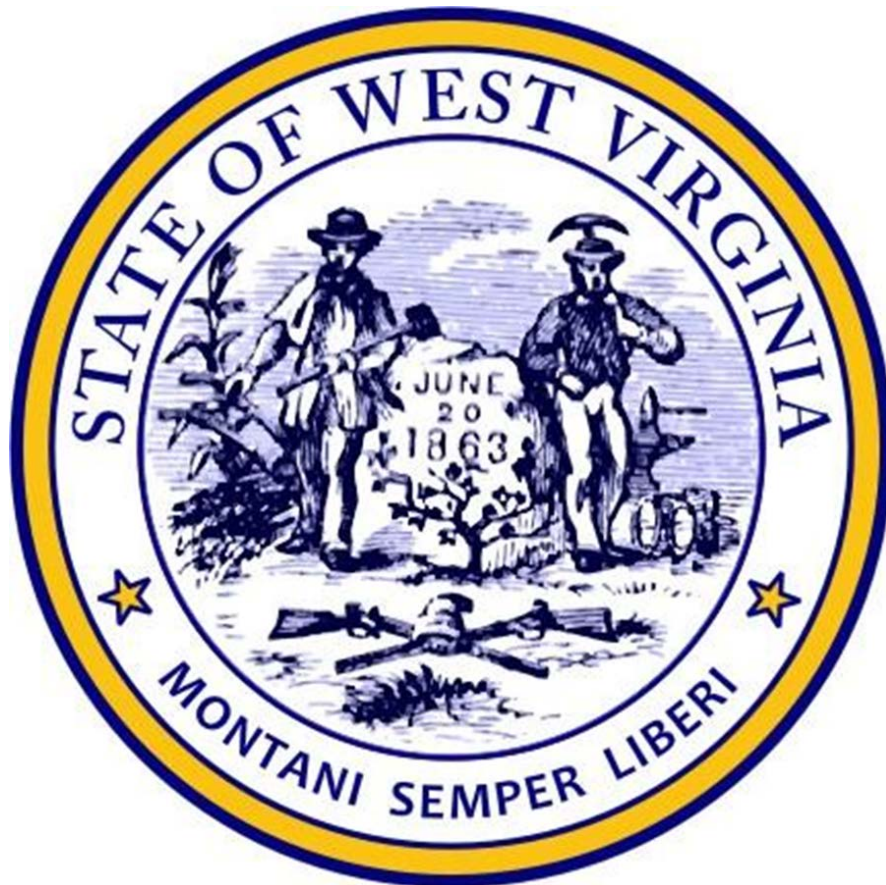


**MOTOR POOL DAILY USE VEHICLE
POLICIES AND PROCEDURES**



**WEST VIRGINIA FLEET MANAGEMENT
NOVEMBER 7, 2011**

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I. GENERAL

A. ORGANIZATION

Motor Pool Daily Use Vehicle, hereafter referred to as Motor Pool, is an organization within the West Virginia Department of Administration Fleet Management Office.

B. MISSION

Provide safe, efficient, and reliable daily use ground fleet services in the most cost effective manner possible. We will be enablers for state spending units by providing exceptional fleet service, promoting professional development, and working as one team to accomplish the State's strategic goals and objectives.

C. DEFINITIONS

1. **Accident** – Damage to a state-owned or leased vehicle that involves another vehicle regardless of who is at fault.
2. **Citation** – Any administrative or criminal notice, including written warnings, provided directly to a vehicle driver or to a spending unit where the identity of the vehicle driver is contained on the notice. A notice may take the form of a traffic ticket, parking ticket, toll violations, or vehicle tow notice.
3. **Employee** - Any individual authorized to operate a state-owned vehicle on behalf of the State of West Virginia, e.g., part-time, hourly, full-time employees, and any individual under contract to perform services.
4. **Event** – Damage to a state-owned or leased vehicle attributable to acts of nature, e.g., hail, water, wind, fire, rockslide, mudslide, earthquake, etc.
5. **Fleet Management Office (FMO)** - The entity within the DOA hereinafter referred to as FMO. FMO is responsible for the storage, purchase, lease, maintenance, and repair of all state-owned or leased vehicles and aircraft.
6. **Handheld or Permanently Installed Two-way Radio Communication Device** – Any electronic device that may be used to send and receive (two-way) voice communications without voice command or manual data inputs regardless of wavelength, amplitude, frequency, phase, pulse width, transmission channel or medium including: general radio service, aviation radio service, marine radio service, general mobile radio service (GMRS), microwave broadcast service, cellular radiotelephone, or voice over internet protocol (VOIP).
7. **Hands-free Wireless Communication Device** – A wireless communication device equipped with an internal feature or function, or an attachment or addition, whether or not permanently part of the device, by which a user engages in a conversation, sends or receives a message, interchanges information, or otherwise communicates without the use of either hand: Provided, That this definition does not preclude the use of either hand to activate, deactivate or initiate a function of the device.
8. **Incident** – Damage to a state-owned or leased vehicle that does not involve either another vehicle or an act of nature, e.g. vandalism, curb-strike, property damage, deer-strike, unknown causes, etc.

