May 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by May 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by May 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by May 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by May 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by May 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by May 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Department of Correction

Number of Vehicles  
FY97: 299  
FY01: 373

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Policies will be reviewed and implemented in January 2003.

*Additional OPE Comments:* Draft policies submitted follow recommendations in OPE's 2002 passenger vehicle report (Report 02-02).

# Idaho State Parks and Recreation

Number of Vehicles  
FY97: 137  
FY01: 158

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Agency will establish appropriate procedures and guidelines to meet standardized expectations throughout the agency. We strongly encourage development of a statewide process that will take advantage of resources already in place.

*Additional OPE Comments:* None.

# Idaho Department of Labor

Number of Vehicles  
FY97: 59  
FY01: 85

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** No frequency of use standards to monitor low mileage vehicles.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** See general comments.  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**



8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.** Documentation supplied does not support tracking of maintenance and repair costs.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* Agency uses quarterly mileage as an indicator of frequency and use of any vehicle. Vehicles with less than 6,000 miles per year are individually investigated to determine the purpose for the vehicle and to evaluate transferring the vehicle to an area of greater need.

*Additional OPE Comments:* None.

# Idaho Lottery

Number of Vehicles  
FY97: 5  
FY01: 19

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* Agency did not select a response option, just referred to sent policies. OPE reviewed and interpreted the documentation provided.

# Idaho Department of Water Resources

Number of Vehicles  
FY97: 58  
FY01: 59

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Department has drafted an update to its vehicle management plan and expects to have it finalized by February 2003.

*Additional OPE Comments:* None.

# Idaho Department of Juvenile Corrections

Number of Vehicles  
FY97: 46  
FY01: 47

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** No mileage or frequency of use standards supported.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** No mileage or frequency of use collected or analyzed.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will not implement.** Agency looks closely at many factors before disposal, including availability of funding for replacement.

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Public Television

Number of Vehicles  
FY97: 12  
FY01: 12

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Documentation does not support collection of frequency of use data to monitor low mileage vehicles, or compilation and review of collected data.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.** Standard operating procedure is every 3,000 miles. We have a small fleet.  
*OPE Comments:* **Partially implemented or in process.** Not in written policy.



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

## Division of Building Safety

Number of Vehicles  
FY97: 74  
FY01: 92

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1. Identify vehicle point of contact in *written policy*.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

3. Collect mileage and frequency of use data for all passenger vehicles.

*Agency Response:* **Implemented.** Mileage is collected every time the gas tank is filled with the Wright Express Card and then downloaded into our Fleet Management Software.

*OPE Comments:* **Partially implemented or in process.** Does not collect frequency of use data to monitor low mileage vehicles.

4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.

*Agency Response:* **Implemented.** Management meets twice a year to determine replacement vehicles for budgeting and ordering. Vehicles are rotated to ensure inspectors in rural areas use low mileage vehicles.

*OPE Comments:* **Partially implemented or in process.** No mileage or frequency of use standards supported in documentation.

5. Require written justification for vehicles that do not meet mileage or frequency of use standards.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.** All invoices for maintenance and repairs are entered into our fleet program from STARS batches.

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation. STARS does not track costs by individual repair or vehicle.

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement, no date provided.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Division of Vocational Rehabilitation

Number of Vehicles  
FY97: 20  
FY01: 22

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written* policies that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Does not collect frequency of use data to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.** Documentation indicates attached policies are not currently enforced.

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Industrial Commission

Number of Vehicles  
FY97: 39  
FY01: 40

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by July 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by July 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Does not have annual mileage or frequency of use standards to monitor low mileage vehicles.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by July 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by July 2004.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by July 2004.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Department of Insurance

Number of Vehicles  
FY97: 8  
FY01: 10

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1. Identify vehicle point of contact in *written policy*.

*Agency Response:* **Will not implement.** Fleet is not large enough to assign to a single person.

*OPE Comments:* **None.**

2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.

