



# Virginia Department of Corrections

## General Services

### Operating Procedure 323.1

#### *Vehicle Acquisition, Operation, and Maintenance*

##### **Authority:**

Directive 323, *Vehicle Management*

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## **REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

## **COMPLIANCE**

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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## DEFINITIONS

**220 Workday Year** - The maximum possible number of commuting days in the year; this is derived by subtracting all weekends, all state holidays, two weeks sick leave, and two weeks annual leave from 365 days.

**Agency-Owned Vehicle** - Any motor vehicle owned by the Department of Corrections or any part thereof.

**Agency Transportation Officer (ATO)** - Designated individual(s) in each state agency, college, or institution (hereinafter referred to collectively as "agency") that oversee vehicle management and reporting and serve as the link for that agency with OFMS.

**Base Point** - Designated place, office, or building where the employee performs their duties on a routine basis (Central Workplace for teleworkers); multiple base points are not allowed.

**Central Workplace** - The employee's main work location, where the employee is normally located for work.

**Centralized Fleet** - Passenger-type vehicles assigned to the Department of General Services' Office of Fleet Management Services (OFMS) that are leased to state agencies.

**Commuting** - Use of a state-owned or leased passenger-type vehicle by an employee for travel between home or parking location and base point (office), while not in travel status.

**Emergency Vehicle** - Centralized fleet vehicle or Department of Corrections owned vehicle that is equipped with emergency warning lights and siren.

**Emergency Vehicle Operator** - DOC employee who has successfully completed the *Emergency Vehicle Operations Course* (EVOC), and whose position has been designated by the DOC Director as eligible to operate an emergency vehicle.

**Emergency Vehicle Operations Course (EVOC)** - Training for law enforcement personnel sanctioned by the Department of Criminal Justice Services.

**Fuel Card Account (FCA) Custodian** - A person designated by the Organizational Unit Head who is knowledgeable about and will remain in compliance with the *Office of Fleet Management Services Policies and Procedures Manual* duties.

**Office of Fleet Management Services** - The agency authorized by law to purchase passenger-type vehicles from which State agencies lease vehicles as needed.

**Official State Business in Relation to Commuting** - When an operator, while driving a state vehicle, makes necessary business stops directly related to the employee's duties in the travel between home and official workstation (in either direction).

**Organizational Unit** - A DOC unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit e.g., Human Resources, Offender Management, Internal Audit.

**Organizational Unit Head** - The person occupying the highest position in a DOC organizational unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual Headquarters unit e.g., Human Resources, Offender Management, Internal Audit.

**Parking Location** - The designated place where an individually assigned state vehicle is to be routinely parked when not in use; the parking location may be the employee's base point or other location as determined by the supervisor.

**Passenger-type Vehicle** - A vehicle designed primarily to transport people rather than to haul goods.

**State Vehicle** - Any motor vehicle owned by any State agency or leased from the Office of Fleet Management Services or a commercial leasing company by a state agency.

**Utilization** - The extent of use, as demonstrated by the vehicle's annual mileage driven for official use.

**Vehicle Management Control Center (VMCC)** - Located at the Office of Fleet Management Services; the call center (1-866-857-6866) manages the maintenance activities of all OFMS vehicles and certain agency-owned



vehicles.

**Vehicle Use** - The purpose for which a vehicle is driven, such as transport of persons in custody, internal investigations, trips to the post office, training, meetings, on-site purposes at the facility, etc.

## PURPOSE

This operating procedure provides guidelines to ensure that the necessary state vehicles are available to carry out the Department of Correction (DOC) mission; to provide for the appropriate care and utilization of such vehicles; to promote the safe and legal use of state vehicles; to establish an accident reporting and review system; and to ensure vehicles are managed within state regulations, as well to provide guidance for the proper use and reporting DOC employees operating state vehicles between their residence and their official workstation.

## PROCEDURE

### I. Fleet Administration

A. A member of the DOC General Services and Facility Management Unit (GSFM) will be designated as the DOC Fleet Manager with responsibility to:

1. Administer the provisions of DOC and other agency procedures relating to vehicles.
2. Project the number of vehicles needed for the upcoming fiscal year and work with the Department of General Services Office of Fleet Management Services (OFMS) and the DOC Chief Financial Officer (CFO) to procure state vehicles to meet the anticipated demand.
3. Serve as the liaison for the DOC with other public and private agencies related to vehicles and transportation.
4. Serve as Chairman of the Accident Review Committee to review accidents involving fleet vehicles operated by the DOC.