- 9. Motor Pool Assignment:** State-owned vehicles may be temporarily assigned to state employees for official state business. Vehicles for Motor Pool assignment will be centrally controlled and housed by Motor Pool, assigned from the FMO for a specific purpose, and returned to the Motor Pool at the end of the assignment.
- 10. Non-employee** – An agent, broker, contractor, person involved in missions of mercy or medical emergency, or other persons outside the state government of the State of West Virginia who have a connection with or may have a relationship to State business.
- 11. Official Business** – Business on behalf of the State of West Virginia.
- 12. Spending Unit Fleet Coordinator (SUFC)** – The designated individual in each spending unit that oversees vehicle acquisition, management, reporting, and utilization; may access shared-use, central Motor Pool vehicles, or state aviation assets; and serves as the link for that spending unit with FMO.
- 13. State Owned Vehicle** – Any vehicle owned by the State of West Virginia. -
- 14. Use of A Wireless Communication Device** – To verbally or visually converse, message, or otherwise interchange information, including utilization of the internet on a wireless communication device, whether by audio or video communication, telephone, text messaging, or other form of electronic communication.
- 15. Vehicle** – Any state or agency-owned, leased, or acquired vehicle regardless of intended use with a gross vehicle weight rating (GVWR) of 10,000 pounds or less. Provided, that this definition does not apply to all terrain vehicles (ATV) or vehicles requiring a commercial driver's license to operate. Spending units may request a written determination of applicability from the DOA Fleet Management Office for other special-use equipment that may be eligible for exclusion based on the scope of this paragraph. Factors effecting applicability determination will include the manufacturer's intended use of the equipment; and any specialty training, certification, or additional licensures required for safe operation.
- 16. Violation** – Any administrative or criminal notice, including citation where the vehicle driver's name is not contained on the notice. A notice may take the form of a parking ticket, missing toll payment, or vehicle tow notice.
- 17. Wireless Communication Device** – A cellular, analog, wireless or digital device, computer or telephone, capable of accessing, sending or receiving wireless electronic messages, conversation or other interchange or information, including, but not limited to, a wireless telephone service, a wireless internet service or a wireless text messaging service. Provided, that this definition does it apply to hand held radios necessary by a driver during the course of their employment.

II. EMERGENCIES AND CONTACT INFORMATION

In case of emergency, please contact ARI at: 1-800-227-2273. Available 24 hours a day 7 days a week. The information needed will be:

Client Code: 5R82

Unit Number: (last 6 of vin)

(See Driver Packet in glove box or center console of vehicle.)

A. PHYSICAL ADDRESS FOR FLEET MANAGEMENT OFFICE

Fleet Management's physical address is:

Building 17, Capital Complex
2101 Washington Street, East
Charleston, WV 25305

B. PHONE NUMBERS

1-855-817-1910 – TOLL FREE

(304)957-8208 – Steve Brightwell
(304)558-0086 – Janice Hartman
(304)558-2614 – Barry Gunnoe
(304)957-8207 – Rick Wickline
(304)558-2106 – Clay Chandler

C. E MAIL

Fleet@wv.gov

Steve.M.Brightwell@wv.gov

Janice.L.Hartman@wv.gov

Barry.D.Gunnoe@wv.gov

Rick.A.Wickline@wv.gov

Clay.D.Chandler@wv.gov

III. ASSIGNMENT OF VEHICLES

A. TYPES OF ASSIGNMENTS

1. **Agency-Assigned Vehicles:** State-owned passenger carrying vehicles may be assigned to a state agency or institution when the vehicle is to conduct official state business. Vehicles may also be assigned to a state agency or institution when the vehicle is needed for a minimum number of low-mileage trips per month as determined by the agency for unique use and approved by Motor Pool. The vehicle cannot be driven continuously by one employee and must be made regularly available to all persons in the agency. Agency-assigned Motor Pool vehicles must consistently be driven to justify possession of vehicle. If vehicle is being consistently underutilized FMO will regain vehicle possession for utilization by other agencies.

