

DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 229	MOTORIZED VEHICLE AND AIRCRAFT ADMINISTRATION	
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	Authorities: Click here to enter text.	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: Click here to enter text.	

229.100 INTRODUCTION

The department establishes the policy and protocol for maintenance and safety of vehicles and aircraft.

229.300 VEHICLE COORDINATOR

The Vehicle Coordinator for the Department of Public Safety will be assigned to the Director's Office in the Division of Alaska State Troopers (AST).

The duties of the vehicle coordinator include managing the department's various vehicle programs, maintaining an inventory of all assigned vehicles showing their locations and the mobile radio communications equipment installed in each vehicle, and drafting specifications for new models.

229.310 INVENTORY CONTROL

Commanders are responsible for maintaining an inventory of all vehicles assigned to the Detachment/Bureau and a log showing where and to whom each vehicle is assigned, advising the Vehicle Coordinator of any changes in the status of vehicles assigned to the Detachment/Bureau, and ensuring that the monthly vehicle inspection is completed and submitted as outlined in section 229.360.

229.320 TYPES OF VEHICLES

- A. Wet Rental.** Vehicles for which DOT/SEF charges both an operating rate (for expenses such as oil, additives, tire replacement and repair, servicing, and maintenance) and a replacement rate are considered wet rentals. DOT/SEF issues a State fuel credit card to each vehicle.
- B. Dry Rental.** Vehicles for which DOT/SEF charges only a replacement rate are considered dry rentals. DOT/SEF does not provide any maintenance for these vehicles; the department pays these costs on an as needed basis to DOT/SEF.
- C. Non-Rental.** Department owned vehicles for which DOT/SEF does not charge either an operating rate or a replacement rate. DOT/SEF also does not provide any maintenance for the vehicles; the department pays these costs on an as needed basis to DOT/SEF.

229.330 LEASED/RENTAL VEHICLES

Leased and rented vehicles are subject to the same general rules and regulations regarding use, storage, and other reports as State-owned vehicles. [Ref. [State Equipment Fleet Manual](#)]

229.340 VEHICLE EQUIPMENT ALTERATIONS

Do not alter the vehicle, except as authorized by the Detachment/Bureau/Unit Commander in consultation with either the Commissioner's Office, appropriate Director's Office, or DPS Vehicle Coordinator, including the application/display of logos, stickers, advertising, or political messages or statements on either the interior or exterior of the vehicle.

229.350 VEHICLE MAINTENANCE

A. *Maintenance of state vehicles is required.* State operated vehicles shall be properly maintained and receive regularly scheduled service. The assigned vehicle operator will be responsible for reporting any unsafe or defective equipment and scheduling of required maintenance.

B. *Locations where vehicle maintenance is to be performed.*

1. Wet Rentals. Maintained and serviced by DOT/SEF.
2. Dry Rentals. Dry rental vehicles are normally assigned where there are no DOT/SEF maintenance facilities. Maintenance and service will be purchased from the least expensive commercial vendor available.
3. Non-Rentals. May be serviced and maintained by the least expensive commercial vendor available or taken to DOT/SEF for service.
4. Leased Vehicles. Leased vehicles are normally covered by a service agreement with the vendor. Where no service agreement is in effect, maintenance and service will be purchased from the least expensive commercial vendor. Fuel maybe purchased by State credit card.

Every unit utilizing lease vehicles must submit a quarterly report to the Division of Administrative Services (DAS) Finance Office in Anchorage by the 5th of the Month following each quarter. Fuel costs, miscellaneous parts, or repairs not covered by a service agreement, and mileage readings must be included in the report.

C. *Supervisors to inspect vehicles quarterly.* Each Commander will establish procedures to ensure that, wherever practical, a supervisor inspects every assigned vehicle in the Detachment/Bureau at least once per quarter.

229.360 MONTHLY VEHICLE INSPECTION REPORT

Monthly vehicle inspections must be completed between the 1st and 10th of each month within the online vehicle database. Ensure all details are accurately entered to provide a thorough and clear record for review.

229.370 VEHICLE DAMAGE AND ACCIDENTS

A. *All damage to vehicles is to be reported.* When a state-owned, leased, or rented vehicle is damaged, the incident will be immediately reported to the driver's immediate supervisor and the Department Vehicle Coordinator before the end of the shift in which the damage occurred or was discovered. This report is the driver's responsibility, unless the driver is incapacitated or otherwise unable to make the report, in which case the immediate supervisor or designee may complete the report.

