

# FLEET SERVICES



**GEORGIA**  
DEPARTMENT OF CORRECTIONS

## MISSION

To protect Georgians by operating secure facilities and providing opportunities for offender rehabilitation.

**Tyrone Oliver**, Commissioner

**Jackson DeFore**, Assistant Commissioner Administration & Finance

Fleet Services plans, implements, and coordinates the day-to-day vehicle operations and administrative functions to support the Georgia Department of Corrections. Fleet Services utilizes offenders for vehicle repairs; therefore, producing no labor cost on taxpayers. Offenders who meet classification requirements for On-The-Job Training (OJT) Program for Automotive, and/ or Auto Body Repair can work to earn industry-recognized certifications in the following areas: Inter-Industry Conference on Auto Collision Repair (I-CAR) Platinum Certification and Automotive Service Excellence (ASE) Maintenance and Light Repair (MLR) Certification. Located in Forsyth, GA, we are the 3rd largest fleet of vehicles in the state, totaling more than 1,500 vehicles.

## RESPONSIBILITIES

- Provide overall coordination, direction, and management of the Motor Vehicle program for GDC and GCI
- Advise Executive leadership regarding vehicle compliance, purchases, maintenance and repair to ensure departmental vehicle operational requirements are planned and synchronized as directed
- Maintain compliance with DOAS and OPB rules and guidelines and update policy as required
- Maximize cost savings opportunities through effective vehicle maintenance, repair, and services
- Coordinate the Automotive Academy and Fleet Reentry Programs

## FACILITY STRUCTURE

- 13 oversized service bays
- Complex encompasses 19.27 acres of land, of which 15 acres are developed
- 19,060 square feet, 16,324 square feet of service bay space and 2,376 of office space

## OFFENDER REENTRY PROGRAMS

- The Automotive Academy enables offenders to advance current skills and knowledge with the opportunity to receive an Automotive Service Excellence (ASE) and paint/body certification through hands-on training & classroom instruction
- Offenders assigned to the Fleet work detail learn On-The-Job-Training while providing service and repair to GDC vehicles
- Both reentry programs provide offenders with the tools necessary to succeed in the fast-paced modern automotive industry

## FLEET MAINTENANCE SERVICES

### TIRES

- Replace tires, repair flats
- Rotate and balance
- Alignments

### BRAKES

- Disc and drum brake pads
- Machine rotors and drums
- Brake flush
- Brake hoses
- Caliper
- Master cylinder

### COOLING REPAIRS

- Pressure test
- Hose replacement
- Flush radiator

### TRANSMISSION

- Repair and rebuild
- Drain and replace fluid

### AUTO BODY DAMAGE

- Repair damages and paint

### PREVENTATIVE MAINTENANCE CHECK

- Oil and filter
- Fluid levels
- Tire wear
- Hoses
- Ball joints
- Lights
- Windshield wiper blades

## FACILITIES

### ADMINISTRATIVE OFFICE

- Responsible for vehicle work orders, financials, and customer service
- Maintain vehicle management systems including ARI, Wex Fuel, and Driver Check
- Oversight of vehicle tags, titles, registration, peach pass, recalls, and preventative maintenance guidelines
- Responsible for all new motor vehicle requests and acquisition of surplus vehicles from other agencies
- Analyze vehicle utilization and assignments

### GARAGE OFFICE

- Manages and oversees the day-to-day operations of vehicle repairs
- Monitors vehicle repair progression
- Provides hands-on-training and instruction to Transitional Center residents

### SERVICE BAYS

- Bays 1 and 2: Vehicle diagnosis, evaluation, repairs; 2 auto lifts
- Bay 3: Express lube, oil change, fluid level and preventative maintenance checks
- Bay 4: Brake, suspension, and wheel alignment. Tire repair/replacement; 1 alignment lift
- Bay 5: Engine removal/replacement, tool control, secure inventory closet, parts storage; 1 auto lift
- Bays 6 and 7: Major repairs: Transmission removal and replacement; 2 lifts
- Bays 8 and 9: Automotive Academy Classroom / ASE Program, 1 lift, 1 oil change bay
- Bay 10: Vehicle wash/detail bay
- Bay 11: Machine welding shop, Fabricating and repair of equipment
- Bay 12: Academy Body Shop, auto body & collision repair
- Bay 13: Paint Booth

INFORMATIONAL HIGHLIGHTS

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