2. **Motor Pool Assignment:** State-owned vehicles may be temporarily assigned to state employees for official state business. Vehicles for temporary assignment will be centrally controlled and housed by Motor Pool, assigned from the Motor Pool for a specific purpose, and returned to the Motor Pool at the end of the assignment.

B. DRIVER'S LICENSE

Persons driving a state-owned motor vehicle must have a valid West Virginia driver's license and must show the license prior to obtaining a vehicle.

C. REQUESTS FOR AGENCY-ASSIGNMENT OF VEHICLES

Request for vehicles to be assigned to agencies on a semi-permanent or indefinite basis or for a period in excess of 30 calendar days shall be made via e mail to FMO, signed by the Agency Fleet Coordinator.

D. REQUEST FOR Motor Pool VEHICLES

Requests for temporary assignment of Motor Pool vehicles shall be made using (DOA-FM-003 - Temporary Daily Use Vehicle Reservation Request), completed and sent via e mail to FMO.

Forms shall be provided by Motor Pool to all requesting agencies. Vehicles dispatched from the Motor Pool are assigned on a first-come, first-served basis. Before a vehicle may be picked up, a valid driver's license shall be presented to the Motor Pool dispatcher by the assigned driver and all other passengers who are subject to drive the vehicle during its temporary assignment.

Temporary assignments are intended to meet the needs of state employees who require transportation on a short-term (one to 10 days) or trip basis. All temporarily assigned vehicles shall be returned immediately upon completion of a trip or at the end of use. Any failure to bring the vehicle back at the scheduled time may be subject to additional charges by the FMO for up an amount up to a day of use. If a temporary vehicle request has been submitted and confirmed to and by FMO and the FMO is not notified of a cancelation or change in date the agency is still responsible for use charges that day.

If the vehicle assignment is originally requested for a period in excess of thirty (30) days, the request should be processed as a permanent assignment (see "Permanent Assignments"). Temporary vehicle assignments will be monitored to determine the feasibility of assigning permanent vehicles to those agencies who are frequent users of temporary vehicles. All temporarily assigned vehicles shall be brought back to the Motor Pool from which they were originally dispatched. During the temporary assignment, the driver should make note of any malfunctions encountered and any repairs and adjustments needed and report them to FMO upon returning the vehicle to the Motor Pool, or via phone or e mail as soon as possible.

E. REMOVAL OF VEHICLES FROM ASSIGNMENT

Vehicles permanently assigned to individuals or agencies may be recalled if any of the following occur:

1. If the vehicle is used for any purpose other than official state business.
2. If reports requested are not submitted to the Fleet Management Office, or if the reports are inaccurate, incomplete or unacceptable to Motor Pool and corrections are not made within 30 days of request.
3. If false information is willfully and knowingly submitted on any report or application.
4. If reports or forms are not signed properly and correction is not made within 30 days of a request to do so.
5. If vehicle abuse occurs. Abuse includes, but is not limited to, improper care and maintenance of the vehicle (excess and extended neglect of vehicle), willful damage to the vehicle (destruction of interior or exterior with foreign objects), excessive number of accidents, and reckless disregard for the proper operation of the vehicle (excessive moving or standing violations).
6. If substantiated violations of motor vehicle laws are committed.
7. If other rules and regulations or policies are willfully violated.

F. RETURN OF AGENCY-ASSIGNED VEHICLES

Motor Pool will schedule replacement of vehicles based on mileage, time in service, economy and nature of use of each vehicle subject to the availability of a replacement. If a suitable replacement is not available, Motor Pool will work with an agency to identify other options available to them. If turn-in or replacement is required, agency-assigned vehicle(s) must be returned to the Motor Pool. When returning an agency-assigned vehicle, all credit cards assigned to that vehicle, keys, vehicle registration, and any other materials issued by Motor Pool must be returned. Drivers must turn the cars in to FMO personnel free of damage, and provide the assigned vehicle's ending odometer reading or the agency will be charged.

IV. RATES AND BILLING

- A. Spending units will receive an itemized invoice monthly by the fifth work day following each calendar month.

- B. Any spending unit that becomes delinquent more than 60 days in paying FMO may be placed in a “suspended” status and may be required to return Motor Pool vehicles to the FMO.

