



FACT SHEET

FLEET SERVICES

2019

TIMOTHY C. WARD COMMISSIONER

ALAN WATSON ASSISTANT COMMISSIONER ADMINISTRATIVE & FACILITIES DIVISION

Fleet Services plans, implements and coordinates the day-to-day vehicle operations and administrative functions in support of the Georgia Department of Corrections (GDC). Fleet Services utilizes offenders for vehicle repairs; therefore, producing no labor cost on the taxpayers. Inmates who meet classification requirements for the On-The-Job Training Program for Automotive, Diesel and/or Auto Body and Repairs are eligible to participate.



OVERVIEW

HISTORY

- Established in 1996, in Atlanta
- Relocated to Forsyth in May 2011
- Third largest fleet of vehicles in the state, totaling in excess of 1,500 vehicles

KEY RESPONSIBILITIES

- Provide overall coordination, direction and management of the Motor Vehicle program for 1,900 vehicles and 18 facility maintenance sites
- Sites include: Augusta Medical, Autry, Calhoun, Central, Coastal, Dodge, Georgia Diagnostic and Classification, Hancock, Hays, Lee, Lee Arrendale, Macon, Montgomery, Phillips, Rogers, Rutledge, Telfair and Washington State Prisons
- Provides assistance to facilities, administration and finance, executive operation and inmate services division, to ensure departmental vehicle operational requirements are planned and synchronized as directed
- Policy adherence
- Vehicle maintenance, repair, services and accident reporting
- Billing

FACILITIES

STAFFING

- One Manager
- 9 personnel

ADMINISTRATIVE OFFICE

- Handles vehicle loans, vehicle work requests, budget and automation and equipment management

SHOP OFFICE

- Manages and oversees the day-to-day operations of vehicle repairs

FACILITY STRUCTURE

- 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

13 SERVICE BAYS

Bays 1 and 2

- Vehicle diagnosis, repairs and rebuild

Bay 3

- Express lube:
 - Lube service to include oil changes, fluid level checks and preventative maintenance checks

Bay 4

- Brake, suspension and alignment
- Includes vehicle wheel alignment, suspension brake and tire repair/replacement

Bay 5

- Engine/Tool/Parts Room
- Engine removal and replacement, tool storage and parts storage

Bay 6 and 7

- Closed in storage



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Bays 8 and 9

- Diesel shop
- Diagnosis and repair to transfer buses, tractor trailers, stake body trucks and related equipment

Bay 10

- Vehicle wash/detail
- Utilized for the washing and detailing of vehicles

Bay 11

- Machine/weld shop
- Fabricating and repair of equipment
- Vehicle caging

Bay 12 and 13

- Auto body repair
- Vehicle body damage repair, painting and decal installation/removal

OFFENDER REENTRY PROGRAMS

Enable offenders to advance current skills and knowledge with the opportunity to receive an Automotive Service Excellence (ASE) Certification, thus increasing the offenders' chance for entrance into the Work Release Program after being released

Programs Available At:

- Central State Prison
- Lee State Prison
- Phillips State Prison
- Lee Arrendale State Prison

FLEET MAINTENANCE SERVICES

TIRES

- Repair flats
- Rotate
- Balance alignments

BRAKES

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

COOLING SYSTEM

- Pressure test
- Hose replacement
- Flush radiator

TRANSMISSION

- Drain and replace fluid

AUTO BODY DAMAGE

- Repair damages and paint

PREVENTATIVE MAINTENANCE

CHECK

- Oil and filter
- All fluid levels
- Tire wear
- Hoses
- Ball joints
- Lights
- Windshield wiper blades
- Belts