



ADMINISTRATIVE OFFICE OF THE COURTS VEHICLE & MILEAGE REIMBURSEMENT POLICY

1. APPLICATION

This policy applies to all employees and vehicles of the Administrative Office of the Courts (AOC). This policy also applies to all authorized passengers of AOC vehicles. The AOC Director or designee may grant written exceptions to this policy on a case-by-case basis in the best interest of the AOC.

2. AUTHORITY

The AOC is dedicated to the safety of its employees at all times. The AOC also has the inherent authority and responsibility to manage and protect its property including automobiles. The AOC is expressly **exempt** from the provisions of the Transportation Services Act, NMSA 1978 sections 15-8-1 to 15-8-11, and the accompanying administrative regulations *see* NMSA 1978 sec. 15-8-3(F), “state agency” means a state department, agency, board or commission **but does not include the legislative and judicial branches**, public schools and institutions of higher education.”

3. AUTHORIZED OPERATORS AND PASSENGERS

- A. Only AOC employees may operate the AOC’s vehicles. Justices, judges, other New Mexico Judicial Branch employees, and AOC’s contractors may occupy vehicles as passengers, but may not operate any AOC vehicle.
- B. Before operating any AOC vehicle all employees must:
 1. Possess a valid state of New Mexico driver’s license for the class of vehicle the employee intends to operate. A “valid driver’s license” **does not** include provisional, limited, restricted, or any court-ordered restricted or administrative license or permit;
 2. Have completed employee orientation and acknowledged they have read and understood this policy;
 3. Have passed a defensive driving course authorized by the Transportation Services Division of the General Services Department and obtained their Defensive Driving Certificate (DDC). A copy of the DDC shall be on file with AOCHRD;
 4. Have their DDC in their possession (printed or electronically) at all times while operating an AOC vehicle; and,
 5. Sign out the vehicle for use using the designated procedure.



- C. All passengers in AOC vehicles must be related to official state judicial branch business.
- D. This policy shall not prevent the use or occupancy of AOC vehicles in an emergency or to render emergency aid.

4. VEHICLES

A. All AOC vehicles shall contain the following documents:

1. Auto loss form;
2. Fuel credit card. Each card is assigned to a particular vehicle and must be managed securely;
3. How-to brochure, detailing how to use the fuel credit card, what to do in case of accident or break down, and important phone numbers;
4. Proof of financial responsibility and vehicle registration;
5. Vehicle maintenance manual;
6. List of approved vendors for automobile repairs; and
7. Vehicle mileage and maintenance log.

B. Prohibited items and activities. The following are prohibited at all times in AOC vehicles:

1. Smoking in any form including e-cigarettes and vaporizers;
2. Alcohol, cannabis, or illegal controlled substances;
3. Animals, except for approved service animals accompanying an authorized operator or authorized passenger;
4. Firearms of any kind.

C. Vehicle condition. All Operators shall:

1. Keep vehicles clean at all times. Operators are responsible for returning vehicles free of trash and other debris;
2. Keep vehicles free of offensive odors;
3. Promptly report vehicle maintenance needs to the fleet coordinator.

D. AOC vehicles must be used for official AOC business only.

5. VEHICLE OPERATION

- A. AOC vehicles must be used for official AOC business only;
- B. AOC vehicles must be operated safely at all times;
- C. Vehicle operators must obey all traffic, parking, and vehicle safety laws at all times; including



driving at or below the speed limits;

D. All vehicle occupants must use safety belts and restraining harnesses at all times;

E. Authorized operators must minimize distractions, follow the driving with electronics policy, and behave in a courteous and appropriate manner at all times;

F. Any authorized operator who receives a citation or ticket while operating or having control of an AOC vehicle is personally responsible for promptly paying all adjudicated costs associated with the citation or ticket. All citations or tickets must be immediately reported to the operator's supervisor and the AOC Director or designee.

G. Any damage to or accident involving an AOC vehicle must be immediately reported to law enforcement, and to the operator's supervisor as well as the AOC Director or designee and the fleet coordinator. Operators must obtain a police report for any accident involving an AOC vehicle;

H. Driving while impaired is strictly prohibited. This includes, but is not limited to, impairment caused by alcohol, cannabis, any medication, or fatigue.

I. Authorized operators on official travel who exceed their post of duty by thirty-five (35) miles, may use the state vehicle for *de minimis* personal business such as visiting eating establishments, grocery stores, etc.

J. When approved in advance by their division director, authorized operators may keep a state vehicle at their place of residence the day before or the day after official travel.

6. FUEL CREDIT CARD USE

A. Each vehicle contains one fuel credit card assigned to that specific vehicle.

B. Every operator will be assigned a "Driver ID" by the AOC Fiscal Services Division (FSD).

C. When fueling, the AOC employee must enter the current odometer reading from the vehicle and the employee's own driver ID before fueling.

D. Operators must fuel vehicles with appropriate fuel. For internal combustion vehicles this means regular unleaded fuel, or diesel fuel for vehicles that require diesel.

E. Authorized operators must obtain a receipt after fueling, or follow FSD procedures for missing receipts.

F. Missing, lost, stolen, damaged, or inoperable fuel cards shall be reported to the AOC Chief Financial Officer or designee and fleet coordinator as soon as possible, but no later than one business day from the date of discovery.

G. In the event of an emergency, the fuel credit card can be utilized for services not to exceed \$250.00. A purchase order needs to be in place for all other services including routine maintenance of the vehicle.



7. VEHICLE MILEAGE AND MAINTENANCE LOGS

- A. All vehicle activity, fuel costs, and maintenance costs shall be recorded in the vehicle’s mileage and maintenance log. FSD shall furnish a standard vehicle log template for use in all AOC vehicles.
- B. Mileage and maintenance logs will be used during internal and external audits. Receipts must be submitted to the Fiscal Services Division (FSD), along with a copy of the mileage and maintenance log book per vehicle monthly.
- C. The fleet coordinator shall audit all mileage logs monthly for accuracy and report any discrepancies to the AOC Chief Financial Officer and division director.

8. MILEAGE REIMBURSEMENT

- A. If there aren’t any AOC vehicles available, or if authorized by a supervisor, AOC Director or designee, an employee may use their personal vehicle for official business and submit for mileage reimbursement to FSD.
- B. The reimbursement request shall be submitted on a form supplied by FSD and completed accurately. The purpose of the trip must be clearly stated.
- C. The employee must follow all rules, processes and procedures set in place by either the AOC or DFA regarding the Per Diem and Mileage Act.
- D. Reimbursement requests must be submitted to FSD within fourteen (14) business days of the date of travel.

9. OUT OF STATE TRAVEL

- A. Any AOC employee wishing to drive an AOC vehicle outside of New Mexico shall obtain written approval from the AOC Director or designee in advance.



Arthur W. Pepin, Director
Administrative Office of the Courts



Date