- C. Rates are estimated on 15,000 miles per year, and include depreciation, fuel, insurance, and maintenance. Rates will be reviewed and published on the FMO website (July, October, January, and April).

RATES:

VEHICLE CLASS	DAILY RATE (FUEL INCLUDED WITH MILEAGE UP TO 3,750 MILES PER QUARTER)
STANDARD SIZE SEDAN	\$34.00
SMALL SUV	\$38.00
LARGE SUV	\$50.00
MINIVAN	\$40.00
Rates subject to change under quarterly review.	

V. FLEET OPERATIONS AND SERVICES

A. LIABILITY INSURANCE

The Fleet Management Office certifies that there is in effect a motor vehicle liability policy upon this state-owned or leased vehicle in accordance with the provisions of the West Virginia Motor Vehicle Code.

West Virginia Board of Risk and Insurance Management Underwriter: National Union Fire Co. of Pittsburgh.

Comprehensive Auto Liability Insurance Auto Physical Damage Insurance (including Comprehensive, Collision, and Garage Keeper's Insurance).

Policy Number: RMCA 350-62-97

Policy Term: 07/01/11 – 06/30/12

B. FUEL PURCHASES

Each Motor Pool vehicle will be assigned a fuel-only secure credit card. The credit card is to stay locked in the Motor Pool vehicle at all times and to be used only for fuel purchases. The fuel-only credit card is accepted at retail fuel vendors nationwide. The user of the vehicle will have to obtain a PIN (personal identification number) through their agency to be able to purchase fuel. The PIN is user-specific and not to be shared with other employees. A user may request a PIN via their agencies Spending Unit Fleet Coordinator (SUFC) which will submit form (DOA-FM-019 – Agency PIN Request) to FMO.

C. TRANSPORTATION TO AND FROM Motor Pool FACILITIES

1. Transportation to and from office or home for persons who are utilizing a Motor Pool vehicle, ***will be provided by the renting agency.***
2. Parking for your privately owned vehicle is **not currently available at the Motor Pool.**
3. Arrangements should be made for local transportation prior to arriving at the Motor Pool.
4. Temporary metered parking at vehicle owners' expense is available street side.

VI. MAINTENANCE AND CARE OF VEHICLES

A. GENERAL

The maintenance of motor pool vehicles on extended assignment (30 days or more) is the responsibility of the individual and agency to which the vehicle is assigned. This includes but is not limited to: routine oil changes, brakes, tire rotations, air filters, and vehicle exterior and interior cleaning.

B. ROUTINE MAINTENANCE

Drivers shall routinely check their extended assignment vehicles to ensure proper oil level, water and antifreeze for radiators, water for battery, wear on belts, and proper inflation of tires. This service should be performed at least weekly.

C. VEHICLE WASHING

It is the responsibility of persons assigned a Motor Pool vehicle(s) to keep the vehicle(s) clean. There is a \$50 coupon in the ARI packet that can be used for cleaning.

D. PREVENTIVE MAINTENANCE

Preventive maintenance on extended assignment vehicles is to be performed at scheduled intervals established by Motor Pool. The proper schedule for this maintenance is provided for each vehicle by Motor Pool at the time of extended assignment. If maintenance is not performed within plus or minus 500 miles of the schedule, the vehicle assignment is subject to termination.

E. REPAIRS AND MAINTENANCE

The driver or agency may obtain required maintenance or repairs by contacting ARI for preferred vendor locations. **ARI MUST BE UTILIZED FOR ALL MAINTENANCE AND REPAIRS AUTHORIZATION BY CALLING 1-800-227-2273.** Properly authorized charges for maintenance or repairs should be billed to Motor Pool for payment. On nights or weekends, ARI provides a 24-hour call staff that will receive your call. Any unauthorized repair expense will be billed to the agency to which the vehicle is assigned.

F. ANNUAL SAFETY INSPECTION

State law requires all motor vehicles to be inspected for safety, annually. **It is the responsibility of the assigned driver or agency to ensure that the extended assignment vehicle is up to date on inspections.**

G. ACCIDENT REPORTING

DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE ACCIDENT PROCEDURES

Title 148, Series 3 State Owned Vehicles –

10.9 *Reporting and Review of Accidents, Damage and Violations* - Accidents and damage to vehicles must be reported to the Fleet Management Office (FMO) by the SUFC on the day of the accident if practical or the next business day if it is impractical to report the accident. The Spending Officer must provide an accident report to FMO with sufficient detail to determine the circumstances of the accident.

