DHMH POLICY

http://www.dhmh.state.md.us/policies/inpolm.htm

OPERATIONS - GENERAL SERVICES ADMINISTRATION
POLICY NUMBER: DHMH 02.03.06
Version Effective Date: June 30, 2004

MOTOR VEHICLE POLICY

I. EXECUTIVE SUMMARY

The Annotated Code of Maryland requires the Department of Budget and Management (DBM) to adopt and enforce regulations to ensure the economical and efficient use of motor vehicles by units of the Executive Branch of State Government. To carry out those responsibilities, DBM has issued a manual titled State Vehicle Fleet Policies and Procedures (a.k.a. the State Fleet Manual). This policy acknowledges the State Fleet Manual as the primary source of guidance for DHMH fleet management, and provides supplementary and/or more specific instructions for DHMH employee's compliance.

The authority and applicability for the policy and program are established; the roles and responsibilities of the Fleet Manager at headquarters, the Fleet Coordinators at the Local Health Departments and DHMH Facilities, and the vehicle users are described; and, the State and DHMH Fleet Management Programs are explained. Program components include prerequisites for vehicle use, vehicle assignment, various forms and reports, vehicle maintenance and accident preparation and response are discussed and links are provided to appropriate web sites. The driving of privately motor vehicles on State business is also covered.

II. BACKGROUND

This version of DHMH 02.03.06 supersedes the following policies:

- DHMH 1.1 - Policy on The Assignment and Use Of Wholly Or Partially State Funded Motor Vehicles Supplied To the Local Health Departments;
- DHMH 1.3 - Policy On The Keeping Of Operator's (Driver's) Trip Reports On State-Owned Or Leased Motor Vehicles And Wholly Or Partially State-Funded Motor Vehicles And The Reporting Of Same;
- DHMH 1-4 - Policy on the Maintenance and Repair of State-owned Motor Vehicles and Wholly or Partially State-funded Motor Vehicles; and
- DHMH 6120 - Policy for the Assignment of Vehicles In Which The State Has a Monetary Interest.

The State Fleet Manual, promulgated by DBM, as amended from time to time, takes precedence over this DHMH policy. The purpose of this policy is to augment the State Fleet Manual by providing information specifically for DHMH employees on use of State vehicles and the DHMH Fleet Management Program.

Department of Health & Mental Hygiene
Office of Regulation and Policy Coordination - Policy Administrator
201 West Preston Street - Room 503A – Baltimore Maryland 21201-2301
Phone 410 767-5934 FAX 410 333-7304

III. POLICY STATEMENTS

A. DEFINITIONS

The definitions, Section 1.06, State Fleet Manual are incorporated by reference. http://www.dbm.maryland.gov/DBM%20Taxonomy/Other%20Services/State%20Fleet%20Management%20Services/stateVehiclesPolicies.pdf.

B. AUTHORITY

1. The Annotated Code State Finance and Procurement, Section 3-503, http://mlis.state.md.us/cgi-win/web_statutes.exe?gsf&3-503 mandates the Secretary, Department of Budget and Management (DBM) to adopt and enforce regulations to ensure the economical and efficient use of motor vehicles by units of the Executive Branch of State Government. In response, DBM has promulgated The State Vehicle Fleet Policies and Procedures hereafter referred to as the "State Fleet Manual". This regulation, as revised from time to time, is the primary guidance authority for DHMH vehicle management.

2. The Secretary, DHMH, hereby delegates authority for oversight of the Department's motor vehicles to the Director, General Services Administration (GSA). The Director, GSA shall be the Secretary's representative in all matters involving the DHMH motor vehicle fleet.

3. The Chief Executive Officer (CEO) of each DHMH Facility, and the Health Officer of each Local Health Department with State/DHMH vehicles, shall be responsible for the daily operation of their respective vehicle fleets in compliance with this policy.

C. APPLICABILITY - This policy applies to:

1. DHMH employees who drive or who have authority over or responsibility for any motor vehicle that is titled or leased, wholly or partially, to the State, DHMH, or its components.

2. DHMH employees who drive or who have authority over or responsibility for any personnel who drive privately owned vehicles (POV's) on official State business and who are reimbursed for said mileage by the State.

3. DHMH employees who have responsibility for procurement, maintenance, disposition or replacement of DHMH vehicles or who are part of the DHMH Fleet Management Program.

