

**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.318

Date: October 24, 2025

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Supersedes: June 30, 2025

BOARD DIRECTIVE

SUBJECT: BOARD OF PARDONS AND PAROLES VEHICLE DIRECTIVE

PURPOSE: To ensure statewide uniformity for Board Members and employees regarding responsibilities for the reservation, issuance, operation, and maintenance of state-owned and leased vehicles.

AUTHORITY: United States Code, Title 49, Sections 5101-5127
Code of Federal Regulations, Title 49, Section 382.107
Texas Government Code Sections 2113.013, 2171.101(a), 2171.104, and 2171.1045
Texas Administrative Code Title 37, Part 6, Chapter 151, Section 151.73
Board Directive BPP-DIR.141.309
Texas Transportation Code Section 545.413
Texas Department of Criminal Justice Administrative Directives AD-02.50 (rev.11) and AD-14.55 (rev. 4)

DISCUSSION: This directive and its procedures apply to all state-owned or leased motor vehicles used for official state business for the Texas Board of Pardons and Paroles (Board). The Board has been assigned or authorized to utilize state-owned vehicles through the Texas Department of Criminal Justice (TDCJ), Manufacturing, Agribusiness and Logistics, Transportation & Supply, Fleet & Freight Transportation Division. Board Members and employees who use state-owned or leased vehicles are expected not only to be familiar with but also strictly adhere to the procedures described in this directive and TDCJ Administrative Directives AD-02.50 (see Attachment A) and AD-14.55 (see Attachment B).

Failure to comply with these directives and procedures may result in disciplinary action against the employee.

DEFINITIONS: Authorized Driver – a Board Member or employee who has a valid and current State of Texas driver license.

Centrally fueled – for the purposes of the EPA act, a vehicle is considered centrally fueled when it can be refueled at least 75% of the time at a location that is owned, operated, or controlled by the individual fleet agency or one of the statewide refueling stations.

Designated headquarters – the area within the city limits of the incorporated area in which an employee’s place of employment is located. If the place of employment is located within an unincorporated area, the area within a five-mile radius of the place of employment is the designated headquarters.

Duty point – the destination other than a place of employment to which an employee travels to conduct official state business.

Wireless communications device – a cellular telephone or a portable electronic device that is capable of receiving and transmitting data, including but not limited to text messages and e-mail.

Place of employment – the office or other location of employment to which an employee travels to conduct official state business.

Vehicle Coordinator – the employee assigned to oversee all vehicle records, coordinate preventive and general maintenance, and reserve state-owned vehicles assigned to their office location.

Vehicle locations – the Board maintains a fleet of vehicles for usage by Authorized Drivers at various locations to support Board operations. A list of these locations and their assigned Vehicle Coordinator is available from the Board’s Financial Operations.

PROCEDURE:

- I. General – All Authorized Drivers shall sign the Vehicle Directive Acknowledgment Statement (Attachment C). A copy of the signed acknowledgement statement shall be kept on file with the vehicle coordinator. Board Members or employees who do not sign the acknowledgement statement are NOT authorized to drive state-owned vehicles.
- II. Use of Vehicle
 - A. State-owned vehicles shall be used for official Board business only. Official Board business shall include but is not limited to:
 - 1. Unit interviews;
 - 2. Hearings;
 - 3. Training or required continuing education;
 - 4. Attending Board meetings;
 - 5. Delivery of Board documents; or
 - 6. Travel to a designated duty point.

B. Reserving the Vehicle

1. The Board Member or employee shall request use of a state-owned vehicle at least two (2) business days prior to the date the vehicle is required, when possible.
 - a. The Vehicle Coordinator shall advise if a vehicle is available.
 - b. The Authorized Driver shall provide the Vehicle Coordinator with the destination and purpose for using the state-owned vehicle.
2. When fleet vehicles are limited the following reservations priorities apply:
 - a. Positions – Board Member, Parole Commissioner, Hearing/IPO Officer, Administrative Staff.
 - b. Other Considerations – Distance and time to travel to the duty point; nature of the official business, e.g., Board meeting, offender interview, hearing, etc.; and inability to utilize a personal vehicle due to mechanical problems or unavailability for personal reasons.

C. Prior to operating the vehicle, the Authorized Driver shall:

1. Become familiar with the TDCJ Vehicle Policy, AD-02.50 and Use of TDCJ Fuel Cards, AD-14.55.
2. Obtain the keys prior to the close of the business day before the scheduled departure if the scheduled departure time is before normal office hours.
3. Obtain approval of the immediate supervisor to pick up the vehicle packet and drive the state-owned vehicle to a personal residence at the end of the workday for the next day's travel, if the residence is in the direction of travel. Commercial vehicles and equipment shall not be taken to a personal residence.
4. Check to ensure the vehicle packet contains:
 - a. Vehicle Monthly Use Report (RS-025);
 - b. Current Tax Sales Exemption Form
 - c. Insurance Exemption Letter;
 - d. Instructions on obtaining fuel/Voyager Vendor List;
 - e. The Tort Claim – Motor Vehicle Accident Form (RO-92); and
 - f. Instructions regarding breakdown procedures.

5. Inspect the vehicle before departing headquarters and report any discovered damage to the Vehicle Coordinator.
- D. Cancellation – In the event the Authorized Driver will not need to use the vehicle, the Authorized Driver shall notify the Vehicle Coordinator as soon as possible so that it may be available to other employees.