B. All state vehicles will be used only for official State business. (5-ACI-3A-24)

1. Full-time, hourly, part-time, volunteers, interns, and contractors may be authorized to operate a state-owned vehicle if they are performing official state business and approved by the Organizational Unit Head.
2. Operators guilty of misuse are subject to disciplinary action in accordance with Operating Procedure 135.1, *Standards of Conduct*, and may lose their privilege to operate a state vehicle.
3. Vehicles are to be operated in a manner that avoids even the appearance of impropriety. Exceptions may be made in the following circumstances:
  - a. When an employee is authorized to drive a state vehicle between their base point and place of residence.
  - b. Pets, family members, hitchhikers, and similar unauthorized persons may not ride in state vehicles. An exception may be made when an operator deems it necessary to render assistance to the traveling public in case of accident or emergency.
  - c. Family members of state employees are prohibited from riding in state vehicles unless the family member's travel is directly related to official state business. The use of a state vehicle is not approved in instances in which the spouse of an employee is attending a convention or meeting that has scheduled activities for spouses of attendees. In these instances, employees that elect to drive to the event with their spouse will be reimbursed for personal mileage, with prior approval from their supervisor. This only applies when the convention or meeting has planned activities for spouses. Employees traveling with family members when no events are formally scheduled for spouses, will not be reimbursed for personal mileage.
  - d. The use of a state vehicle for attendance at events held away from the employee's workplace is considered official business and is authorized for award recipients and their guest.
    - i. When guests are allowed, employee guests will be limited to one per recipient.
    - ii. Guests may be anyone the recipient chooses.

C. Appropriate Utilization



1. It is the responsibility of the Organizational Unit Head to ensure that the unit's essential business transportation needs are met at the lowest achievable cost to the agency.
2. At the end of each fiscal year, the Organizational Unit Head must review the utilization of centralized fleet vehicles assigned to the Organizational Unit and the total expenditures for business miles traveled, i.e., reimbursement to employees for use of personal vehicles and payments to the OFMS as shown under Sub-objects 1282 and 1284, respectively, in the Organizational Unit's final monthly expenditure report, in order to determine what is the most economical manner in which the unit's business transportation requirements may be met, consistent with the overall intent of this operating procedure.
3. The Organizational Unit Head will establish internal procedures, consistent with the needs and structure of the unit and its mission, that:
  - a. Ensure maximum utilization and shared usage of all fleet vehicles assigned to the unit.
  - b. Ensure trips are scheduled so that employees may share the same vehicle whenever possible without interfering with the employees' duties.
  - c. Mandate employees to carpool when traveling to the same destination.
  - d. Provide for the regular maintenance and secure parking or garaging of state vehicles.
  - e. Ensure employees that fail to maintain vehicles in a clean and sanitary condition and ensure preventive maintenance is performed will be held accountable with Operating Procedure 135.1, *Standards of Conduct*.
  - f. Provide for appropriate control in the assignment of each fleet vehicle for business use.
4. Whenever possible, a car should be borrowed from another Organizational Unit to maximize utilization of existing assignments.

## II. Use of Personal Vehicles (5-ACI-3A-27)

- A. Employees should drive a state vehicle while conducting state-related business whenever one is available. This includes borrowing a vehicle from other units when feasible and practicable.
- B. Employees are permitted to be reimbursed for use of their personally owned vehicle when a state vehicle is not available, or when the use of a personally owned vehicle is cost beneficial to the DOC.
- C. Employees using their personal vehicle must have prior approval from their supervisor to be reimbursed for mileage. Employees electing to drive a personal vehicle as a matter of personal convenience or preference, will not be reimbursed for mileage.
- D. An inmate/probationer/parolee must never be transported in a personally owned vehicle.
- E. Business related, state-owned items that should not be transported in a personally owned vehicle include, but are not limited to:
  1. Chemicals
  2. Weapons and ammunition; both lethal and less lethal. An exception is granted for staff that are authorized to carry a non-custodial firearm in the commission of their duties.
  3. Explosives
  4. Livestock