4. DHMH Facilities and Local Health Departments that have motor vehicles titled or leased, wholly or partially to the State and/or DHMH, or that have personnel who drive privately-owned vehicles on official State/DHMH business and who are reimbursed for said mileage by the State.

D. ROLES AND RESPONSIBILITIES.

1. Director - General Services Administration (GSA)

a. The Director of GSA shall appoint the DHMH Fleet Manager to administer and oversee the Department's Fleet Management Program.

b. The Director-GSA shall appoint the members of the Accident Review Board for headquarters and designate its Chairman.

c. The Director-GSA shall appoint the members of the Vehicle Assignment Board for headquarters and designate its Chairman.

d. The Director-GSA shall appoint a DHMH Insurance Coordinator to process headquarters insurance claims.

e. The Director-GSA is responsible for the implementation and enforcement of this policy.

2. Facility CEOs and Health Officers

a. Facility CEOs and Health Officers for each Local Health Department that has motor vehicles titled or leased, wholly or partially to the State and/or DHMH, shall each appoint a Fleet Coordinator to be responsible for the DHMH Fleet Management Program at their respective sites.

b. Facility CEOs and LHD Health Officers with State / DHMH vehicles assigned shall each appoint a Vehicle Assignment Board and designate a Chairperson for the Board for their respective program.

c. Facility CEOs and LHD Health Officers with State / DHMH vehicles assigned shall each appoint an Insurance Coordinator for their respective program.

d. Facility CEOs and LHD Health Officers with State / DHMH vehicles assigned shall each appoint a Safety Coordinator for their respective program.

e. Facility CEOs and LHD Health Officers with State / DHMH vehicles assigned shall each establish policies, procedures, or guidelines to ensure the requirements of this policy and the State Fleet Manual are carried out.

3. The DHMH Fleet Manager

a. The DHMH Fleet Manager at headquarters shall ensure the Department's compliance with the requirements of the State Fleet Manual and this policy.

b The DHMH Fleet Manager shall represent the Director, GSA, in all matters concerning the Department's motor vehicle fleet and the DHMH Fleet Management Program, unless otherwise stated in this policy.

c. The DHMH Fleet Manager shall be the liaison between Facility and LHD Fleet Coordinators and the State Fleet Administrator for the following:

1) all matters concerning vehicle titles, tags, registration, etc;

2) identifying improvements for better fleet management and coordinating fleet program changes by DBM or DHMH;

3) monitoring timely submission of reports, notices, etc.

4) providing information and maintaining a line of communication between headquarters and the fleet management programs at facilities and LHDs.

d. The Fleet Manager shall be an ex-officio member of the Vehicle Assignment Board for headquarters.

4. Fleet Coordinators

a. Fleet Coordinators are responsible for liaison with the DHMH Fleet Manager at headquarters, for management of the motor vehicles at their respective sites, and for compliance with this policy, the DHMH Fleet Management Program, and the State Fleet Manual.

b. The Fleet Coordinator of each agency shall be a member of the respective Vehicle Assignment Board.

E. DHMH FLEET MANAGEMENT PROGRAM

1. Prerequisites to Vehicle Use

a. Employees are required to meet the requirements established in the General Rules for Drivers of State Vehicle in Section 2.02 of the State Fleet Manual.

b. Before driving a State vehicle, DHMH employees are required to sign the Acknowledgement Form for the General Rules which is to be renewed every two years and retained by the DHMH Fleet Manager.
http://www.dhmh.state.md.us/forms/download/personnl/driverac.pdf

2. Gasoline, Oil, Tires. Batteries

a. All fuel and oil shall be obtained from the Statewide Automated Fuel Distribution and Management System using fuel service cards assigned to that vehicle by the Fleet Manager, except as permitted for facility tanks.

b. Location of refueling sites are on the DGS website.
http://www.dgs.state.md.us/procure/FuelManage/web/index.htm

c. Except in emergencies, tires and batteries will be replaced during the appropriate routine maintenance servicing of the vehicle in accordance with the Fleet Manager/Coordinator's instructions.

3. Vehicle Assignment

a. Assignment Criteria

1) Assignment criteria shall be as defined in the State Fleet Manual, Section 3.

