

## EXECUTIVE ORDER NUMBER 32

**WHEREAS**, the management and control of the motor vehicles owned, operated, managed, or leased by the State of Alabama or any agency, board, commission, or department thereof is a key issue of concern, not only to the Governor, but also to the people of Alabama, who pay taxes to provide and maintain these vehicles; and

**WHEREAS**, the time has come to establish and execute a plan to analyze the current program for acquisition, allocation, utilization, fueling, maintenance, repair and disposal of the states fleet of motor vehicles to ensure that the greatest possible savings are achieved while responsibly managing the acquisition, allocation, utilization, fueling, maintenance, repair, and disposal of those vehicles which are essential for state employees to properly perform their statutory duties; and

**WHEREAS**, state law recognizes that the proper use of state vehicles is an essential tool in the performance of the duties of all state employees; and

**WHEREAS**, state law and executive orders currently authorize the Department of Finance, utilizing its various resources, including the Division of Services (DOFDS) to manage the state's fleet of motor vehicles.

**NOW THEREFORE**, based upon the foregoing considerations, and for other good and valid purposes which relate thereto, I, Bob Riley, Governor of the State of Alabama, by virtue of the authority vested in me by the Constitution and laws of the State of Alabama, do hereby order the establishment within the Department of Finance and under the direction of the Finance Director, the Office of Fleet Management (OFM) which is hereby charged to manage, regulate, and control the states fleet of motor vehicles, including the acquisition, allocation, utilization, fueling, maintenance, repair, and disposal thereof.

**BE IT ORDERED**, that the Fleet Manager shall be appointed by the Finance Director with the approval of the Governor, subject to the state Merit System, and shall be an employee of the Department of Finance; provided, that pending the filling of this position, the Finance Director may designate a person to serve as Interim Fleet Manager.

**BE IT FURTHER ORDERED**, that the Fleet Manager shall develop and propose for adoption by the Finance Director, Fleet Management Regulations, which shall include appropriate policies, procedures, rules, and regulations for the most efficient and cost-effective acquisition, allocation, utilization, fueling, maintenance, repair, and disposal of motor vehicles to be used by the states personnel in the furtherance of their statutory duties. The policies and procedures should address the following matters:

- 1) Establishment of a standard anticipated service period for motor vehicles which will obtain the best value for the state considering the duration of use and maximum proceeds from the sale, trade, transfer, or other method of disposition of a vehicle;
- 2) Provide for coordination with the State Purchasing Office, to establish and maintain appropriate statewide contracts for the purchase, operation, use, maintenance, service, repair, and fueling of all motor vehicles;
- 3) Coordinate with the State Purchasing Office to recommend to the Finance Director and the Governor, the exemption, where appropriate, of certain state entities or organizational units from the mandatory use of statewide contracts for the purchase, operation, use, maintenance, service, repair, and fueling of all motor vehicles; after determining that such exemption would be in the best interest of the State of Alabama;
- 4) Establish and maintain a centralized repository containing information on the purchase, assignment, operation, use, maintenance, service, repair, fueling, and final disposal of all automobiles operated by organizations covered by this Order, for use in appropriately managing the state's automobile vehicle fleet;
- 5) Conduct reviews and audits of each state entity for compliance with Fleet Management Regulations;
- 6) Identify and report savings generated by controls and policies executed by OFM;
- 7) To the extent deemed necessary by the Finance Director, require that all state departments, institutions, boards, bureaus, agencies, commissions, and authorities of the State of Alabama which have offices located in the Montgomery Capitol complex, transfer vehicles that are not essential to the performance of their statutory duties to the State Motor Pool operated by DOF.

**BE IT FURTHER ORDERED**, that not later than June 15, 2006, each state department, institution, agency, board, bureau, commission, and authority of the State of Alabama report to the Fleet Manager need for motor vehicles in the execution of their statutory duties, which report shall include a schedule of all vehicles assigned to individual employees and a justification for each assignment, and all vehicles assigned to them that are not assigned to individual employees.

**BE IT FURTHER ORDERED**, that OFM shall immediately commence a comprehensive statewide motor vehicle fleet study to be completed by August 1, 2006, for the purpose of collecting, analyzing, and reporting data and findings regarding the acquisition, allocation, utilization, fueling, maintenance, repair, and disposal and other activities related to the management of the state's motor vehicle fleet.

**BE IT FURTHER ORDERED**, that all state departments, institutions, boards, bureaus, agencies, commissions, and authorities of the State of Alabama shall cooperate with the Fleet Manager in the performance of this study.

**BE IT FURTHER ORDERED**, that by September 1, 2006, the Fleet Manager shall present to the Finance Director the proposed Fleet Management Regulations for review and implementation as soon as practicable under the circumstances.

**BE IT FURTHER ORDERED**, that subsequent to the effective date of the Fleet Management Regulations, Comply with the Fleet Management Regulations and the chief executive officer of every state department, institution, board, bureau, agency, commission, and authority of the State of Alabama shall establish and implement policies and procedures to ensure complete compliance with the Fleet Management Regulations;

**BE IT FURTHER ORDERED**, that this Executive Order shall become effective immediately upon its signing by the Governor and shall remain in effect until amended or modified by the Governor.

**DONE AND ORDERED** this 10th day of May, 2006.

A handwritten signature in black ink, appearing to read "Bob Riley".

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Bob Riley  
Governor

Attested:

A handwritten signature in black ink, appearing to read "Nancy L. Worley".

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Nancy L. Worley  
Secretary of State