
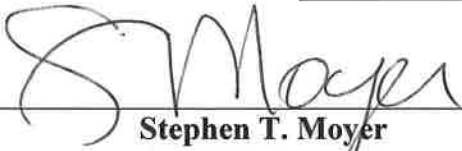



# Executive Directive



<b>Title:</b> Vehicle Fleet Management and Drivers of State Vehicles	<b>Executive Directive Number:</b> ADM.020.0008 - Revised
<b>Related MD Statute/Regulations:</b> Correctional Services Article, §2-103, Annotated Code of Maryland; State Finance and Procurement Article, §3-503, Annotated Code of Maryland; DBM State Policies and Procedures for Vehicle Fleet Management and Drivers of State Vehicles	<b>Supersedes:</b> Vehicle Fleet Management and Drivers of State Vehicles dated March 3, 2015
<b>Related ACA and MCCS Standards:</b> 4-4037; 2-CO-1B-08	<b>Responsible Authority:</b>  Director – Property and Fleet Management
<b>Related Directives:</b> ADM.010.0006, ADM.010.0009, and OPS.110.0016	<b>Effective Date:</b> January 19, 2018 <b>Number of Pages:</b> 8

  
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**Stephen T. Moyer**  
Secretary

  
\_\_\_\_\_  
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Deputy Secretary for Administration

## .01 Purpose.

- A. This directive provides internal administrative policy and procedures for fleet management for the Department of Public Safety and Correctional Services (Department).
- B. This directive adds details concerning vehicular accident review.

## .02 Scope.

This directive applies to all units of the Department.

## .03 Policy.

In compliance with State-wide policy issued by the Department of Budget and Management (DBM), the Department shall safeguard lives and property through the implementation of procedures related to vehicle operation, driver safety, State-wide policy and procedures, and review of incidents involving State vehicles.

## .04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
  - (1) See definitions provided in the State of Maryland Policies and Procedures for Drivers of State Vehicles.
  - (2) “Pool Vehicle” means a State vehicle not assigned to a specific individual.

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- (3) “Unit” means a group of employees identified in the Department’s table of organization and authorized to perform specific administrative or operational responsibilities that are established by statute or under the authority of the Secretary.
- (4) “Unit head” means the highest authority in a unit.

**.05 Responsibility.**

- A. The Director of Fleet and Property Management (Director), who reports to the Deputy Secretary for Administration, has staff authority for Department fleet management.
- B. The Director is:
  - (1) The liaison between the Department and the DBM Fleet Administration Unit; and
  - (2) Responsible for Department compliance with State-wide fleet management policy and procedures.
- C. The Director shall:
  - (1) Collect and report information related to the acquisition, assignment, use, operational costs, and incidents related to the operation of State vehicles used by the Department;
  - (2) Ensure compliance with State of Maryland Policy and Procedures for Vehicle Fleet Management and Drivers of State Vehicles as they relate to:
    - (a) Operator eligibility and use requirements and limitations;
    - (b) Assigning operators to Department motor vehicles;
    - (c) Documenting and reporting the use of a State vehicle;
    - (d) Reporting and reviewing incidents involving a State vehicle such as accidents or traffic violations;
    - (e) Driver improvement training requirements;
    - (f) Fuel and motor vehicle maintenance and repair programs;
    - (g) Acquisition and replacement of State vehicles;
    - (h) Entering required information into the State’s automated fleet management system;
    - (i) Providing technical assistance to the Department’s Accident Review Board;
    - (j) Compliance with State requirements by reviewing Department State vehicle accident reports and Department Accident Review Board decisions and findings;
    - (k) Providing Department units with technical support related to State requirements for fleet management, State vehicle operation, training, and reporting;

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- (l) Encouraging vehicle operators to participate in the on-line Driver Improvement Program;
  - (m) Establishing, distributing, and maintaining procedures related to the Department's fleet management requirements established under this directive;
  - (n) Establishing, maintaining, and making available to all employees a list of unit fleet coordinators.
  - (o) Coordinating with the State Fleet Safety Committee and State Highway Administration on matters related to Department fleet management as it relates to the Governor's "Be a Driving Force for Safety" program;
  - (p) Establishing an Accident Review Board for the Department in compliance with the DBM's State of Maryland Policy and Procedures for Vehicle Fleet Management; and
  - (q) Reviewing Department fleet operations and submitting reports as required or requested.
- (3) Maintain a master list of employees authorized to operate a State vehicle and provide that list to each fleet coordinator.