*Agency Response:* **Implemented.** Uses State Travel Policy as a guide. Fire Marshall's Office also has an addendum to travel policy. Accounting uses vehicle summary sheets and tracks on fiscal and calendar year.

*OPE Comments:* **Partially implemented or in process.**

3. Collect mileage and frequency of use data for all passenger vehicles.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

5. Require written justification for vehicles that do not meet mileage or frequency of use standards.

*Agency Response:* **Will not implement.** Fire Marshall's vehicle needs based on 24 hour on call status. The remaining three vehicles will not be replaced when uneconomical to repair.

*OPE Comments:* **None.**

6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Dates are not tracked.

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.** Fleet not large enough. Well-managed by sections assigned vehicles.

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Military Division

Number of Vehicles  
FY97: 12  
FY01: 15

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho State Veteran's Services

Number of Vehicles  
FY97: 24  
FY01: 23

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1. Identify vehicle point of contact in *written policy*.

*Agency Response:* **Will not implement.** There are three points of contact, one at each State Veteran's Home.

*OPE Comments:* **None.**

2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

3. Collect mileage and frequency of use data for all passenger vehicles.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation provided.

4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

5. Require written justification for vehicles that do not meet mileage or frequency of use standards.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Department of Administration

Number of Vehicles  
FY97: 50  
FY01: 57

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# State Tax Commission

Number of Vehicles  
FY97: 36  
FY01: 45

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written* policies that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Does not collect frequency of use data to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**



8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** No supporting documentation provided.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Responsibility for motor pool has been centralized for many years. All employees are required to use the services of Support Services. Unofficial policies will be formalized.

*Additional OPE Comments:* None.

# Idaho School for the Deaf and Blind

Number of Vehicles  
FY97: 41  
FY01: 55

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Response not available.**  
*OPE Comments:* **None.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Response not available.**  
*OPE Comments:* **None.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Response not available.**  
*OPE Comments:* **None.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Response not available.**  
*OPE Comments:* **None.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Response not available.**  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Response not available.**  
*OPE Comments:* **None.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Response not available.**  
*OPE Comments:* **None.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Response not available.**

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Response not available.**

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Response not available.**

*OPE Comments:* **None.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Response not available.**

*OPE Comments:* **None.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Response not available.**

*OPE Comments:* **None.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Board of Medicine

Number of Vehicles  
FY97: 1  
FY01: 1

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.** Board of Medicine only has one vehicle.  
*OPE Comments:* **Agree.** Agency response originally indicated they would not implement, but policies appeared to address this, so we changed agency response to “implemented.”
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Implemented.** Only one vehicle that is still in good condition.  
*OPE Comments:* **Agree.** Agency response originally indicated they would not implement, but policies appeared to address this, so we changed agency response to “implemented.”
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* Agency has comprehensive policies, especially for agency with one vehicle.

# Public Utilities Commission

Number of Vehicles  
FY97: 7  
FY01: 3

---

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Documentation does not include mileage or frequency of use standards, or address vehicle rotation or reassignment.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** Each car's usage and performance is monitored monthly. We have only 5 cars, so management knows the condition of all cars.  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Will implement by March 2003.**

*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho State Library

Number of Vehicles  
FY97: 5  
FY01: 6

---

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written* policies that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Mileage and frequency of use.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Documentation does not support agency-wide analysis for use of mileage and frequency of use, vehicle rotation, or disposal.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Review process not supported in documentation.

*Additional Agency Comments:* Agency fleet consists of 5 vehicles—two are assigned to field offices (Idaho Falls and Moscow). All records are maintained and reviewed by the Financial Specialist and Management Team at least annually as part of internal controls review. There are not separated policies and procedures beyond those established by Board of Examiners, State Controllers Office, and Division of Purchasing. Management, use, and maintenance records (in writing) are maintained as part of assigned duties of OS II. We don't have an annual appropriation to purchase vehicles. We just use good common sense.

*Additional OPE Comments:* None.

