

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>		POLICY AND PROCEDURE NUMBER 11.05.011	PAGE 1 of 5
		EFFECTIVE DATE June 20, 2012	
SUBJECT Receiving Equipment & Vehicle Assets		SUPERSEDES 11.05.011	DATED June, 24, 2010
CHAPTER State Equipment Fleet	SECTION Equipment Assessment, Replacement and Disposal	APPROVED BY Signature on File	

PURPOSE

This formalizes the policy and procedure on establishing uniform standards and procedures for receiving, marking, lighting, and titling state owned vehicles and equipment.

POLICY

It is the policy of the department that all state assets be received, marked, licensed, and titled uniformly throughout the state and in accordance with the intent of Alaska statues governing state owned vehicles and in compliance with federal, state, and local regulations regarding the marking and lighting of vehicles.

PROCEDURE

A. Receiving Vehicles and Equipment

1. All vehicles and equipment will be received through a State Equipment Fleet (SEF) shop unless prior approval is received from a district equipment manager or the SEF manager. Regardless of the approval, all vehicles and equipment will go through the receiving process. Only single axle snow machine/boat trailers and University of Alaska and Alaska Housing Finance Corporation (AHFC) vehicles and equipment are exempt from this procedure.
2. A "Receiving Report," Attachment A will be completed for each asset by an SEF or otherwise approved mechanic.
3. Vehicles and equipment will be inspected for compliance with specifications, safety, usability, and damage prior to being placed into service.

4. Failure to meet any of the above stated criteria will require immediate remedy by the vendor or return of the equipment until such time as it is fit for purpose. This process is detailed in the applicable bidding and contractual document, available from the contracting staff at SEF headquarters.
5. SEF district managers will insure that this process is thorough and complete prior to forwarding the signed receiving reports to SEF headquarters.

B. Equipment Marking, Lighting, and License and Titling

1. Marking:

- a. All state-owned and leased vehicles and equipment must be marked. Agencies must identify undercover investigative units that require exclusion from this rule to the SEF manager; otherwise the vehicle will be marked per this procedure.
- b. At a minimum, the vehicle/equipment will have "Official Use Only" State of Alaska fleet license plates.
- c. Any other markings, including custom paint designs, must be approved by the SEF manager.
- d. All vehicles equipped with visible light bars or strobes will be decaled in accordance with their department standard markings.

2. Lighting: (13 AAC 04.095, 13 AAC 04.100, 13 AAC 04.145)

- a. All vehicles that are used in highway maintenance, inspection, survey, or construction, when working on or within eight feet of a roadway, must be equipped with a flashing yellow warning light visible at 500 feet in normal sunlight in all directions.
- b. Vehicles meeting the requirements of 13 AAC 04.095 and 13 AAC 04.100 may be equipped with a flashing blue and yellow light; a flashing blue light is not permitted without a simultaneously flashing yellow light.
- c. Only authorized emergency vehicles used by a police department or public (municipal or local government) fire department may use a flashing red light and a flashing blue light simultaneously.
- d. Authority to approve usage of simultaneously red and blue flashing lights is vested in the Commissioner of the Department of Public Safety. Agencies requesting the use of red and blue flashing lights must receive written

approval from the Department of Public Safety prior to requesting installation of the lights.

3. License and Titling:

- a. SEF headquarters processes all license plates and titles for state-owned vehicles and equipment. All vehicles and equipment must be physically processed through a regional SEF shop in order to receive plates. Exclusions are new, single axle boat/snow machine trailers, and vehicles and equipment owned by the University of Alaska or Alaska Housing Finance Corporation.
- b. For excluded units, agencies must complete form 25A-16A "Request for Official Use Plates", Attachment B, within 15 days of receipt of the new asset.
- c. The following must be included with the form:
 - i. The original Certificate or Statement of Origin (MCO/MSO) or original title conveying the property to the State of Alaska. All MCO/MSO and title documents must be signed over to the State of Alaska, 2200 E. 42nd Street, Anchorage, Alaska, 99508.
 - ii. A copy of the source document, such as the delivery order or purchase order.
 - iii. A copy of the vendor invoice showing actual costs.
 - iv. Titles are centrally located at the SEF headquarters until the unit is sold. The universities and AHFC maintain their own titles.
- d. Units located in urban areas requiring emission control testing (I/M) will be required to submit a current I/M certificate with the request if the unit is not new. Units brought into service that cannot pass the I/M will not be given a plate until a pass certificate is presented.
- e. Used units, to include trailers and loan units, must have a safety inspection prior to issuance of state plates. This may be accomplished at any SEF facility or appropriate inspection shop for the universities or AHFC. Units unable to pass a safety inspection must be repaired prior to being put into state service.