III. Vehicle Coordinator Responsibilities

There shall be an office Vehicle Coordinator assigned at each office where an assigned state-owned or leased vehicle is located. The Vehicle Coordinator shall be responsible for the following:

- A. Monthly Reports – Completion and submission of the Vehicle Monthly Use Report (RS-025) and Monthly Vehicle Checklist.
 1. Monthly Vehicle Checklist – The checklist must be completed and submitted with the Vehicle Monthly Use Report (RS-025) at the end of every month (see Attachment D).
 2. Submission – The Monthly Vehicle Use Report (RS-025); Monthly Vehicle Checklist; and receipts for repairs, maintenance, or Voyager fuel card shall be scanned and transferred to the Mileage Documents file no later than the 5th day of the following month.
- B. Periodic Inspections – Conduct periodic inspections of vehicles to check the general condition (including the condition of windshield wipers, tires, etc.) and the presence of body damage.
 1. Damage – Any damage shall be reported to the Board's Financial Operations via email as soon as possible.
 2. Monthly Vehicle Checklist – The checklist must be completed and submitted with the Vehicle Monthly Use Report at the end of every month (see Attachment D).
- C. Maintenance, Repairs, and Inspection – Arrange for general or preventive maintenance and repairs as outlined in TDCJ AD-02.50, Section VIII. The maintenance schedule to be followed for each vehicle includes the procurement of up-to-date inspection stickers in addition to such services as regular fluid changes. Approval must be requested and received by the Board's Financial Operations before scheduling any general or preventative maintenance or repairs with an outside vendor (non-TDCJ facility).
 1. Maintenance and Repairs

- a. Vendors with ongoing contracts will be used to purchase certain items (e.g., tires) and automotive services.
 - b. At times, a vehicle may need to be pulled from service for problem maintenance or repairs.
2. Vehicle Registration— The Board’s Financial Operations will mail out registration stickers prior to expiration. If a sticker is not received, please notify the Financial Operations Department. The notification shall include the following information:
 - a. When the vehicle registration is due to expire;
 - b. TDCJ number of the vehicle; and
 - c. License Plate number of the vehicle.

When the registration sticker is received, the Vehicle Coordinator shall install the registration sticker in the vehicle.

IV. Vehicle Accident Reporting, Notifications, and Records Retention

- A. Vehicle Accident - The Authorized Driver and passengers of state-owned, leased, and personal vehicles shall follow all accident reporting requirements in TDCJ AD 02.50 Section IX.
- B. Notification:
 1. Authorized Driver – The Authorized Driver shall also notify the Vehicle Coordinator as soon as possible.
 2. Vehicle Coordinator – The Vehicle Coordinator shall notify the Board’s Financial Operations and send any completed TORT Claim – Motor Vehicle Accidents Forms to BPP_Finance@tdcj.texas.gov.
 3. Board’s Financial Operations Staff – The Board’s Financial Operations staff shall notify the Huntsville Unit Mechanical Department, the Administrative Review and Risk Management (ARRM) Division, and the TDCJ and BPP General Counsel’s Office by sending a copy of the completed TORT Claim – Motor Vehicle Accidents Form and any other documents.
- C. Review and Determination
 1. Immediate Supervisor – The immediate supervisor shall review the accident documentation, discuss the accident with the ARRM Safety Officer, and make a recommendation to the department head or manager. The immediate supervisor shall send a copy of the TORT Claim – Motor Vehicle Accidents Form and any other documents to the department head or manager.

2. Department Head or Manager – If the supervisor determines the employee was at fault, the department head or manager shall take the necessary appropriate disciplinary or corrective action. The department head or manager shall complete the appropriate section in the TORT Claim – Motor Vehicle Accidents Form providing the disciplinary or corrective action taken and send the form to the General Counsel’s Office and Board’s Financial Operations.
 - D. Records Retention – The Board’s Financial Operations shall retain all documents prepared or received during this process until the General Counsel’s Office notifies all persons that the claim or litigation has been resolved.
- V. Moving Violation Reporting
- A. It is the Authorized Driver’s responsibility to adhere to all laws pertaining to the operation of a motor vehicle.
 - B. An Authorized Driver charged with a moving violation or who must appear in court for a moving violation while driving a state-owned or leased vehicle shall notify their supervisor immediately, and in no case later than the following business day. Failure to timely report the receipt of a moving violation may result in disciplinary action. The employee is also responsible for any violation associated with the operation of a state-owned or leased vehicle.
 - C. If the Authorized Driver’s license is revoked or suspended, the Authorized Driver shall notify their supervisor by 9:00 a.m. central time the next business day the license has been revoked or suspended, and immediately discontinue operation of the state-owned or leased vehicle.

SIGNED THIS, THE 24TH DAY OF OCTOBER, 2025.

MARSHA MOBERLEY, PRESIDING OFFICER (CHAIR)

**Signature on file*



TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE

NUMBER: AD-02.50 (rev. 11)

DATE: March 8, 2021

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SUPERSEDES: AD-02.50 (rev. 10)
October 14, 2019

ADMINISTRATIVE DIRECTIVE

SUBJECT: TDCJ VEHICLE POLICY

AUTHORITY: 49 U.S.C. §§ 5101–5127; 49 C.F.R. 382.107; Tex. Gov't Code §§ 493.001, 493.006(b), 2101.0115, 2113.013, 2171.101(a), 2171.104, 2171.1045; Tex. Transp. Code §§ 545.413, 547.702; 37 Tex. Admin. Code § 151.73 (Tex. Dep't of Criminal Justice, Texas Department of Criminal Justice Vehicle Assignments); BP-02.08, "Statement of Internal Controls"; RM-06, Texas Department of Criminal Justice Employee/Offender Safety Training

APPLICABILITY: Texas Department of Criminal Justice

POLICY:

The Texas Department of Criminal Justice (TDCJ) complies with the *Texas State Vehicle Fleet Management Plan* and establishes guidelines for use of state-owned or leased vehicles including assignment, control of keys, fleet management, motor pool operations, preventive maintenance, and procedures to be followed in case of an accident.

DEFINITIONS:

The following terms are defined for the purpose of this policy and are not intended to be applicable to other policies or procedures.

"Accident" is an incident that results in property damage or injury to a person.

"Commercial Motor Vehicle" is a self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property, when the vehicle:

- A. Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater;
- B. Is designed or used to transport more than eight passengers, including the driver, for compensation;

- C. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- D. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter 1, subchapter C.

“Eligibility to Drive a State Vehicle” means that only persons defined by this directive, employees or inmates under the supervision of an employee, are allowed to operate a state-owned or leased vehicle.

“Employee” is a person who works under the authority of the Texas Board of Criminal Justice (TBCJ). This does not include volunteers, independent contractors, agents, or employees of independent contractors, or persons who perform tasks over which the TBCJ does not control the process.

“Firearm” is any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use.

“Special Use Vehicles” are vehicles that perform specialized functions, such as ambulances, chain buses, transport vans, truck tractors, area maintenance vehicles, and other similar types of vehicles.