In the event of an accident, violations, or periodically to determine operator license status, the FMO, or spending unit may request and review driving records.

INSTRUCTIONS:

- 1) Driver must notify the Spending Officer as indicated above.
- 2) The Spending Officer must provide the form DOA-FM-012, Fleet Driver Accident/Incident Report to FMO.

H. KEYS

Motor Pool provides one set of keys with each vehicle. **If keys are lost or additional keys are desired, the cost will be the responsibility of the agency to which the vehicle is assigned.** Please call ARI if you are locked out of your vehicle and utilize the 24 hour road side assistance program. Whenever keys are locked in the car or in the trunk, the cost for a service call by a locksmith is the responsibility of the agency to which the vehicle is assigned.

VII. VEHICLE USE

A. OFFICIAL USE ONLY

State-owned passenger-carrying vehicles shall be driven only by state employees and used for official state business only.

B. TOLL CHARGES

Toll charges incurred during travel in state-owned vehicle(s) are the responsibility of the driver and/or spending unit.

C. PARKING CITATIONS

Parking citations are the responsibility of the driver's agency at the time of issue. If a parking citation is not paid within a two-week period, a notice is sent to Motor Pool and forwarded to the assigned driver. Excessive Unpaid parking citations received by Motor Pool for the same driver may constitute vehicle abuse.

D. MOTOR VEHICLE LAWS AND ORDINANCES

It is the responsibility of the individual driver to observe all state motor vehicle laws and ordinances. All violations and fines shall be the responsibility of the agency. Abuse of motor vehicle laws and ordinances may result in denial of the use of a Motor Pool-owned vehicle.

E. VIOLATIONS

Any traffic violations by state employees operating Motor Pool vehicle, justifies a misuse/abuse letter from the FMO to the driver's agency. A letter of inquiry is sent to the agency and a response is requested. If a state employee is involved in repeated infractions, he/she may be subject to denial of Motor Pool vehicles.

F. PARKING AND STORAGE OF VEHICLES

Individuals and agencies are responsible for secure and safe storage and parking of vehicles. Repeated acts of vandalism may result in the agency being charged for repairs. State-owned vehicles shall not be left on non-residential streets or highways overnight unless it is necessary due to mechanical failure or emergency. When a state-owned vehicle is parked on a municipal street, it shall be the responsibility of the driver or the driver's agency to pay all parking fees and any parking fines or other fines assessed against the vehicle. The vehicle may be parked in a commercial or municipal parking facility provided the driver or the driver's agency pays for any parking fees. The agency shall be responsible for any towing fees resulting from improper parking.

Motor Pool shall not be responsible for property left in parked vehicles at any location including the Motor Pool and garage.

G. ALCOHOLIC BEVERAGES AND DRUGS

Under no circumstances may a state employee operate a state-owned vehicle while under the influence of intoxicating beverages, drugs or substances, or transport (except in performance of official duties) these items in a state-owned vehicle.

H. SMOKING IN STATE-OWNED VEHICLES

Smoking or use of smokeless tobacco is **not** permitted in state-owned vehicles.

I. DRIVING UNDER ADVERSE WEATHER CONDITIONS

Motor Pool vehicles will not be issued during adverse weather conditions such as accumulated snow, sleet or ice on roadways. Motor Pool vehicles already requested may be canceled or delayed at the discretion of Motor Pool in the event of any adverse weather conditions. Drivers of agency assigned vehicles who drive during adverse weather conditions are cautioned to take extreme care and employ safety measures to ensure the safety of driver and passengers. Drivers are requested to turn on headlights while driving during inclement weather and are required by state law to turn on headlights when operating windshield wipers.

J. SEAT BELTS

The driver and all passengers must wear seat belts (lap and shoulder belt even if the vehicle is equipped with an air bag) whenever the vehicle is in motion.

Children will be protected by safety restraints. All children less than age 8 or who weigh less than 80 pounds, must be in a child restraint system that meet federal standards when riding in passenger vehicles. The law covers all persons, not just parents, who operate a vehicle in which a child is a passenger. Children should not occupy the front passenger seat. In all cases passenger-side air bags should be disabled when a small child occupies the front passenger seat.

K. MOBILE DEVICES

The use of wireless communication devices is prohibited while the vehicle is in motion except when the wireless communication devices is being used hands-free or if the operator fears for his/her or another person's life or safety.

L. Food and Drink

Eating and drinking in Motor Pool vehicles is prohibited.