# Idaho Department of Finance

Number of Vehicles  
FY97: 7  
FY01: 7

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Mileage and frequency of use standards and designated responsibilities not supported in written policy.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.** Usage report prepared monthly.  
*OPE Comments:* **Partially implemented or in process.** No frequency of use data compiled to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.** Monitored constantly. Disposal usually depends upon age and budget.  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Implemented.** Vehicles are centrally managed. All vehicles are used by staff examiners and investigators.  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.** Replacement of vehicles is dependent upon appropriation received from the Legislature.

*OPE Comments:* **Partially implemented or in process.** Not supported in written policy.

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.** Information maintained in each vehicle folder.

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.** Assigned to Supporting Services Bureau.

*OPE Comments:* **Partially implemented or in process.** Responsibility not assigned to an individual in written documentation.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Board of Pharmacy

Number of Vehicles  
FY97: 3  
FY01: 5

---

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Mileage and frequency of use standards not supported in documentation.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Does not collect frequency of use data to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Does not have mileage or frequency of use standards.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Responsibility not assigned to an individual in written documentation.

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in written policy.

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Board of Nursing

Number of Vehicles  
FY97: 1  
FY01: 1

---

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Mileage and frequency of use standards not supported in documentation.
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** Agency currently has one vehicle that meets limited agency need of approximately 6,000 miles per year.  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.** Documentation does not reference mileage standard.

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Commission for the Blind and Visually Impaired

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Number of Vehicles  
FY97: 4  
FY01: 6

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will not implement.** An individual has been identified and is responsible. There is no written policy felt necessary.  
*OPE Comments:* **None.**
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement with date.** Board's responsibility to approve policy, however, we intend to implement procedure guidelines in February 2003.  
*OPE Comments:* **Partially implemented or in process.**
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.** We presently collect this data. We periodically compile it for review due to the size of our fleet.  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.** Each regional contact person is typically responsible for 1–2 vehicles' condition and usability.  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** Presently all our vehicles are in a state of overuse.  
*OPE Comments:* **None.**
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by February 2003.** An individual manages each vehicle. Written procedures will ensure they are managed consistently statewide.  
*OPE Comments:* **Partially implemented or in process.**



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will not implement.** Given the fiscal climate, we have made due and not considered a top end for vehicle mileage.

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.** Maintenance needs are periodically reviewed to evaluate the cost benefit of retaining old vehicles.

*OPE Comments:* **Partially implemented or in process.** Process is not clear and not supported in documentation.

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Department of Commerce

**Number of Vehicles**  
**FY97: 1**  
**FY01: 1**

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by July 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.** Need to include mileage and frequency of use standards—set standards at 10,000 miles.  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.** Vehicle use log—will include in formal policy.  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by July 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** Department has one vehicle. Will monitor use and disposal according to DFM guidelines.  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Implemented.** Vehicle maintenance log will be included as part of formal policy.  
*OPE Comments:* **Partially implemented or in process.** Not supported in written policy.

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.** Vehicle maintenance log.

*OPE Comments:* **Partially implemented or in process.** Responsibility not assigned to an individual in written documentation.

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by July 2003.** Based on DFM disposal guidelines.

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.** Vehicle checkout log.

*OPE Comments:* **Partially implemented or in process.** Documentation does not support collection of vehicle maintenance and repair costs.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by July 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will not implement.** Since the department has only one vehicle, a review will be completed during the beginning of the budget process.

*OPE Comments:* **None.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Office of the Attorney General

Number of Vehicles  
FY97: 9  
FY01: 9

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1. Identify vehicle point of contact in *written policy*.

*Agency Response:* **Implemented.** Vehicle contacts are already identified to our staff. Car keys are checked out through them. We will add their names to written procedure.

*OPE Comments:* **Partially implemented or in process.** Not supported in written policy.

2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

3. Collect mileage and frequency of use data for all passenger vehicles.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation.

4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation.

5. Require written justification for vehicles that do not meet mileage or frequency of use standards.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.

*Agency Response:* **Implemented.** Maintenance schedules are kept in Outlook. We will review and add to written procedure.

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation.