“Vehicle” is any state-owned or leased automobile, motor truck, or other motor vehicle used for transportation of employees, inmates, equipment, goods, or other purposes legitimately connected with the operation of the TDCJ.

“Unmarked Vehicle” is a vehicle owned or leased by the TDCJ that does not have a state seal affixed to the vehicle, a property number affixed to the exterior, or standard exempt license plates on the vehicle.

PROCEDURES:

- I. State-owned or leased vehicles are used for official state business. The executive director may authorize the use of a state vehicle for an employee to commute to and from work when the executive director determines that the use may be necessary to ensure that vital TDCJ functions are performed. When authorized, the commute to work shall not ordinarily exceed 30 miles in distance. The name and job title of each individual authorized and the reasons for the authorization shall be reported as required by Texas Government Code § 2101.0115 and kept on file in the executive director’s office. The limits of institutional liability are included in AD-11.02, “Attorney General Representation, Indemnification, and Limitation of Liability.”

- II. TDCJ employees are prohibited from carrying a firearm in a state-owned or leased vehicle except:
 - A. Peace officers in the Office of the Inspector General (OIG);
 - B. A parole officer who possesses a weapon in accordance with PD/POP-1.1.10, "Parole Officer Firearm Guidelines – Basic Firearm Orientation," which authorizes certain parole officers to carry firearms under Texas Occupations Code § 1701.257;
 - C. Parole officers participating in the firearms training program pursuant to Texas Occupations Code § 1701.257;
 - D. Employees authorized to carry a firearm for the purpose of responding to emergency situations involving inmates in accordance with the TDCJ *Use of Force Plan*; and
 - E. Other employees authorized by the executive director.

III. General Guidelines for Use of State Vehicles

Employees operating a state-owned or leased vehicle shall:

- A. Operate the vehicle only for official state business;
- B. Have in their possession a valid Texas driver license while operating a state-owned or leased vehicle. The license shall be appropriate for the type of vehicle being operated with appropriate endorsements. The driver shall comply with licensing restrictions;
- C. Operate the vehicle in a safe manner consistent with traffic laws;
- D. Transport only persons conducting official state business;
- E. Be familiar with the vehicle controls and blind spots to ensure the highest standards of care and safety;
- F. Be allowed to take a state vehicle to a personal residence at the end of a workday for the next day's travel if the residence is in the direction of travel. Supervisor approval is required for each occurrence. Commercial vehicles and equipment shall not be taken to a personal residence;
- G. Park the vehicle in designated areas on state property when not in travel status and keep the vehicle locked when parked, with ignition key removed;

- H. Follow TDCJ policy regarding contraband, including BR-151.25, "Tobacco and Vapor Products," AD-02.95, "Storage of Firearms," and PD-17, "Drug-Free Workplace";
- I. Use seatbelts and other safety equipment provided in the vehicle. Every driver and occupant shall use a seatbelt, when available, in accordance with Texas Transportation Code § 545.413;
- J. Not transport passengers in vehicles lacking adequate seating and safety restraints nor in a manner in which a passenger could fall or be ejected from the vehicle;
- K. Fuel state vehicles at the TDCJ bulk fueling locations when possible. When refueling a vehicle at a retail vendor, self-service pumps are to be used. Gasoline powered vehicles are to be refueled with regular unleaded fuel;
- L. Use TDCJ fuel credit cards as outlined in AD-14.55, "Use of TDCJ Fuel Credit Cards";
- M. Ensure each vehicle has a current registration and inspection sticker. The Manufacturing, Agribusiness and Logistics (MAL) Division Fleet Data office shall apply for vehicle registration; and
- N. Follow the Federal Motor Carrier Safety Regulations prescribed by the U.S. Department of Transportation when operating a commercial vehicle.

IV. Vehicle Registration

All vehicles, including those with exempt license plates, are required to have a current registration sticker on the windshield. The following steps shall be followed to ensure each vehicle has a current registration sticker:

- A. The Fleet Data office will receive a notice from the Texas Department of Motor Vehicles (DMV) indicating a vehicle's registration sticker will expire within 90 days.
- B. The Fleet Data office shall email the warden or department head where the vehicle is assigned advising of the expiration date and that the vehicle must have a Texas Department of Public Safety (DPS) safety inspection within 90 days prior to the expiration date. The warden, department head, or designee shall notify the Fleet Data office when the safety inspection has been completed.
- C. When the DPS safety inspection database indicates the vehicle has been inspected, the Fleet Data office shall take the necessary paperwork to the Walker County Tax Assessor-Collector to obtain current registration.
- D. The Fleet Data office shall pay the registration fee and receive the current registration sticker and paperwork.

- E. The Fleet Data office shall make a copy of the paperwork for the vehicle file. The sticker and paperwork shall be mailed to the warden or department head's office or picked up at the Fleet Data office if the department's headquarters is in Huntsville. If mailed, paperwork indicating the vehicle involved and requested signature of receipt shall be included. This signature of receipt paperwork shall be returned to the Fleet Data office to indicate the sticker was received.
- F. Upon receiving the registration sticker and the paperwork, the warden or department head shall ensure the license plate number printed on the sticker matches the license plate on the vehicle. If so, the sticker shall be placed on the vehicle's windshield. If the vehicle is a commercial vehicle, the paperwork issued with the sticker must remain with the vehicle. If the license plate number on the sticker does not match the license plate on the vehicle, the Fleet Data office shall be contacted and the sticker shall not be placed on the windshield.
- G. If the vehicle registration sticker is expiring and notification has not been received, the warden or department head shall contact the Fleet Data office by email, phone call, or personal visit to resolve the problem.

V. Vehicles with Alternating or Flashing Red, Blue, or White Lights

Vehicles used for law enforcement activities may be equipped with alternating or flashing red, blue, or white lights. This type of lighting shall require the following approvals before being installed on a vehicle:

- A. For vehicles assigned to the OIG, the inspector general shall give written approval. This approval shall be retained by the OIG.
- B. For any TDCJ vehicle that is not assigned to the OIG, the executive director shall give written approval. A copy of the approval shall be forwarded and kept on file by the MAL Division Fleet Data office.