## III. Use of a State Vehicle

### A. Vehicle Operation

1. Driver's License
  - a. All drivers of state vehicles must have in their possession a current valid drivers' license issued by Virginia or any other state. (4-ACRS-1B-03)



- i. Persons with a Court-ordered driving restriction will not operate a state vehicle licensed for highway use.
    - ii. For purposes of operating state vehicles, Court-ordered driving restriction means such as imposed for conviction of COV §18.2-266, *Driving motor vehicle, engine, etc., while intoxicated, etc.*, or equivalent restrictions imposed by other states.
  - b. Certain vehicles require special driver's licenses such as Commercial Driver's License (CDL) and/or special endorsements such as air brakes, buses, and hazardous materials. The driver must be in physical possession of a driver's license appropriate for the vehicle being driven.
  - c. Driver's license checks will be conducted annually for each employee whose position requires them to have a valid driver's license or who may drive either their personal vehicle or a state vehicle in the performance of their duties, to attend training, or for other reasons related to their employment.
    - i. New employees will be required to sign an *Authorization for On-going License/Background Checks* 102\_F8 during initial orientation. A signed *Authorization* is required for existing employees who do not have one on file.
    - ii. Each Organizational Unit Head or designee will establish a process to review each employee's DMV record annually.
    - iii. For employees who have drivers' licenses issued by Virginia, unit staff may accomplish the annual driver's license check by having a DMV record check conducted.
    - iv. Employees who are licensed to drive from states other than Virginia must secure a copy of their driving records to provide to the designated unit authority.
      - (a) Requests for reimbursement to employees for cost of driving record reports will be submitted as non-travel related expenses via Part B of the *Expense Reimbursement* 240\_F6; see *Non-Travel Reimbursement* Section of Operating Procedure 240.1, *Travel*.
      - (b) Attach the original receipt to an original, signed, and dated Part B of the *Expense Reimbursement* and forward to the unit Business Office.
  - d. It is the responsibility of each Organizational Unit Head to:
    - i. Verify and ensure on an annual basis that employees under their supervision who operate or may be required to operate state vehicles possess a valid driver's license.
    - ii. Ensure that a confidential file is maintained, generally in the Human Resources office, containing a copy of each employee's current driver's license.
2. Safe Driving
  - a. State vehicles will be operated in a safe, courteous, and lawful manner. Failure to do so may result in revocation or suspension of the privilege of operating a state vehicle or other disciplinary action.
  - b. The driver may operate cell phones, or other electrical devices only via a hands-free device. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.
  - c. Eating food is prohibited while driving.
  - d. Smoking is prohibited in state vehicles.
3. The *Office of Fleet Management Services Policies and Procedures Manual* contains general provisions for state vehicle operation.
4. Security (5-ACI-3A-24)
  - a. Provisions will be made by each Organizational Unit Head for the safekeeping of vehicles, keys, and fuel cards.
  - b. Each DOC facility should designate appropriate areas for parking state and personal vehicles.
  - c. Keys must be removed when vehicles are parked.
  - d. Unattended/parked state and personal vehicles must be locked and properly secured.
5. A *Vehicle Log* must be established and maintained for each vehicle that documents the license and vehicle number, odometer reading at the beginning and end of each fiscal year, oil and fuel purchases,



oil changes and lubrication, and other maintenance services.

6. Fuel Cards

- a. Fuel cards will be used exclusively for the vehicle assigned to purchase fuel and one car wash per month if state approved facilities are not available. Unless specifically authorized, the fuel card should not be used to pay for maintenance, repairs, or state inspections.
- b. All fuel cards are to be removed from all vehicles and stored in a secure place. The fuel cards will be issued with the vehicle key when the vehicle is signed out and checked back in with the keys when the vehicle is returned.
- c. Each Organizational Unit Head will ensure that usage of each fuel card assigned to their unit is reviewed at least monthly for appropriate use of the cards.
- d. If an agency-owned vehicle is transferred from one organizational unit to another, the authorized fuel card is to be transferred with the vehicle.
- e. Fuel cards will not be used to make pre-payments for fuel purchases.