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.** Invoice and repair information are kept on file.

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation.

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation.

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by June 2003.** This should be done at a statewide level. Compliance with replacement standards requires funding.

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.** Maintenance schedules are kept in Outlook. We will review and add to written procedure.

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported by documentation.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* No documentation provided.

# State Appellate Public Defender

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Number of Vehicles  
FY97: 0  
FY01: 1

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Due to the size of the office, only one vehicle is necessary and is on a three year lease with the assistance of the Division of State Purchasing. For this reason, many of the recommendations for management of state vehicles are not applicable to the office. The policy included addresses the recommendations we feel are applicable to this office.

*Additional OPE Comments:* None.

# Idaho State Liquor Dispensary

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Number of Vehicles  
FY97: 4  
FY01: 7

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**



8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by April 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Agency has 6 vehicles. Three are assigned to district managers in Boise, Lewiston, and Pocatello, and generate 25,000–30,000 miles per year. We attempt to replace at 100,000 miles, but do not always receive budget approval. Those vehicles are rotated to central office for running daily errands, and will generate less than 6,000 miles per year. Our location, 7–8 miles from the Capitol Mall, necessitates use of the older vehicles as most employees do not like using personal vehicles and filing travel vouchers. One vehicle is a 1-ton cargo van used for local cargo delivery and pickup.

*Additional OPE Comments:* None.

# Dairy Products Commission

Number of Vehicles  
FY97: 5  
FY01: 4

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will not implement.** Small fleet. Disposing of 2 vehicles 2003/2004.  
*OPE Comments:* **None.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by February 2003.** Vehicles driven under 6,000 miles annually.  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Will implement by January 2003.** Small fleet of 4 vehicles. Ability to track maintenance and repairs through accounting system.

*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by January 2003.** Administrator.

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will not implement.** Disposal of 2 vehicles, limited annual mileage.

*OPE Comments:* **None.**

*Additional Agency Comments:* Board of Directors will approve written vehicle policy at February 17, 2003, Board of Directors meeting.

*Additional OPE Comments:* None.

# Office of the State Treasurer

Number of Vehicles  
FY97: 1  
FY01: 1

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will not implement.** We have one vehicle that is for the State Treasurer's primary use. We collect mileage once a year.  
*OPE Comments:* **None.** Not supported in documentation.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will not implement.** We have one vehicle that is for the State Treasurer's primary use. We collect mileage once a year.  
*OPE Comments:* **None.** Not supported in documentation.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** We have one vehicle that is for the State Treasurer's primary use. We collect mileage once a year.  
*OPE Comments:* **None.** Not supported in documentation.
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Idaho Commission on Aging

Number of Vehicles  
FY97: 1  
FY01: 1

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1. Identify vehicle point of contact in *written policy*.

*Agency Response:* **Will not implement.** We only have one car. The car log is maintained in one place by the technical records specialist.

*OPE Comments:* **None.**

2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

3. Collect mileage and frequency of use data for all passenger vehicles.

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

5. Require written justification for vehicles that do not meet mileage or frequency of use standards.

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.

*Agency Response:* **Will not implement.** We follow manufacturer's recommendations in owner's manual. Maintenance records kept with mileage records in a central location.

*OPE Comments:* Maintenance records not supported in written policy.

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will not implement.** Repair costs on our one vehicle are easy to track.

*OPE Comments:* **None.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

*Additional Agency Comments:* We only have one car and 15 people in the agency. Frequency of use is encouraged. Data collection is done as needed. Mileage information is collected at the end of each trip. Maintenance records are kept with the mileage records at a central location. Mileage is tracked through Wright Express and maintenance is maintained by fiscal staff. In some years, usage has been below the minimum, but we expect annual usage to be approximately 12,000 miles per year. Final authority and responsibility rests with the fiscal staff. Vehicle use review is done as needed.

*Additional OPE Comments:* None.