2) A vehicle shall not be assigned to an individual whose record shows a lack of regard for State or County property.

b. Vehicle Assignment Board

1) The Vehicle Assignment Boards of headquarters, local health departments, and facilities that have State/DHMH vehicles assigned shall meet at least semi-annually to review local utilization of State/DHMH vehicles.

2) The DHMH Fleet Manager and the Fleet Coordinators of the Local Health Departments and Facilities, shall provide to the members of the respective Vehicle Assignment Boards the current utilization reports, the "Quarterly Report of Privately Owned Vehicles", and the "10,000 mile report" from the Maryland Fleet Management Information System/ Web Fleet Master.

3) To ensure the efficient and economic utilization of all State motor vehicles, each Vehicle Assignment Board shall review the vehicle utilization reports and recommend to the head of the respective organization those State vehicles that are being underutilized as determined by the standards in the State Fleet Manual.

4) Should the need for vehicle reassignments exceed the number of underutilized vehicles, the following process shall be used to determine further assignments:

a) A list shall be prepared of State vehicles that have been driven more than 10,000 official business miles during the previous four consecutive quarters.

b) This list shall be matched with the list of privately owned vehicles that exceeded 10,000 miles.

c) The least utilized State vehicle shall be assigned to the next-highest mileage privately owned vehicle driver respectively until the list of drivers needing a State vehicle is exhausted, or until the mileage difference is less than 500 miles.

5) In addition to the criteria stated above, each Vehicle Assignment Board may recommend that a vehicle be recalled and reassigned or not be assigned for any of the following reasons:

a) Failure to submit vehicle mileage reports for a period of two consecutive months.

b) Failure to submit vehicle mileage reports on time. Submitting the mileage reports on the seventh day of the month or later three times in a consecutive six-month period shall be considered as a failure to submit vehicle mileage reports on time.

c) Vehicle abuse and/or repeated failure to provide proper preventive maintenance.

d) Unauthorized use.

e) Repeated traffic violations and/or accidents whether in State or privately owned vehicles.

f) Disciplinary action at the request of the individual with authority over or responsibility for State motor vehicles.

6) The Director-GSA, Health Officers and facility CEOs, or their designees shall, at their discretion, reassign State motor vehicles based on the recommendations of their Vehicle Assignment Boards.

c. Commuting in A State Vehicle

1) Rules for employees commuting in a State vehicle can be found in the State Fleet Manual, Section 6.

2) Employees who are assigned State vehicle and use the vehicle to commute to and from work each day must pay a commute charge, based on the commute mileage traveled. http://www.dhmh.state.md.us/forms/download/fleet/commut.pdf

3) The annually adjusted Charge Rates for Commuting in A State Vehicle can be found at DBM's website: http://www.dbm.maryland.gov/DBM%20Taxonomy/Other%20Services/State%20Fleet%20Management%20Services/mileageReimbursementRates.pdf.

4) Commute rate charges may be paid by automatic payroll deduction if an employee so chooses.

d. Fringe Benefit

1) The use of a State vehicle for personal use, including commuting, may be considered by the IRS to be a fringe benefit, subject to taxation.

2) The value of any fringe benefit derived from use of a State vehicle will be listed on an employee's bi-weekly earnings statement and on the annual Wage and Tax Statement.

4. **Forms and Reports**

a. **Vehicle Mileage Logs (VMIL000)**

1) Vehicle mileage logs shall be maintained by each driver of a State motor vehicle as required by the State Fleet Manual. http://www.dhmh.state.md.us/forms/download/fleet/milelog.pdf

2) Each person assigned a State vehicle and the person in charge of a State pool motor vehicles shall have their completed motor vehicle logs in their respective Fleet Manager/Coordinator's office not later than the sixth of the month.

b. **Fleet Management Information System (WebFleetMaster)**

1) The Executive branch of the State utilizes the "Maryland Fleet Management Information System" (WebFleetMaster) to collect expense and mileage information on State owned vehicles and privately owned vehicles used on official State business.

2) All Health Departments and Facilities with State/ DHMH vehicles shall report mileage information monthly to the Fleet Administration Unit utilizing the "Maryland Fleet Management Information System (WebFleetMaster)".

c. **Commute Charge Forms (MFOMS-17)**

A State Auto Commute Charge form shall be submitted to the DHMH Fleet Manager for each employee who uses an assigned State vehicle to commute between home and work. http://www.dhmh.state.md.us/forms/download/fleet/commut.pdf

d. **Accident/ Insurance Forms**

Accidents are to be reported on the following forms:

1) ACORD (Automobile Loss Notice) form (as revised from time to time).