**D. Unit Head.**

- (1) A unit head has line responsibility for management of State vehicles assigned to the unit and operated by an employee assigned to the unit.
- (2) A unit head shall designate a unit employee as the unit's fleet coordinator and notify the Director of the designation and subsequent changes to that designation.
- (3) The unit head, or a designee, shall:
  - (a) Ensure that only employees meeting requirements established in DBM's State of Maryland Policies and Procedures for Drivers of State Vehicles operate a Department motor vehicle;
  - (b) Ensure compliance with State and Department requirements related to unit fleet management and vehicle operation;
  - (c) As required or requested, prepare and submit reports on State vehicles assigned to the unit; and
  - (d) Ensure that corrective action is taken when issues concerning compliance with State and Department policy and procedure are noted by the Department's Office of the Inspector General or the State's legislative audit process.

**E. Fleet Coordinator.**

A fleet coordinator (coordinator) shall assist the unit head with line functions related to unit fleet management and operation of State vehicles, including the following:

- (1) Liaison with the Director, or a designee, on fleet management functions;

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- (2) If applicable, ensure that mandated driver improvement training is successfully completed by individuals who operate State vehicles;
- (3) Ensure that:
  - (a) Before being permitted to operate a Department motor vehicle the employee seeking to use a State vehicle reads and acknowledges, in writing, reading the State of Maryland Policies and Procedures for Drivers of State Vehicles published by DBM;
  - (b) The written acknowledgement is on a form approved by DBM; and
  - (c) The signed acknowledgement is maintained in the employee's personnel file.
- (4) Review and process Department State vehicle accidents reports and assist the Department Accident Review Board when reviewing the case;
- (5) Ensure that unit State vehicle maintenance is performed as required; and
- (6) Ensure that unit State vehicle use reports are completed and submitted as required.

F. Driver Improvement Program.

- (1) All employees who operate a State vehicle are encouraged to participate in the State's on-line Driver Improvement Program, a part of the State's "Driving Force for Safety" program.
- (2) An employee is encouraged to report participation in the on-line Driver Improvement Program to the employee's fleet coordinator for inclusion in the employee's personnel file.

G. When permitted to operate a State vehicle, an employee shall:

- (1) Operate the State vehicle in compliance with:
  - (a) State law related to operation of a motor vehicle; and
  - (b) Department and State policy and procedures related to operating a State vehicle;
- (2) Safeguard the vehicle so as to reduce, to the degree possible, damage to or loss of the State vehicle; and
- (3) Report use, accidents and other incidents related to the use of the State vehicle as required by established State and Department policy and procedures.

H. Reimbursement for Use of a Privately Owned Vehicle for Official Department or State Business.

- (1) Except for provisions under §.05H(2) of this directive, an authorized driver who uses a privately owned vehicle for official Department or State business should be reimbursed in accordance with the DBM Privately Owned Vehicle Reimbursement Rate.
- (2) An employee shall be reimbursed at one-half the Privately Owned Vehicle Reimbursement Rate, if the employee:

- (a) Is authorized to operate a State vehicle and chooses to use a privately owned vehicle for official Department or State business when a pool vehicle is available;
- (b) Does not meet eligibility criteria to operate a State vehicle; or
- (c) Has the privilege to drive a State vehicle suspended by the Department in accordance with DBM fleet management procedure.