7. E-ZPass

- a. E-ZPass transponders and transponder replenishments must be requested through the GSFM at Headquarters.
  - b. Each employee traveling in a state vehicle has a responsibility to ensure that all tolls incurred while conducting state business are paid at the time the travel is conducted and the expense is incurred.
  - c. Issues with E-ZPass equipment should be sent to [docfleetmgmt@vadoc.virginia.gov](mailto:docfleetmgmt@vadoc.virginia.gov).
    - i. Problems with equipment and transponder replenishment should be addressed as quickly as possible to prevent the DOC from incurring unnecessary fines for unpaid tolls.
    - ii. Any employee that does not pay a toll or fails to maintain their E-ZPass transponder in working condition, are subject to disciplinary action in accordance with Operating Procedure 135.1, *Standards of Conduct*.
  - d. E-ZPass transponders are assigned to a specific vehicle and should not be moved between vehicles. If a need arises to transfer an E-ZPass transponder to a different vehicle, the unit/office must contact GSFM for tracking purposes and approval.
8. Tickets and/or traffic violations incurred during the use of a state vehicle will be the responsibility of the operator.

B. DOC Vehicle Loans

1. The DOC Fleet Manager must approve the loan of DOC vehicles.
  - a. Vehicles may only be loaned to state government or local law enforcement agencies, individuals under contract with the DOC, and other DOC Organizational Units.
  - b. The agency needing to borrow a vehicle should submit a written request to the Organizational Unit Head to which the vehicle is assigned.
  - c. The Organizational Unit Head or designee will review the request and, if approved by the Unit Head, forward the request to the DOC Fleet Manager for final approval.
  - d. A *DOC Vehicle Loan Authorization 323\_F14* must be completed with a copy provided to the DOC Fleet Manager.
2. Vehicle loans between DOC Organizational Units do not require prior approval by the DOC Fleet Manager, but the DOC Fleet Manager must be notified and provided a copy of the *DOC Vehicle Loan Authorization 323\_F14*.
3. The Emergency Services Unit Administrator and designated staff assigned to the Emergency Operations Center have the authority to loan DOC vehicles in accordance with Operating Procedure 075.1, *Emergency Operations Plan*. As soon as practical, the DOC Fleet Manager should be notified.
4. The borrowing agency is responsible for all fuel, repair costs, and returning the vehicle to the unit in





the same condition in which it was received.

C. Out of State Agency Owned Vehicle Utilization

1. Employees that are travelling outside of Commonwealth of Virginia are required to seek permission before doing so, that way any restrictions on the fuel card can be lifted during that time frame.
2. Use of agency owned or OFMS leased vehicles outside of the Commonwealth of Virginia must be coordinated in advance of the travel with the Agency Transportation Officer.
  - a. ATO's should take into consideration the mileage and age of the vehicle prior to approving out of state travel.
  - b. If OFMS must recover a state-owned vehicle from outside the Commonwealth, the agency assigned the vehicle will be charged for the recovery costs irrespective of fault.
3. The commercial credit card provided with each OFMS leased fleet vehicle is normally accepted nationwide for the procurement of fuel. Travelers will verify credit card acceptance with the commercial establishment prior to authorizing purchasing fuel.
4. Any assigned vehicle where the parking location(s) change, are required to submit the *Assignment of State Vehicle and Parking Location 323\_F3* as well, which will give the approval.

IV. Vehicle Requests and Assignment

A. All highway use vehicle acquisition requests will be processed by the DOC Fleet Manager only.

1. An email, including a fully completed *DOC Vehicle Request 323\_F5*, from the Organizational Unit Head will be sent to the Regional Operations Chief/designee or appropriate Headquarters Unit Head for review and approval.
2. Approved *Requests* will be sent to [docfleetmgmt@vadoc.virginia.gov](mailto:docfleetmgmt@vadoc.virginia.gov). Request for vehicles will not be considered or processed until an *Approved Request* is received by Fleet Management.

B. For any vehicle assigned to an individual primary operator, the commuting status, parking location, and the operator's base point must be documented using an *Assignment of State Vehicle and Parking Location 323\_F3*.

