

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER DPDR 11.04.011	PAGE 1 of 2
	Policy and Procedure		EFFECTIVE DATE April 2, 1996	
SUBJECT Equipment Utilization			SUPERSEDES DPDR 11.04.011	DATED 12/15/1993
TITLE State Equipment Fleet	CHAPTER Equipment Use, Care, & Maintenance	APPROVED BY Signature on File		

I. Purpose and Scope:

Introduction:

Efficient utilization of state owned vehicle and equipment resources is essential to maintaining a cost effective equipment fleet. Underutilized vehicles represent a costly waste of expensive resources. The purpose of this procedure is to encourage efficient utilization of vehicles and equipment on a statewide basis.

Responsibility/Performance:

Regional Equipment Fleet (SEF) Managers: Coordinate vehicle and equipment sharing where possible.

User Agencies: Seek opportunities to share vehicles and equipment not only within the agency, but with other agencies as well.

II. Distribution:

All holders of the Procedure Manual, all SEF Procedure Manual holders, Regional SEF Managers.

III. Procedure:

- A. The exchange of equipment and vehicles not currently assigned, or equipment and vehicles that are assigned, but not being utilized, will be eligible for use in other departments or agencies on an as-needed basis.
- B. Exchange or trade of equipment is encouraged within a department to achieve optimum use of equipment. Any transfer or reassignment of vehicles or equipment between districts or divisions is allowed.

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- C. Exchange or reassignment of equipment between departments is also encouraged so long as it is in the best interest of the State of Alaska. Such actions require the approval of both the old and new user departments. All actions of this level shall require the approval and concurrence of the Statewide Equipment Fleet Manager.
- D. Exchanges within agencies, as well as exchanges between agencies, must be initiated and coordinated through the SEF District offices.
- E. The cost of movement of equipment is the responsibility of the agency(s), except for special cases where equipment relocation is done in lieu of equipment replacement. Such instances will be decided on a case-by-case basis by the SEF Manager.