**I. State Vehicle Driver Eligibility.**

- (1) Before an employee operates a State vehicle, the employee shall meet “Driver Eligibility and Usage of State Vehicles” requirements established under §2 of the State of Maryland Policies and Procedures for Drivers of State Vehicles.
- (2) An employee who is not assigned a State vehicle and may have the need to travel by motor vehicle on official Department or State business, as far in advance of the need as reasonably possible, shall:
  - (a) Read the State of Maryland Policies and Procedures for Drivers of State Vehicles;
  - (b) Complete and sign the “Acknowledgement Statement Policies and Procedures for Drivers of State Vehicles” included in the State of Maryland Policies and Procedures for Drivers of State Vehicles and submit the signed document along with driver’s license information under §.05I(2)(c) or (d) of this directive to the employee’s fleet coordinator;
  - (c) If the employee has a valid Maryland driver’s license, submit a legible photographic copy of the employee’s valid Maryland driver’s license to the employee’s unit fleet coordinator;
  - (d) If the employee has a valid driver’s license from another state, submit to the fleet coordinator:
    - (i) A legible photographic copy of the employee’s valid driver’s license; and
    - (ii) A certified copy of the employee’s motor vehicle history record from the state in which the employee is licensed to drive a motor vehicle.
- (3) A fleet coordinator in receipt of documents submitted under §.05I(2)(c) or (d) of this directive shall forward the original documents to the Director, or a designee.
- (4) Upon receipt of documents under §.05I(3) of this directive, the Director, or a designee, shall:
  - (a) Review documentation received to determine the employee’s eligibility to operate a State vehicle according to DBM fleet management procedures;
  - (b) If the employee is determined ineligible to operate a State vehicle, the Director, or a designee, shall advise the employee, in writing, of the reason that employee is ineligible;
  - (c) If the employee is determined eligible to operate a State vehicle, the Director, or a designee, shall:

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- (i) Advise the employee, in writing, of the employee's eligibility;
- (ii) Ensure that copies of the notification, signed "Acknowledgement Statement Policies and Procedures for Drivers of State Vehicles", and driver's license and record information is filed in the employee's personnel file; and
- (iii) Update the master list of employees authorized to drive a State vehicle and make the updated list available to each fleet coordinator.

**J. Use of a Pool Vehicle.**

- (1) If an employee is traveling by motor vehicle on official Department or State business and is not assigned a State vehicle, the employee shall strive to use a pool vehicle in place of a privately owned vehicle for that travel.
- (2) A State employee may be required to use a privately owned vehicle in order to carry out assigned duties if:
  - (a) A pool vehicle is not available; or
  - (b) The State employee:
    - (i) Does not satisfy the eligibility criteria for the privilege to drive a State vehicle; or
    - (ii) The privilege to drive a State vehicle is suspended according to fleet management procedures.
- (3) The State is not required to provide a pool vehicle to an employee who refuses to use a privately owned vehicle to perform assigned duties.
- (4) Before an employee uses a privately owned vehicle for official Department or State business and expects to be reimbursed for that use, the employee shall discuss, with the supervisor who is authorized to sign the employee's expense report, the circumstances of the travel to include, but may not be limited to, the following:
  - (a) The availability of a pool vehicle;
  - (b) The individual's status as to authorization to operate a State vehicle considering:
    - (i) Verification with the unit fleet coordinator; and
    - (ii) If not authorized, the reason for lack of authorization.
  - (c) The practicality and cost effectiveness of using a pool vehicle or privately owned vehicle;
  - (d) The possibility of "car-pooling" with other employees traveling to the same destination;
  - (e) The most effective route of travel considering the employee's regular commute and the most practical point of departure and return, from the employee's residence or workplace, knowing that §§5.6a. and b. of the State of Maryland Policy and Procedures for Vehicle Fleet

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Management, under certain circumstances, permit an employee to use a pool vehicle for an occasional one way commute to allow for early departures and late returns from official Department or State business travel; and

- (f) Other factors deemed by the supervisor to be a valid contribution to making a decision under §.05J(6)(a) of this directive.

(5) The supervisor, based on the information available under provisions of §.05J(5) of this directive, and utilizing the “Privately Owned Vehicle Expense Authorization Check List” (Appendix A) shall:

(a) Decide:

- (i) The use of a privately owned vehicle for the travel is the most practical and cost effective means of transportation and the employee is to be reimbursed at the Privately Owned Vehicle Reimbursement Rate;
- (ii) The use of a privately owned vehicle for the travel is the most practical and cost effective means of transportation because reasonable efforts to use a pool vehicle resulted in a finding that a pool vehicle is not available when required for use and the employee is to be reimbursed at the Privately Owned Vehicle Reimbursement Rate;
- (iii) The use of an available pool vehicle for the travel is the most practical and cost effective means of transportation and, if the employee uses a privately owned vehicle, the employee shall only be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate;
- (iv) The employee is not authorized, in accordance with requirements established under State of Maryland Policies and Procedures for Drivers of State Vehicles to drive a State vehicle, and the employee’s use of a privately owned vehicle shall be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate; or
- (v) The employee was previously authorized to drive a State vehicle, but that authorization is suspended in accordance with requirements established under State of Maryland Policies and Procedures for Drivers of State Vehicles and the employee’s use of a privately owned vehicle shall be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate.