VI. Control of Vehicle Keys

Control and accountability of vehicle keys shall be maintained at all times. The following guidelines shall be followed for vehicle keys:

- A. An employee may possess a set of keys to the assigned vehicle and is responsible for the security of those keys.
- B. Departments that are located where inmates work shall maintain a log of these vehicles and the employees who have assigned keys in their possession.
- C. All extra keys and keys to unassigned vehicles located in areas where inmates routinely work shall be secured in a locked key box. Key logs shall be maintained for all keys issued. All keys shall be accounted for each day. The key log shall reflect the person that accounted for the keys and the time of the day it occurred. Departmental supervisors shall be responsible for the security of the key box and log.

Employees who are issued keys are responsible for the security of the keys until returned.

VII. Vehicle Monthly Use Report

- A. The RS-025, Vehicle Monthly Use Report (Attachment A), shall be completed at the end of each trip or the end of each day by any employee who uses a state-owned or leased vehicle. The report shall be signed and submitted monthly by the person completing the report. The original report shall be sent to the MAL Division Fleet Data office by the 10th day of the following month. In the case of lost reports, copies with original signatures will be accepted. Delivery shall be by hand or U.S. mail to P.O. Box 4013, Huntsville, TX 77342-4013.
- B. General guidelines for properly completing, retaining, and forwarding the RS-025 are available from the MAL Division Fleet Data office by calling 936-437-2061.

The RS-025 is available through the Prison Store Warehouse. The directive and forms are also available on the TDCJ intranet in the Departmental Policy and Operations Manual.

VIII. Vehicle Assignment and Fleet Management

Each vehicle, except as noted below, shall be assigned to a motor pool and available for checkout.

- A. A vehicle may be assigned to:
 - 1. A field employee;
 - 2. An employee of the OIG; or
 - 3. An administrative or executive employee if the executive director determines the assignment of the vehicle is critical to the needs and mission of the TDCJ.
- B. Requests for additional vehicles shall be submitted through the employee's chain of command. If it is determined that a vehicle is not available within the TDCJ, a request for an additional vehicle shall be addressed on the Request for Vehicle form (Attachment B). After the appropriate division director has determined no vehicle within their chain of command could be transferred to fill the request, the division director may approve the request and forward it to the MAL Division director for review. The MAL Division shall review the request and if feasible, attempt to identify an appropriate vehicle. Once located, the MAL Division director shall coordinate with the requesting division director and executive leadership for final approval.

- C. Departments with assigned vehicles shall pool those vehicles to maximize efficient usage. When an employee assigned a TDCJ vehicle is away from their usual job for more than 24 hours, excluding weekends, the vehicle shall be returned to the appropriate warden or department head for use by others.
- D. The MAL Division fleet manager shall monitor vehicle activity to ensure optimal use, maintenance, and reporting. Vehicles identified as underused, poorly maintained, or delinquent on mileage reporting shall be identified for reassignment.
- E. Vehicles shall not be transferred between units, departments, or divisions without coordination through the Huntsville Unit mechanical department, for gasoline powered vehicles, or the Wynne Unit mechanical department, for diesel powered vehicles. A vehicle transfer shall be submitted through the appropriate mechanical department on the Vehicle Transfer Information form (Attachment C).
- F. Assignment of special use vehicles is dictated by the mission to be accomplished. Operators of special use vehicles shall possess the appropriate licensing and record of training prior to operating special use vehicles.
- G. The procurement of any motor vehicle requiring a license, whether purchased or leased for use by the TDCJ, shall be coordinated by the MAL Division fleet manager. The MAL Division fleet manager shall ensure the procurement of all new vehicles meets all the guidelines stipulated by Texas Government Code §§ 2171.101, 2171.104, and 2171.1045, and is entered in the State Fleet Management Data Information System on a quarterly basis, no later than the 60th day after the date on which the quarter ends.

IX. Preventive Maintenance

Preventive maintenance is essential to minimize the breakdown of vehicles, maximize vehicle performance, and track vehicle cost. Each warden or department head is responsible for implementing a preventive maintenance program on vehicles assigned to the unit or department.

A. Operation of TDCJ Vehicles

- 1. Vehicle operators shall ensure the tires are properly inflated, belts and hoses are in good shape, and fluid levels, such as oil, coolant, and power steering fluid, are adequate. Any physical damage shall be reported to a supervisor before operating the vehicle.
- 2. Operators shall monitor dashboard instruments while the vehicle is in operation. Any abnormal instrument readings shall be reported to appropriate staff, such as the motor pool supervisor, vehicle maintenance supervisor, and other similar personnel.

B. Service, Maintenance, Repairs, and Accessories

1. Vehicles in the Huntsville area shall have service and repairs performed at one of the following locations:
 - a. Huntsville Unit mechanical department – gasoline, propane powered, and light-duty diesel vehicles;
 - b. Wynne Unit mechanical department – diesel powered, heavy-duty trucks and buses; or
 - c. Headquarters motor pool – preventive maintenance only for passenger cars and light-duty trucks.
2. Vehicles in the Palestine area shall have service and repairs performed at the Michael Unit mechanical shop.
3. Vehicles in the Beeville area shall have service and repairs performed at the Chase Field/Beeville mechanical shop.
4. Vehicles outside of the Huntsville, Palestine, and Beeville areas shall normally have services and repairs performed at the farm shop on or near the unit or department of assignment.
5. Units, departments, or locations that do not have local access to a TDCJ shop may have services performed by an outside service and repair business. All services and repairs over \$500 for automobiles and light-duty trucks shall be coordinated through the Huntsville Unit mechanical department. All services and repairs over \$500 for heavy-duty trucks or diesel powered vehicles shall be coordinated through the Wynne Unit mechanical department.
6. Farm shop managers, unit supply officers, or any other staff that may be assigned to maintain vehicles for a unit or department may contact the MAL Division mechanical department at the Huntsville or Wynne unit when guidance or assistance on vehicle-related matters is needed.
7. A record of services or repairs performed on each TDCJ vehicle shall be kept on file with the Fleet Management System. All repairs and services shall be recorded on a RS-142, TDCJ Equipment Work Order form (Attachment D) to include repairs purchased on a credit card, Advanced Purchasing and Inventory Control Systems (ADPICS), or from an outside vendor. The facility repairing and servicing TDCJ gasoline and light-duty diesel vehicles shall send the work order to the Huntsville Unit mechanical department. The work orders for heavy-duty diesel trucks and buses shall be sent to the Wynne Unit mechanical department.