B. *All accidents or damage are to be reported as follows:*

1. Non-accident related damages – The employee's immediate supervisor or an on duty supervisor, will be immediately notified when a vehicle has sustained non-accident related damage. The Department Vehicle Coordinator will also be notified before the end of the shift during which the damage occurred or was discovered. The supervisor shall determine whether a criminal case should be initiated and assign the investigation. The supervisor will ensure a "Liability Accident Notice" (02-919) is completed and forwarded to the Department Vehicle Coordinator at Anchorage Headquarters within 48 hours of the end of the shift in which the damage occurred. A copy of the 02-919 shall be stored with any criminal case report. Any criminal case report shall be submitted in the normal manner.
2. Damage only accidents – The employee's immediate supervisor, or an on duty supervisor, will be immediately notified of the vehicle accident. The Department Vehicle Coordinator and Director's Office will be notified before the end of the shift during which the damage occurred.
3. Injury or fatal accidents – The employee's immediate supervisor and the AST supervisor for the area will be immediately notified of injury or fatal accidents. Additionally, the local commander, the appropriate division director, and the AST director shall be notified at the first opportunity AST will assume full investigative responsibility if jurisdiction exists or is given. The Department Vehicle Coordinator should also be notified before the end of the shift during which the incident occurred.

C. *The supervisor will ensure the incident is fully investigated.* This investigation may be conducted by commissioned personnel of DPS or by a municipal law enforcement agency at the discretion of the supervisor. Whether DPS or another law enforcement agency conducts the investigation, it is the supervisor's responsibility to see that all of the following investigative steps and reports are completed. The supervisor shall advise any municipal police officer investigating an incident involving a DPS vehicle of the report requirements of this section.

1. The Collision report (Form #12-200) will be completed by law enforcement in TraCS, or a 12-209 will be completed by the vehicle operator in the event law enforcement does not respond. Written statements from the involved parties, photographs of the scene and vehicle damage, and a diagram with necessary measurements should be obtained. Seat belt use must be documented in the investigative report.

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2. The supervisor shall follow the DPS Vehicle Collision Guide found in OPM 124.
3. The supervisor will ensure that a "Liability Accident Notice" (Form #02-919) is completed. An "Employee Report of Occupational Injury or Illness" (Form #02-921) must be submitted to the supervisor immediately if an employee sustains a personal injury. The supervisor must also complete the [Employer Report of Occupational Injury or Illness form](#). If the employee is unable to complete the form, the supervisor may do so.
4. The supervisor will conduct an administrative review of the collision with regard to pertinent policies and document any action using the electronic report of vehicle collision. Any disciplinary action taken will be documented as a "Complaint" in BlueTeam.
5. The electronic reporting shall be completed within three (3) working days and submitted to the Commander for review and approval. Any Report of Occupational Injury or Illness (Form #02-921) and/or Liability Accident Notice (Form #02-919) along with a copy of the police report will be forwarded through the appropriate chain-of-command for review and distribution. The original police report will be processed as usual.

D. *Vehicle damage repair procedures.*

1. Damaged vehicles should be taken to a local DOT shop for inspection as soon as possible.
2. Repairs and/or estimates for repairs will be coordinated and approved through the Department's Vehicle Coordinator.

229.380 AIRCRAFT SECTION

All aircraft operations will be conducted in compliance with the Department Aircraft Operations Manual.

The Aircraft Section is located within the Commissioner's Office. The Aviation Program Manager reports directly to the Deputy Commissioner and is responsible for all functions of the Aircraft Section.

The Aircraft Section is responsible for safety, pilot training, aircraft maintenance, and aircraft acquisition/disposal.

229.390 AIRCRAFT ADMINISTRATION

A. *Policy decisions.* The AST and AWT Directors will confer and provide management directives, policies, decisions, and other appropriate information to the Aviation Program Manager through the Deputy Commissioner or designee.

B. *Aircraft placement.* The AST Director and the AWT Director or designees are responsible for the coordination and placement of the Department aircraft.

C. *Aircraft utilization and priority.* See the [DPS Aircraft Operations Manual](#) which can be found on the DPS intranet.

229.400 AIRCRAFT MAINTENANCE - INSPECTIONS

All aircraft maintenance and inspections, on leased or owned aircraft, will be coordinated through the department's Aircraft Section in compliance with the Aircraft Operations Manual.