(b) Advise the employee, in writing, of the decision made according to §.05J(5)(a) of this directive;

(c) Have the employee sign the written decision acknowledging receipt of the supervisor’s decision;

(d) If an expense report is received from the employee related to the supervisor’s decision under §.05J(5)(a) of this directive, ensure that the expenses claimed are in accord with the supervisor’s decision;

(e) Attach the written notification signed by the employee reflecting the agreed to rate of reimbursement to the expense report; and

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- (f) Sign and forward the expense report for processing and payment according to established procedures for submitting an expense report.
- (6) If an employee authorized to drive a State vehicle has the need for a pool vehicle, the employee is responsible for reserving the pool vehicle by submitting a completed Property and Fleet Management (PFM) Vehicle Reservation Request, (Appendix B) to the appropriate fleet coordinator.
- (7) An employee seeking to use a pool vehicle who is assigned to:
  - (a) Either the Reisterstown Road Plaza or the Sudbrook Lane location is to use an available pool vehicle maintained at either of those two locations;
  - (b) The Hampton Plaza location shall use an available pool vehicle maintained at that location.

**.06 Attachment(s)/Links.**

A. PFM Vehicle Reservation Request.

B. Privately Owned Vehicle Expense Authorization Checklist.

Links to referenced documents have been incorporated into the body of this directive.

**.07 History.**

- A. This directive updates and replaces ADM. 020.0008 dated March 3, 2015.
- B. This directive replaces DPSCS.020.0008 — Department Fleet Management (Formerly SD 04-1993), dated 10/30/92 and revised 05/24/93 by updating style and format changes based on re-organization and adding provisions for the State Driver Improvement Program and details for use and reimbursement of expenses for using a privately owned vehicle for official Department or State business.
- C. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.

**.08 Operations Distribution.**

- A
- S — Fleet Coordinator, Operators of State Vehicles





**Privately Owned Vehicle Expense Authorization Checklist**

Employee Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

The named employee:  Is authorized  Is NOT authorized to operate a State vehicle.

If the employee is authorized, was authorization confirmed with the unit fleet coordinator?  Yes  No

If the employee is not authorized to drive a State vehicle is it because the employee:

Has not applied for authorization to operate a State vehicle?

Does not meet DBM driver eligibility requirements?

Has had authorization to drive a State vehicle suspended according to DBM procedure?

Is a State vehicle, that the employee is authorized to drive, available for use when needed?:  Yes  No

Approximately, how many miles will the vehicle travel on official business (excluding normal commute)?

( \_\_\_\_\_ miles X \$.56 = \$ \_\_\_\_\_ Mileage Expenses for use of a privately owned vehicle)

Does use of a pool vehicle (picking up and dropping off) result in overtime or compensatory time?  Yes  No

Is it practical to permit the employee a one way commute using a pool vehicle?  Yes  No

Do safety concerns exist if leaving a privately owned vehicle unattended while using a State vehicle?  Yes  No

Decision:

The employee may use a privately owned vehicle for the travel since it is determined to be the most practical and cost effective means of transportation and the employee is to be reimbursed at the Privately Owned Vehicle Reimbursement Rate.

The employee may use a privately owned vehicle for the travel since it determined to be the most practical and cost effective means of transportation because reasonable efforts to use a pool vehicle resulted in a finding that a pool vehicle is not available when required for use and the employee is to be reimbursed at the Privately Owned Vehicle Reimbursement Rate.

The employee is to use an available pool vehicle for the travel since it is determined to be the most practical and cost effective means of transportation and if the employee uses a privately owned vehicle, the employee shall only be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate.

The employee is not authorized, in accordance with requirements established under State of Maryland Policies and Procedures for Drivers of State Vehicles to drive a State vehicle, and the employee's use of a privately owned vehicle shall be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate.

The employee was previously authorized to drive a State vehicle, but that authorization is suspended in accordance with requirements established under State of Maryland Policies and Procedures for Drivers of State Vehicles to drive a State vehicle, and the employee's use of a privately owned vehicle shall be reimbursed at one half of the Privately Owned Vehicle Reimbursement Rate.

The employee is permitted a one way commute in a pool vehicle since it is determined to be the most practical and cost effective use of the State vehicle and travel time.

\_\_\_\_\_  
Signature of Supervisor Completing Checklist

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Original Attached to Related Expense Report  
Copy to Employee