# Idaho State Historical Society

Number of Vehicles  
FY97: 12  
FY01: 9

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1. Identify vehicle point of contact in *written policy*.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

3. Collect mileage and frequency of use data for all passenger vehicles.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

5. Require written justification for vehicles that do not meet mileage or frequency of use standards.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies

*OPE Comments:* No statewide policy exists.

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will not implement.**

*OPE Comments:* No statewide policy exists.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will not implement.** Follow written policies of State of Idaho—no agency written policies.

*OPE Comments:* No statewide policy exists.

*Additional Agency Comments:* Tracking of vehicle takes place through fiscal office. Replacement requests as necessary. Maintenance handled by museum-sites facility foreman per manufacturer requirements.

*Additional OPE Comments:* None.

# Idaho State Judiciary

Number of Vehicles  
FY97: 2  
FY01: 1

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will not implement.** See agency general comment.  
*OPE Comments:* **None.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will not implement.** See agency general comment.  
*OPE Comments:* **None.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will not implement.** See agency general comment.  
*OPE Comments:* **None.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will not implement.** See agency general comment.  
*OPE Comments:* **None.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.** See agency general comment.  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will not implement.** See agency general comment.  
*OPE Comments:* **None.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will not implement.** See agency general comment.  
*OPE Comments:* **None.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will not implement.** See agency general comment.

*OPE Comments:* **None.**

*Additional Agency Comments:* The Idaho Supreme Court has one 1994 cargo van used to transport Judges/Justices/court records, etc. This van is usually only driven 3–6 times per year for less than 3,000 miles per year. There is only one driver of the van and he maintains all mileage, trips, and maintenance records. Due to the nature and lack of use of our one court van, there are not current plans of implementing written policies for vehicle management.

*Additional OPE Comments:* None.

# Outfitters and Guides Licensing Board

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Number of Vehicles  
FY97: 1  
FY01: 1

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will not implement.**  
*OPE Comments:* **None.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will not implement.**

*OPE Comments:* **None.**

*Additional Agency Comments:* The Outfitters and Guides Licensing Board has one vehicle that is assigned to me (Jake Howard). I control its use and coordinate its maintenance. We do not need a policy for this purpose.

*Additional OPE Comments:* None.

# South Central District Health

Number of Vehicles  
FY97: 28  
FY01: 28

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by April 2003.** We have centralized oversight, and point of contact is well-known, but not in written policy.  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by April 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.** Currently collect and compile monthly mileage data and will begin collecting frequency data.  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by June 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by June 2003.** Currently scheduled quarterly maintenance, but do not have in written policy.  
*OPE Comments:* **Partially implemented or in process.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.** Currently being done in central office. New policy will include satellite offices.

*OPE Comments:* **Agree.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by June 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.** We track mileage, age, and repair costs.

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.** Done, but not in written policy.

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* We have centralized oversight of district vehicles, and perform many of the recommended management review processes, but none of the steps are in written policy. We have obtained Oregon's fleet management policy and will use that as a source for our new policy.

*Additional OPE Comments:* None.

# North Central Health Department

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Number of Vehicles  
FY97: 14  
FY01: 12

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Not supported in written policy.
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Partially implemented or in process.** Mileage and frequency of use standards not supported in written policy.
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.**  
*OPE Comments:* **Agree.**
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by 2003.**  
*OPE Comments:* **Partially implemented or in process.**
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by 2003.**  
*OPE Comments:* **Partially implemented or in process.**
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by 2003.**  
*OPE Comments:* **Partially implemented or in process.**



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* No signature or dates on policies submitted.