8. Procedures and service intervals are provided in the TDCJ *Vehicle/Equipment Service Manual*. The manual is maintained by the MAL Division and is available on the TDCJ intranet, from the Huntsville Unit mechanical department, or the Wynne Unit mechanical department.
9. All vehicle accessory requests shall be forwarded to Fleet Division Management of the MAL Division for review and approval. A vehicle accessory is considered to be an addition or supplemental component to a vehicle that was not supplied on or in the vehicle when new. This includes, but is not limited to: window tint, floor mats, attached truck bed items, non-factory lighting equipment, electronic equipment, seat covers, mud flaps, and anything that has an aesthetic purpose.

C. Warranty Tracking

Warranty repairs shall be identified for reimbursement from the vehicle or component manufacturer. All TDCJ repair facilities shall make every attempt to identify any warranties on vehicles or components being repaired. All warranty work shall be coordinated through the Huntsville or Wynne unit mechanical departments to ensure the information is included in the vehicle history.

X. Vehicle Accidents

- A. If an employee or an offender is involved in an accident in a state vehicle, the nearest law enforcement agency shall be notified unless the accident occurred on TDCJ property. If an accident occurs on TDCJ property, the warden or ranking authority shall be contacted.
- B. If the vehicle is disabled, it may be necessary to have it removed from the scene by a wrecker. If the vehicle is blocking a roadway, the local law enforcement agency may require the vehicle to be towed away to a local storage facility. In many instances, a TDCJ wrecker may tow the vehicle. The on-duty wrecker supervisor shall determine whether it is more feasible to dispatch a TDCJ wrecker or hire a local wrecker service. TDCJ wreckers are located at the Wynne Unit mechanical department in Huntsville and the Southern Region mechanical department in Rosharon.
- C. Employees are required to verbally report an accident to their immediate supervisor as soon as physically capable. Any injury suffered by the employee shall be reported in accordance with PD-45, "Workers' Compensation and Return to Work Program." Vehicle accidents shall be documented at the time of the accident on the RO-92, Tort Claim-Motor Vehicle Accident Form (Attachment E).
- D. Commercial drivers shall comply with the procedures relating to post-accident alcohol and drug testing included in PD-37, "Employee Commercial Drivers' Physical Examination and Alcohol/Drug Testing Program," or AD-03.27, "Alcohol and Drug Testing Program for Offender Commercial Drivers," whichever is applicable.

- E. Any media questions shall be referred to the TDCJ Communications Department.
- F. Employees shall not make any statements to anyone other than law enforcement officials. Employees shall only report the accident and exchange the necessary information with other drivers or owners involved.
- G. Accidents involving fatalities, injuries, or a privately owned vehicle, and accidents with inmates in the vehicle, shall be reported to the Emergency Action Center (EAC) as outlined in AD-02.15, "Operations of the Emergency Action Center and Reporting Procedures for Serious or Unusual Incidents."
- H. An RO-92, Tort Claim-Motor Vehicle Accident Form shall be completed each time a TDCJ vehicle or trailer is involved in an accident, regardless of how minor the damage.
- I. Accidents shall be reported to the Office of the General Counsel (OGC), Attn: Claims Section, unless the accident only involves TDCJ vehicles and TDCJ property with no injuries. Supervisors shall complete the RO-92, Tort Claim-Motor Vehicle Accident Form and email a copy to the OGC before the end of the workday of the accident. Copies shall also be forwarded to the Huntsville Unit mechanical department, for gasoline powered vehicles, light duty diesel vehicles, and light-duty trailers, or the Wynne Unit mechanical department, for diesel powered vehicles and fifth wheel trailers.

When accidents occur that involve OIG employees or vehicles assigned to the OIG, notification and the accident report shall be routed to the OIG general counsel.

When accidents occur that involve Windham School District (WSD) or Board of Pardons and Paroles (BPP) employees, or vehicles assigned to the WSD or BPP, notification and the accident report shall be routed to the OGC claims section.

- J. The immediate supervisor shall review the accident documentation and complete the Recommendation to Warden or Department Head section of the RO-92, Tort Claim-Motor Vehicle Accident Form. If determination of employee error is established, a decision shall then be made by the warden or department head as to appropriate disciplinary or corrective action required to prevent recurrence. This section shall be completed after the RO-92 has been sent to the OGC and the appropriate mechanical department. The original RO-92 shall be maintained at the unit/department in accordance with the TDCJ *Records Retention Schedule*.
- K. State vehicles shall not be repaired until the accident reports (RO-92) are:
 - 1. Received at the Huntsville Unit mechanical department for gasoline powered vehicles, light-duty diesel vehicles, and light-duty trailers, or the Wynne Unit mechanical department for heavy-duty diesel vehicles and fifth wheel trailers; and

2. Reviewed and responded to by the OGC, unless only TDCJ vehicles and TDCJ property with no injuries are involved.

XI. Toll Road Guidelines and Usage

- A. TDCJ vehicles are not exempt from paying tolls on toll roads and there are multiple types of toll roads in Texas. If a division or department would like to acquire a toll tag, approval shall first be obtained from the division director. If approved, the division director shall appoint a division representative to contact the toll tag company and set up payment on the division or department's procurement card.
- B. Entering an electronic toll tag only road or using a toll tag only lane without a toll tag is considered a traffic violation. All traffic fines received while driving a state vehicle are the responsibility of the driver.

XII. Traffic Violations

- A. It is the employee's responsibility to adhere to all laws pertaining to the operation of a motor vehicle. The employee is also responsible for any violation associated with the operation of a state vehicle.
- B. Employees shall report citations received while operating a state-owned or leased vehicle to their immediate supervisor. The information shall be provided by the end of the shift during which the citation occurred.

XIII. Vehicle Break Down

When a vehicle is inoperable and the operator cannot repair the problem, the following procedures shall be followed:

- A. The operator of heavy-duty diesel vehicles shall contact the appropriate terminal, unit, the Wynne Unit mechanical department, or the Southern Region mechanical department;
- B. The operator of gasoline vehicles shall contact the appropriate unit or motor pool if driving a motor pool vehicle;
- C. Unit or department personnel, when contacted, shall coordinate with the mechanical departments for repairs and towing;
- D. Transportation for employees in an inoperable vehicle shall be arranged by the unit or department; and
- E. Any media related questions shall be referred to the TDCJ Communications Department.

