



**STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES**

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| <p>Information Technology &</p>  <p>Communications Division</p> | Information Technology and Communications Division Procedure |
| | TITLE: State Vehicle Request Procedure |
| | EFFECTIVE DATE: August 2, 2007 |
| | APPROVED:  |

I. PURPOSE:

This procedure establishes the procedure for and assignment of responsibilities for vehicle utilization and reimbursement for the use of private vehicles.

II. REFERENCES:

Department of Budget and Management (DBM) Policies and Procedures for Vehicle Fleet Management

III. SCOPE:

This procedure applies to the Information Technology and Communication Division (ITCD).

IV. POLICY STATEMENT:

ITCD shall comply with applicable fleet management standards, policies and procedures established by DBM according to statutory and regulatory requirements.

V. RESPONSIBILITIES:

- a. The ITCD Facilities Management Unit (FMU) shall be responsible for the application and enforcement of this procedure.
- b. The ITCD FMU Director shall review and revise, if appropriate, the State Vehicle Request Procedure annually no later than July 1st
- c. This procedure shall be reviewed and approved by the Chief Information Officer (CIO).

VI. PROCEDURES:

1. A State vehicle request must be submitted to the FMU via e-mail.
2. A State vehicle request for a one or two day commute must be submitted one week in advance. A request for a three or more day commute must be submitted a month in advance. A request for a same day commute may be submitted up to two hours before the departure time.

3. The following information must be provided when requesting a State vehicle:
 - A. Number of employee's that will be commuting
 - B. Designated driver for group commuting
 - C. Date(s) requested
 - D. Departure time
4. The FMU Director or their designee will contact the requestor with information regarding vehicle availability via e-mail within twenty-four hours of the request. Same day requests will be responded to within one hour. For an emergency commute an e-mail should be sent to the FMU Director or their designee by the supervisor explaining the immediate need for the employee to utilize their personal vehicle. The e-mail should be attached to the reimbursement form for review by the CIO or their designee for final approval.
5. If a State vehicle request was submitted and no vehicle was available for the date(s) requested; a copy of the e-mail indicating that a vehicle was not available must be attached to expense account forms in order to receive full commute reimbursement. If an employee decides to utilize their personal vehicle without submitting a vehicle request, only half of the commute mileage will be reimbursed. All expense account forms must be approved by the CIO or their designee.

VII. APPENDICES:

None.

VIII. RESCISSIONS:

None.