# Southeastern District Health Department

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Number of Vehicles  
FY97: 21  
FY01: 21

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by February 2003.** In place, but not in written format.  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by February 2003.** Most of these policies are in place, just not in a written format.  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Implemented.** This has been ongoing for years.  
*OPE Comments:* **Partially implemented or in process.** Frequency of use data not collected for monitoring low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Implemented.** Done on monthly basis for rotation/reassignment. Disposal yearly.  
*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by February 2003.** In place, but no written policy.  
*OPE Comments:* **Partially implemented or in process.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Implemented.**

*OPE Comments:* **Agree.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Implemented.**

*OPE Comments:* **Partially implemented or in process.** Not supported in documentation.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Central District Health Department

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Number of Vehicles  
FY97: 22  
FY01: 21

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by January 2003.** Point of contact identified, but not documented in written policy.  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by January 2003.** Policy/procedures in place, but not documented in written policy.  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by January 2003.** Samples of vehicle reports maintained are attached.  
*OPE Comments:* **Partially implemented or in process.** Frequency of use not compiled to monitor low mileage vehicles.
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by January 2003.** Samples of vehicle reports maintained are attached.  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by January 2003.** Policy/procedures in place, but not documented in written policy.  
*OPE Comments:* **Partially implemented or in process.**

7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Implemented.** Policy/procedures in place, but not documented in written policy.

*OPE Comments:* **Agree.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by January 2003.** Facility foreman assigned responsibility.

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by January 2003.** Samples of vehicle reports maintained are attached.

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by January 2003.** Samples of vehicle reports maintained are attached.

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by January 2003.** Samples of vehicle reports maintained are attached.

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# District Seven Health Department

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Number of Vehicles  
FY97: 36  
FY01: 35

1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will implement by January 2003.**  
*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by January 2003.**

*OPE Comments:* **Partially implemented or in process.**

*Additional Agency Comments:* Presently developing policies that incorporate all of the recommendations contained in the report. We currently have in place many components but do not have incorporated into a single document. Those areas where we do not have an existing policy, we are in the process of developing one.

*Additional OPE Comments:* None.

# Southwest District Health

Number of Vehicles  
FY97: 26  
FY01: 19

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by February 2003.** Currently identified in job description and in annual performance evaluation, but not policy.  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by February 2003.** Currently collect, discuss, and decide, but not in a formal policy.  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will implement by February 2003.** Currently accomplished, but not in formal policy.  
*OPE Comments:* **Partially implemented or in process.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.** Currently accomplished, only disposal included in formal policy.
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by February 2003.**  
*OPE Comments:* **Partially implemented or in process.**



7. Track the types of maintenance and repairs performed and the dates on which work was completed.

*Agency Response:* **Will implement by February 2003.** Maintenance records maintained in job description but not in formal policy.

*OPE Comments:* **Partially implemented or in process.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will implement by February 2003.** In job description and annual performance evaluation, but not in formal policy.

*OPE Comments:* **Partially implemented or in process.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.** Currently reported to Board of Health at budget review, will publish procedures in a formal policy.

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.** Currently reported to Board of Health at budget review, will publish procedures in a formal policy.

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.** Currently reported to Board of Health at budget review, will publish procedures in a formal policy.

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will implement by February 2003.**

*OPE Comments:* **Partially implemented or in process.** Currently reported to Board of Health at budget review, will publish procedures in a formal policy.

*Additional Agency Comments:* None.

*Additional OPE Comments:* None.

# Panhandle Health District

Number of Vehicles  
FY97: 37  
FY01: 41

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1. Identify vehicle point of contact in *written policy*.  
*Agency Response:* **Will implement by 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
2. Develop *written policies* that set mileage and use standards, data collection, staff responsibilities and authority, and requirements for a vehicle use review process.  
*Agency Response:* **Will implement by 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
3. Collect mileage and frequency of use data for all passenger vehicles.  
*Agency Response:* **Will not implement.** Requires hiring additional staff.  
*OPE Comments:* **None.**
  
4. Analyze vehicle use data for vehicles that do not meet agency standards, potential vehicle rotation, reassignment, or disposal.  
*Agency Response:* **Will not implement.** Requires hiring additional staff.  
*OPE Comments:* **None.**
  
5. Require written justification for vehicles that do not meet mileage or frequency of use standards.  
*Agency Response:* **Will implement by 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
6. Develop written policies that specify the mileage or time intervals at which maintenance generally should be performed.  
*Agency Response:* **Will implement by 2003.**  
*OPE Comments:* **Partially implemented or in process.**
  
7. Track the types of maintenance and repairs performed and the dates on which work was completed.  
*Agency Response:* **Will not implement.** Requires hiring additional staff.  
*OPE Comments:* **None.**

8. Assign agency-wide responsibility for ensuring maintenance of all agency vehicles is performed according to established schedules.