XIV. TDCJ Motor Pool Operations

A motor pool is effective in conserving resources. In order for TDCJ motor pools to achieve maximum use of state-owned vehicles, the following guidelines shall be followed.

- A. Each motor pool shall have written procedures concerning the hours of service, issuing, use and return of vehicles, and the information required from the motor pool customers.
- B. Carpooling shall be used to the greatest extent possible. Employees traveling to the same location shall ride together.
- C. The motor pool shall promptly be notified of any motor pool reservation cancellations.
- D. It is prohibited to transfer a motor pool vehicle from one employee to another. The employee requesting the vehicle is solely responsible until the vehicle is returned. However, any employee may assist in driving the vehicle and may sign for the requesting employee.
- E. Written justification, including approval by the appropriate warden or department head, is required before a vehicle can be issued for more than three consecutive days. This can be an Inter-Office Communication or email.
- F. If a driver's residence is in the direction of travel, the vehicle may be taken to the individual's residence. Such vehicles are considered to be in travel status and shall be used for official state business only.
- G. Motor pool vehicles shall be issued on a first-come, first-served basis.
- H. Motor pools and satellite motor pools are located as follows:
 - 1. Headquarters Motor Pool (Administrative Headquarters Complex) – Huntsville, Texas 936-437-6330;
 - 2. Huntsville Satellite Motor Pool – Region I Office 936-437-1777;
 - 3. Beto Satellite Motor Pool – Region II Office 903-928-2623;
 - 4. Darrington Satellite Motor Pool – Region III Office 281-369-3736;
 - 5. Chase Field Satellite Motor Pool – Beeville, Texas 361-362-6423;
 - 6. Plainview Satellite Motor Pool – Region V Office 806-296-4500;
 - 7. Shoal Creek Satellite Motor Pool – Austin, Texas 512-406-5306; and
 - 8. Region VI Motor Pool – Gatesville, Texas 254-248-3984

XV. Use of Personal Vehicles

When an employee is using a personal vehicle to conduct state business, the employee is required to be in possession of a valid class of driver license appropriate for the type of vehicle being operated, as well as proof of liability insurance for the personal vehicle. Maintenance of liability insurance for the personal vehicle shall be at the employee's expense.

XVI. Training

- A. The TDCJ Administrative Review and Risk Management Division shall annually provide an employee safety training circular that emphasizes safe driving and vehicle safety.
- B. Each division is responsible for ensuring the safe driving and vehicle safety training circular is provided to employees at annual and new hire training.

Bryan Collier*
Executive Director

* Signature on file

[illegible]

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
REQUEST FOR VEHICLE**

Date _____

1. Requester's name: _____
Requester's signature: _____
2. Location to be assigned: _____
3. Vehicle type requested: _____
4. What will the vehicle be used for? _____

5. Will the vehicle be assigned to an individual or shared with other staff members? If an individual, provide name and title: _____
6. How many miles per month will the vehicle travel on average? _____
7. How many days per month will the vehicle be used? _____
8. What will be the average distances traveled daily? _____
9. How many other vehicles are assigned to your division or department at this location? _____
List by vehicle number, type, and use. Attach additional page if necessary. _____

10. If you, or the party you are requesting a vehicle for, are located within the vicinity of a motor pool and the request is not for a special use vehicle, can you use a motor pool vehicle?

Yes _____ No _____ If no, explain in detail: _____

11. Are there any other vehicles in the area that could be used for this purpose?

Yes _____ No _____

Additional comments or justification: _____

**Provide the information in questions #12 - 17 only if requesting a Special Use Vehicle:*

12. Provide a formula that indicates the minimum number of special use vehicles needed to maintain operation.

13. Is the function of the vehicle a function that should be handled by the Manufacturing and Logistics Division?

14. Is this vehicle required to open a new unit, or is the request brought about because of the expansion of services at the existing location?

15. Is the need of a permanent or temporary nature?

If temporary, would it be more efficient to lease than purchase? Explain:

Warden or Department Head (*Print Name*)

Warden or Department Head (*Signature*)

ROUTING

	Concur	Non-Concur	Statement Attached	Date
_____ Asst./Deputy/Regional Director	_____	_____	_____	_____
_____ Division Director	_____	_____	_____	_____

Send completed form to the MAL Division fleet manager at the Manufacturing, Agribusiness and Logistics headquarters in Huntsville.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
VEHICLE TRANSFER INFORMATION**

TO:

Huntsville Unit Mechanical Department or
Wynne Unit Mechanical Department

The below listed vehicle is being transferred via Departmental Invoice (DI), LNSTR-004, to the location indicated below:

PRESENT LOCATION OF VEHICLE:

UNIT: _____

DEPT: _____

DIVISION: _____

VEHICLE #: _____

YEAR/MAKE: _____

VIN #: _____

NEW LOCATION OF VEHICLE:

UNIT: _____

DEPT: _____

DIVISION: _____

DI #: _____

REQUESTER'S PHONE #: _____

FAX #: _____

REASON FOR TRANSFER: _____

PRINTED NAME OF WARDEN OR DEPT. HEAD

SIGNATURE

DATE _____

Fax completed form to the Huntsville Unit mechanical department at 936-437-1384 or the Wynne Unit mechanical department at 936-436-4883.