- f. All state-owned vehicles will have official state plates mounted on the front and rear of each vehicle. Vehicle numbers for attachments must be welded or affixed to the unit so that the numbers will not wear off or easily removed.
- g. Unmarked State Vehicles (Civilian License Plates)
 - i. All requests for unmarked state vehicles must receive prior approval from the SEF manager. Requesting agencies must provide written justification for the use of civilian license plates and approval from their agency commissioner.
 - ii. Upon approval by the SEF manager, SEF headquarters will process the application and provide the plates to the agency. Any fees or charges will be billed to the agency.

ATTACHMENTS:

Attachment A: Receiving Report

Attachment B: Request for Official Use Plates

AUTHORITY

AS 44.42.020
AS 44.68.020
13 AAC 04.095
13 AAC 04.100
13 AAC 04.145

IMPLEMENTATION RESPONSIBILITY

SEF headquarters, SEF district and office managers, and SEF user agencies

DISTRIBUTION

All department employees via the DOT&PF website.

ATTACHMENT A: RECEIVING REPORT

DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
 STATEWIDE EQUIPMENT FLEET
 EQUIPMENT RECEIVING REPORT

I/M STICKER

Delivery Date _____	Unit VIN _____	Mdl Year _____	Hour Reading _____
Asset No. _____	Class _____		Odometer Reading _____
Delivery Order _____	Manufacturer _____		Color _____
PR NO. _____	Description _____		Replaced/Add No. _____
BID NO _____	Model _____		Location _____
ATTACHMENT(S) _____		Procurement _____	
Vendor _____		Contact _____	
		WARRANTY START DATE _____	
		DATE VENDOR NOTIFIED _____	
		INITIALS _____	

POWER TRAIN	ELECTRICAL	HYDRAULIC SYSTEM
Engine Make Model Serial No.	Alternator No.	Pumps & Motors Hoses, Lines & Valves Hoists
Main Transmission Assy. Make Model Serial No.	Headlights Parking Lights	PARTS & SERVICE MANUAL Parts Service
Auxiliary Transmission Make Model Serial No.	Clearance Lights	BODY-BOXES Type Color
Rear Axle Assy – Single Tandem Make Model Serial No.	Marker Lights Stop Lights Tail Lights	WHEELS & HUBS Wheel & Tire Sizes – Front Wheel & Tire Sizes – Rear
BRAKE SYSTEM Hoses, Lines, Fittings Tanks, Pump Brake Assembly	Turn Signals 3 Light Cluster 4 Way Flasher	Wheel & Tire Sizes – Spare
SUSPENSION Front Spring Capacity Rear Spring Capacity Tandem Suspension Assy Make Model	Back-Up Light License Light Reflectors Dome Light Wiring (General)	FRONT AXLE & STEERING Front Axle Assembly Make Model Steering Assembly Make Model

ITEMS MISSING – DAMAGES – REMARKS

It is mandatory that this check sheet be used when receiving all units: Major components such as engine, transmission, etc., should have model name and number written in appropriate block. The key diagram should indicate condition of each item checked.
OK – Operating Properly, oil levels and lubrication checked **X** – Not in working order **O** – Not supplied **N** – Not installed but with vehicle.

Signature of Inspecting Employee	Date	AGENCY M&O/HWYS CREDIT CARD RECEIVED YES NO INITIALS _____
Signature of Regional Equipment Manager for Unit Acceptance	Date	ITEM DOES NOT MEET SPECS (REFERENCE REMARKS SECTION ABOVE)