MEMORANDUM

TO: Cabinet Secretaries
        Agency Heads
        Constitutional Officers

FROM: Troy Robinson, Executive Director
        Office of Administrative Services

DATE: June 24, 2016

SUBJECT: 2016 Permanently Assigned Vehicle Requests

Per 200 KAR 40:020, the Finance and Administration Cabinet, Office of Administrative Services, and the Division of Fleet Management (DFM) are charged with the responsibility of maintaining and monitoring all permanently assigned vehicles (PAVs) and to inventory Fleet Management owned and/or maintained vehicles. In years past, and since these process involve the same inventory and drivers, it has been more efficient to conduct vehicle inventory and PAV information simultaneously. However, there have been changes relating to PAVs which will require your Cabinet / Agency to review and make decisions according to these changes.

The Finance and Administration Cabinet has received specific guidance (within the approved budget – HB 303) to "restrict permanently assigned vehicles to only Constitutional Officers, the Court of Justice, Executive Cabinet Secretaries, law enforcement, or for other public safety purposes." That said, your agency may have PAVs that are classified with classifications that no longer exist.

Previous Classifications	New Classifications
Executive/Other	Constitutional Officer
First Responder	Court of Justice
Law Enforcement	Executive Cabinet Secretary
Specialty Use	Law Enforcement
Home as Workstation	Other Public Safety Purposes
Financially Beneficial	

A spreadsheet will be sent to your Cabinet / Agency vehicle liaison from the Division of Fleet Management. This spreadsheet will contain pre-populated information for PAVs within your Cabinet / Agency, such as vehicle tag (license plate) number, the previous classification, etc. Your vehicle liaison will need to complete the required information and submit to the Division of Fleet Management by close of business July 20th, 2016.

Please note: For PAVs that are currently classified with a classification that no longer exists, your Cabinet / Agency will need to either:

1. Select a new, appropriate classification for the driver of the vehicle and provide sufficient justification, OR
2. Reassign the vehicle as an "agency assigned" vehicle and utilize the vehicle accordingly. The vehicle will no longer be a "take home" vehicle and cannot be used in this manner, OR
3. Return the vehicle to the Division of Fleet Management. Specific guidance will be given to your vehicle liaison regarding the process to return vehicles to the Division of Fleet Management. These vehicles will be removed from your monthly billing on the first day of the month following the month you turned the vehicle in. Example: If you return a vehicle to the Division of Fleet Management on June 23rd, 2016, you will be charged for the use of the vehicle through the month of June. However, you will no longer be charged for this vehicle beginning July 1st, 2016.

Finally, HB 303 requires the Finance and Administration Cabinet to submit a report listing the recipients of permanently assigned vehicles to the Interim Joint Committee on Appropriations and Revenue by August 1, 2016 and each fiscal year thereafter. Going forward, the Division of Fleet Management will be including PAV information within their annual vehicle inventory information. However, your vehicle liaison is required to notify the Division of Fleet Management immediately if any PAV information should change throughout the year. Specific information relating to this process and other important information will be sent to your vehicle liaison.

Please feel free to contact Pete McDonald, Director of the Division of Fleet Management (502-564-2260), or myself if you should have questions or concerns.