RS-142 (2021)

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE TORT
CLAIM – MOTOR VEHICLE ACCIDENT FORM***Type or Print Legibly*

Location of Reporting Person _____ Date: _____
 Unit/Department/Section _____
 of Reporting Person: _____
 Address: _____

Mailing (if different): _____
 Reporting Person: _____ Payroll Title: _____
 Phone Number: _____

Date of Accident: _____ Time: _____ AM / PM
 Exact Street Location: _____ Construction: (Y / N) Weather: _____ Speed Limit: _____
 Location of Accident: City: _____ County: _____ State: _____

TDCJ Vehicle

Year: _____ Make/Model: _____ License Plate #: _____ TDCJ Property #: _____
 TDCJ Driver (Employee): _____ Title: _____
 Work Phone: _____ Supervisor Name: _____
 DL: (State) _____ (Number) _____
 Non-Owner Insurance: (Yes / No) Insurance Company: _____
 TDCJ Driver (Offender): _____ TDCJ #: _____
 DL: (State) _____ (Number) _____
 Unit of Assignment: _____ Driver's Experience: _____ (Years) Years with TDCJ: _____
 Years at Present Position: _____ Approximate cost to repair TDCJ Vehicle/Equipment: _____

Other Vehicle Involved in Accident

Year: _____ Make/Model: _____ VIN Number: _____ License Plate #: _____
 Owner's Name: _____ Address: _____
 Home Phone: _____ Work Phone: _____
 DL: (State) _____ (Number) _____ Date of Birth: _____
 Driver's Name: _____ Address: _____
 DL: (State) _____ (Number) _____ Date of Birth: _____
 Describe damage to the other vehicle (if any) and attach pictures: _____

Vehicle Insurance Information:

Insurance Company Name: _____ Policy Number: _____
 Office Phone: _____ Address: _____

Additional TDCJ Vehicle

Year: _____ Make/Model: _____ License Plate #: _____ TDCJ Property #: _____
 TDCJ Driver (Employee): _____ Title: _____
 Work Phone: _____ Supervisor Name: _____
 DL: (State) _____ (Number) _____
 Non-Owner Insurance: (Yes / No) Insurance Company: _____
 TDCJ Driver (Offender): _____ TDCJ #: _____
 DL: (State) _____ (Number) _____
 Unit of Assignment: _____ Driver's Experience: _____ Years with TDCJ: _____
 Years at Present Position: _____ Approximate cost to repair TDCJ Vehicle or Equipment: _____

TDCJ Trailer or Equipment

Make/Model: _____ TDCJ Property #: _____ License Plate #: _____
 Fixed object needs location, description, owner name, address, and telephone number: _____

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Attachment E
Page 20 of 20

Describe how the accident occurred and damage to state vehicle: <i>(Print or Type)</i>	Diagram	N ↑
	← W	E →
	S ↓	

Witnesses (Obtain witness statement, if possible.) *If needed, attach additional sheets.*

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Witness Statement(s): *(Summary of written statement)*

Name: _____ Date: _____

Statement: _____

Name: _____ Date: _____

Statement: _____

Law enforcement agency notified: (Yes / No) Explain: _____

Name of Investigating Officer: _____ Department: _____

Did TDCJ driver receive a citation? (Yes / No) Nature of violation: _____

Did the other driver receive a citation? (Yes / No) Nature of violation: _____

Date Supervisor Notified: _____ The foregoing statement(s) are true and correct to the best of my knowledge.

TDCJ Employee *(Print/Type Name)* Signature Date

Driver's Supervisor Receiving Accident Form:

Supervisor/Department Head *(Print/Type Name)* Signature Date

Recommendation to Warden or Department Head

1. On the basis of the foregoing report/investigation, was this vehicle accident reasonably preventable? _____

2. If yes, corrective action to be taken: _____

3. Other recommendation(s): _____

Accident Investigation Supervisor *(Print/Type Name)* Signature Date

Please attach all available documentation relating to this accident.
Email information to: TDCJ-Office of the General Counsel, Attn: Claims Section
Phone: 512-463-9899 Email: ogctortclaims@tdcj.texas.gov

Distribution: Email Copy: OGC in Austin by the end of the day that the accident occurred
Original: Unit/Department/Section File
Copy: Huntsville Unit mechanical department, light-duty vehicles
Copy: Wynne Unit mechanical department, heavy-duty diesel vehicles



TEXAS DEPARTMENT

OF

CRIMINAL JUSTICE

NUMBER: AD-14.55 (rev. 4)

DATE: January 15, 2021

PAGE: 1 of 5

SUPERSEDES: AD-14.55 (rev. 3)
April 20, 2005

ADMINISTRATIVE DIRECTIVE

SUBJECT: USE OF TDCJ FUEL CARDS

AUTHORITY: Tex. Gov't Code §§ 494.001, 494.002(a), 2155.385, 34 Tex. Admin. Code §§ 5.57, 17.1-3: BP-02.08, "Statement of Internal Controls"

APPLICABILITY: Texas Department of Criminal Justice (TDCJ or agency)

POLICY:

TDCJ employees shall comply with state law and TDCJ policy when using TDCJ issued fuel cards (fuel cards).

PROCEDURES:

I. Assignment and Administration of Fuel Cards

- A. Fuel cards shall be issued to specific vehicles according to property number. Other fuel cards with distinct prefix numbers shall also be available for purchases related to rental vehicles, small engines, and miscellaneous purchases. Fuel cards shall not be used for personal vehicles under any circumstances.
- B. The warden, department head, or designee shall account for all fuel cards assigned to the unit or department and designate a point of contact. The point of contact is accountable for the fuel cards assigned to their area of responsibility and for reporting any related problems to the Business and Finance Division, Accounting and Business Services Department procurement card coordinator.
- C. Fuel cards shall remain with the assigned vehicle and may be used only for the vehicle with the number embossed on the fuel card. The TDCJ employee signing for the vehicle and the fuel card is responsible for both until the vehicle is returned.
- D. For safekeeping of the fuel card, a key ring with a credit card holder may be obtained through the Huntsville Mechanical Department.

- E. When a vehicle is removed from service, the TDCJ Mechanical Department shall be notified. The corresponding fuel card must be turned in to the Huntsville Unit Mechanical Department for gas and light-duty diesel vehicles, and the Wynne Unit Mechanical Department for heavy-duty diesel vehicles and buses. The mechanical departments shall forward the fuel card to the procurement card coordinator for cancellation.

II. Authorized Items and Services

Only authorized items and services as identified below may be purchased using fuel cards. State sales tax shall not be included on these items and services. It is the employee's responsibility to notify the vendor of the agency's exemption from state sales tax.

A. Authorized items include:

1. Fuel;
2. Headlights;
3. Wiper blades;
4. Belts and hoses;
5. Preventative maintenance items, such as:
 - a. Oil;
 - b. Lubricants; and
 - c. Air, oil, and transmission filters;
6. Batteries;
7. A drive-through car wash (does not include detailing) when fuel is purchased, if inmate labor is not available to wash a vehicle; and
8. An emergency item necessary to resume travel.