*Agency Response:* **Will not implement.** Requires hiring additional staff.

*OPE Comments:* **None.**

9. Develop written policies that set clear mileage and age requirements for disposal.

*Agency Response:* **Will implement by 2003.**

*OPE Comments:* **Partially implemented or in process.**

10. Track information on vehicle mileage, age, condition, and maintenance costs.

*Agency Response:* **Will not implement.** Requires hiring additional staff.

*OPE Comments:* **None.**

11. Assign responsibility for reviewing all agency vehicles for disposal and replacement.

*Agency Response:* **Will not implement.** Requires hiring additional staff.

*OPE Comments:* **None.**

12. Establish process for reviewing condition and use of older vehicles

*Agency Response:* **Will not implement.** Requires hiring additional staff.

*OPE Comments:* **None.**

*Additional Agency Comments:* Although there is not written policy for maintenance, the vehicles currently have a routine maintenance schedule for every 3,000 miles. To write policy and keep records that meet all the recommendations would require additional staff. We have spent considerable time in the last year on writing policies for driver responsibilities and accident reporting.

*Additional OPE Comments:* No policies submitted.

## Performance Evaluations Completed 1998–Present

<u>Pub. #</u>	<u>Report Title</u>	<u>Date Released</u>
98-01	Public School Use of Tobacco Tax Funds	January 1998
98-02	Medicaid Reimbursement for Outpatient Occupational and Speech Therapy	June 1998
98-03	Management of State Agency Passenger Vehicles	October 1998
98-04	Management Review of the Idaho Commission for the Blind and Visually Impaired	October 1998
99-01	The State Board of Pharmacy's Regulation of Prescription Controlled Substances	June 1999
99-02	The State Board of Medicine's Resolution of Complaints Against Physicians and Physician Assistants	October 1999
99-03	Employee Morale and Turnover at the Department of Correction	October 1999
00-01	A Limited Scope Evaluation of Issues Related to the Department of Fish and Game	March 2000
00-02	The Department of Fish and Game's Automated Licensing System Acquisition and Oversight	June 2000
00-03	Passenger Vehicle Purchase Authority and Practice in Selected State Agencies, Fiscal Years 1999–2000	September 2000
00-04	A Review of Selected Wildlife Programs at the Department of Fish and Game	November 2000
00-05	Idaho's Medicaid Program: The Department of Health and Welfare Has Many Opportunities for Cost Savings	November 2000
01-01	Inmate Collect Call Rates and Telephone Access: Opportunities to Address High Phone Rates	January 2001
01-02	Idaho Department of Fish and Game: Opportunities Exist to Improve Lands Program and Strengthen Public Participation Efforts	January 2001
01-03	Improvements in Data Management Needed at the Commission of Pardons and Parole: Collaboration With the Department of Correction Could Significantly Advance Efforts	May 2001
01-04	The State Board of Medicine: A Review of Complaint Investigation and Adjudication	June 2001
01-05	A Review of the Public Works Contractor Licensing Function in Idaho	November 2001
01-06	A Descriptive Summary of State Agency Fees	November 2001
02-01	The Department of Environmental Quality: Timeliness and Funding of Air Quality Permitting Programs	June 2002
02-02	Management of State Agency Passenger Vehicles: A Follow-up Review	November 2002
02-03	A Review of the Idaho Child Care Program	November 2002
03-01	Programs for Incarcerated Mothers	February 2003

Performance evaluations may be obtained free of charge from the  
 Office of Performance Evaluations • P.O. Box 83720 • Boise, ID 83720-0055  
 Phone: (208) 334-3880 • Fax: (208) 334-3871  
 or visit our web site at [www.state.id.us/opec/](http://www.state.id.us/opec/)