2) Motor Vehicle Accident Investigation Guide (FS-1) (as revised from time to time). http://www.dhmh.state.md.us/forms/download/fleet/accinvest.pdf

e. **Vehicle Utilization Reports**

Compiled quarterly from the Vehicle mileage logs and the Fleet Management Information system, this report is used by the Vehicle Assignment Boards to evaluate and adjust the usage of fleet vehicles.

5. **Vehicle Maintenance**

a. State motor vehicles shall be maintained as required by Section 13

of the State Fleet Manual in accordance with a schedule:
http://www.dhmh.state.md.us/forms/download/fleet/maintsch.pdf

b. When vehicles undergo maintenance, a vehicle inspection form will be completed and turned in to the Fleet Manager/ Coordinator.
http://www.dhmh.state.md.us/forms/download/fleet/vir.pdf

c Employees are to use PHH-approved vendors for maintenance and supplies for State vehicles, with authorization of the Fleet manager for repairs over $200.00, on the vehicle-assigned PHH card.
http://www.phh.com/tools/index.cfm?fuseaction=SupplierLocator.viewSupplierLocator

d. State vehicle must undergo emissions testing every two years, or as required, and the test results must be provided to the Fleet Manager.

e. State motor vehicles not being properly maintained shall be brought to the attention of the Vehicle Assignment Board for action.

6. Accidents

a. All employees are to prepare themselves for an accident by reading the General Guideline When Involved in an Accident, Section A, Appendix V of the State Fleet Manual.

b. Accidents are to be reported to the DHMH Insurance Coordinator within twenty-four (24) hours of the occurrence, even if another vehicle is not involved or there are no apparent injuries or damages.

c. Accidents are to be reported in accordance with the State Fleet Manual Appendix 5 on the following forms:

1) ACORD (Automobile Loss Notice) form (as revised from time to time).

2) Motor Vehicle Accident Investigation Guide (FS-1) (as revised from time to time).
http://www.dhmh.state.md.us/forms/download/fleet/accinvest.pdf

d. Estimates of damages to the State vehicle shall be forwarded not later than five (5) working days following the accident.

e. Accident Review Board

1) Accident Review Boards shall meet quarterly, unless no accidents have been reported..

2) The Accident Review Board shall review all accidents involving privately owned vehicles on State business and motor vehicles titled, wholly or partially, to the State and/or DHMH and make recommendations to the Director-GSA, Health Officer, facility CEO, or designee.

3) Approved recommendations shall be returned by the Chairperson, Accident Review Board to the appropriate supervisor for action through the appropriate organizational channels.

F. Users of Privately Owned Vehicles (POV's) on State Business

1. Eligibility for reimbursement for mileage of privately owned vehicles on State business is explained in Section 5.01.02 of the State Vehicle Fleet Policy and Procedures Manual .

2. Annually adjusted mileage reimbursement rates for the use of privately owned vehicles on State business are on the DBM website at: http://www.dbm.maryland.gov/DBM%20Taxonomy/Other%20Services/State%20Fleet%20Management%20Services/mileageReimbursementRates.pdf

IV. REFERENCES

- **Annotated Code of Maryland, State Finance and Procurement, Section 3-503** http://mlis.state.md.us/cgi-win/web_statutes.exe?gsf&3-503.

- **State Vehicle Fleet Policies and Procedures (State Fleet Manual), Department of Budget and Management** http://www.dbm.maryland.gov/DBM%20Taxonomy/Other%20Services/State%20Fleet%20Management%20Services/stateVehiclesPolicies.pdf.

- **Acknowledgement Form for Drivers of State Vehicle** http://www.dhmh.state.md.us/forms/download/personnl/driverac.pdf.

- **Vehicle Mileage Form** http://www.dhmh.state.md.us/forms/download/fleet/milelog.pdf.

- **Motor Vehicle Accident Investigation Form** http://www.dhmh.state.md.us/forms/download/fleet/accinvest.pdf.

- **Commuting Charge Form** http://www.dhmh.state.md.us/forms/download/fleet/commut.pdf

APPROVED:

Nelson J Sabatini

Nelson J Sabatini, Secretary

June 30, 2004
Effective Date