- B. Authorized services and minor emergency repairs include the emergency replacement and repair of items listed below. These repairs may be made only when it is not feasible to utilize a TDCJ repair facility. State vehicle mechanical purchases in excess of \$500 must have an authorization code from Huntsville Mechanical prior to purchase.

1. Tires - one per incident; however, in extreme situations, additional tires may be purchased with an authorization code obtained via the contacts described in Section II.C;
2. Oil and filter;
3. Wiper blades;
4. Belts and hoses;
5. Freon;
6. Lights;
7. Batteries;
8. Wrecker service (with Mechanical Shop approval); and
9. Emergency repair or rental vehicle to resume travel.

C. Point of Contact for Authorization of Items or Services

Required authorization codes may be obtained via the following contacts:

DUTY HOURS			
Huntsville Mechanical		Wynne Mechanical	
Gasoline Vehicles		Diesel Vehicles	
5:00 AM – 1:00 PM	(936) 437-1386	6:00 AM – 5:00 PM	(936) 291-5185
	(936) 437-1387	5:00 AM – 4:00 PM	(281) 595-4115
	(936) 437-1388		
1:00 PM – 4:00 PM	(936) 437-1093		
AFTER DUTY HOURS/WEEKENDS/HOLIDAYS			
Purchasing Hotline: (936) 493-2102			
Procurement Card Coordinator: (936) 437-6237			

- D. Fuel and oil for small engines, compressors, pumps, and other similar equipment are authorized purchases on the small engine fuel card (099995+) if bulk fuel is not available on the unit.

III. Use of the Fuel Card

- A. Employees shall exercise reasonable judgement when using the fuel card.

- B. Self-service pumps and the lowest priced fuel available must be utilized when using fuel cards. Purchases made at self-service pumps require the use of the personal identification number (PIN) that is distributed with each fuel card.
- C. Cash or a personal credit card may be used to pay for fuel if an accepted fuel vendor is not available.

- 1. State Vehicles

- Cash or personal credit card fuel purchases for state vehicles may be reimbursed by submission of a Cash Reimbursement Request Form, which is available on the TDCJ intranet.

- 2. Rental Vehicles

- TDCJ employees shall use a travel voucher to claim fuel expense incurred for a rental vehicle. Receipts for purchases must be attached to the travel voucher for a reimbursement. The receipt must legibly reflect the license plate number and a notation that the fuel purchase was for a rental vehicle.

- D. All receipts for purchases made with fuel cards must be kept at the unit or department in accordance with the *TDCJ Records Retention Schedule*. Fuel products and services must be itemized by the type of item or service and receipts for anything other than fuel must show the signature and printed name of the employee who made the purchase.
- E. Copies of receipts for emergency repairs and preventive maintenance, as specified in Section III, shall be submitted to the Huntsville Unit Mechanical Department for gasoline vehicles and the Wynne Unit Mechanical Department for diesel vehicles with a Mechanical Work Order (Form RS142). The work order shall be clearly marked as paid for by the fuel card.

IV. Lost, Stolen, or Damaged Fuel Cards

- A. Lost or stolen fuel cards shall be reported immediately to the designated point of contact for the unit or department. The following information shall be provided:
 - 1. Date the card was lost or stolen;
 - 2. Location where the card was lost, stolen, or last seen, if known;
 - 3. Date of last purchase; and
 - 4. Location of last purchase.

- B. Damaged TDCJ fuel cards must be returned to the Accounting and Business Services Department.
- C. The point of contact shall immediately report the card as lost, stolen, or damaged to the procurement card coordinator along with the information listed above. Accounting and Business Services Department staff shall report the lost or stolen fuel card according to the requirements of the issuer. Damaged cards will be replaced as necessary.

V. Unauthorized Use of Fuel Cards

Unauthorized purchases may require reimbursement by the employee. Abuse of fuel card privileges is considered misapplication of state resources, and may be reported to the appropriate authorities. Violations may also result in disciplinary action in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees."

Bryan Collier*
Executive Director

BOARD OF PARDONS AND PAROLES VEHICLE DIRECTIVE

ACKNOWLEDGMENT STATEMENT

As an authorized driver of a State vehicle or private vehicle on the State's behalf, I acknowledge that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage; maintain a valid driver's license for the type of vehicle to be operated; keep the license(s) available at all times while driving; and comply with all applicable regulations.

I also acknowledge that the Board of Pardons and Paroles (Board) may periodically review my Driving Record to determine my continued eligibility to drive a state or private vehicle for the Board's business behalf. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued driving purpose of state- owned, leased or personal vehicle for state business.

I also acknowledge that I have received and reviewed the Board's Vehicle Policy and the TDCJ Vehicle Policy. By my signature below, I hereby agree to abide by the procedures outlined in both policies.

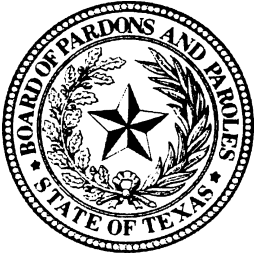
Employee Name (Print)	Driver License
Number	

Employee's Signature	Date
----------------------	------

Vehicle Coordinator Signature	Date
-------------------------------	------

Original – Vehicle Coordinator

Revised: 9/21/2015



TEXAS BOARD OF PARDONS AND PAROLES MONTHLY VEHICLE CHECKLIST

DATE: _____

VEHICLE #: _____

OFFICE/UNIT VEHICLE IS ASSIGNED: _____

Mileage Next Oil Change is Due _____ **MI.**
(every 5,000 mi.)

Vehicle Registration Expiration Date (MO./YR.) _____ / _____

Check Oil Level _____

Check Battery _____
(Should be free of corrosion and make sure no wires are loose)

Check Wear of Tires _____

Visual and Audio Check _____
(Listen to and observe the vehicle while running, for issues such as exhaust leaks, rattles, vacuum leaks, belt and power steering squeals. Check the condition of windshield wipers. Also, be aware that any unusual odors may be an indication of mechanical problems)

Check all Exterior Lights _____
(Parking lights, brake lights, headlights, blinkers etc)

Vehicle Cleaned _____
(Interior and Exterior)

COMMENTS (Record any findings here)

Name of person who completed the form

Supervisor signature