1. The DOC Fleet Manager will coordinate delivery of the requested vehicle and the removal of any vehicle being replaced.
2. The purchase of a used or surplus vehicle or the receipt of a donated vehicle requires compliance with procedures for purchase of a new vehicle, with the following exceptions:
  - a. A *DOC Vehicle Request 323\_F5* must be submitted to the DOC Fleet Manager giving a full description of the desired used, surplus, or donated vehicle and justification for its purchase.
  - b. Purchase of used vehicles and the acceptance of donated vehicles require the qualified assessment of a DOC approved mechanic to attest to the vehicle's condition as acceptable for use. Vehicles acquired through Federal or State surplus are exempt from this requirement.
  - c. Other than vehicles provided to the DOC by other government agencies, receipt of donated vehicles will require compliance with Operating Procedure 220.1, *Gifts and Donations*.

V. Purchase of a Trailer

- A. Before purchasing a new or used trailer that may be licensed for highway travel, the Organizational Unit Head must submit a *DOC Vehicle Request* along with the justification for the need to purchase the specified vehicle. The justification must provide information as requested for purchase of a new vehicle.
- B. When a new or used trailer is purchased, the certificate of origin or "signed over" title must be forwarded to fleet management for proper handling.
- C. Purchase of a manufactured home, formerly defined as a mobile home, or a mobile office as defined by



the Virginia Department of Motor Vehicles must be managed through the DOC Infrastructure and Environmental Management Unit instead of the DOC Fleet Manager.

- D. When a new or used trailer is purchased and delivered, the Organizational Unit Head must ensure it is entered in the Fixed Assets Accounting and Control System (FAACS) in accordance with Operating Procedure 230.1, *Accounting for Fixed Assets*.

#### VI. Titling and Licensing of Delivered Vehicles and Trailers

- A. The DOC Fleet Manager will be contacted for current processing instructions.
- B. All vehicles and trailers must be processed for titling, even if they are not going to be licensed.
- C. In accordance with COV §46.2-604, *Contents of registration card and certificate; vehicle color data; notation of certain disabled owners*, every titling and registration application must indicate the predominant color of the vehicle.
- D. A *State Vehicle Assignment Report GS-4 323\_F6* must be filed with the GSFM Manager whenever:
1. There is any change in the information reported.
  2. A vehicle is transferred from one unit to another.
    - a. Transferring a vehicle from one unit to another must be approved by DOC Fleet Manager prior to transfer.
    - b. A *State Vehicle Assignment Report* is required by both the originating and the receiving unit.
- E. All vehicles acquired by any DOC Organizational Unit must be accounted for through the point of disposition. Whenever an agency-owned vehicle is retired from service, the DOC Fleet Manager will manage the disposal process in accordance with Operating Procedure 260.2, *Surplus Property*.
- F. Fuel cards will be retained, deactivated, and destroyed. Destruction (shredding) must be documented by submitting a completed *DOC Fuel Card Deactivation 323\_F11* to the DOC Fleet Manager.

#### VII. Request for Confidential Plates

- A. Units with law enforcement authority or those who otherwise meet the requirements of COV §46.2-750, *Vehicles of Commonwealth, its political subdivisions, and regional jail authorities* and COV §46.2-750.1, *Vehicles used for police work*, will send a request for confidential plates to the DOC Fleet Manager, requesting confidential tags for these vehicles.
- B. Approval of confidential plates will reside under the Deputy Director of Administration.
- C. Vehicles with confidential plates must be assigned to a primary operator.
- D. Only those individuals that meet the requirements of COV §46.2-750 and COV §46.2-750.1 may operate a vehicle with confidential plates.

#### VIII. Assignment and Utilization of Fleet Vehicles

- A. In accordance with COV §2.2-1178, *Use of passenger-type vehicles on an assigned basis*, fleet vehicles will be assigned by the DOC Fleet Manager, or designee, based on:
- a. Total business miles driven by an Organizational Unit that meet current requirements.
  - b. Public safety needs in the discharge of DOC duties and responsibilities in carrying out its mission.
  - c. The following assignments are exceptions from the minimum mileage requirement:
    - i. Employees occupying a position on the Director's list of positions approved to commute in a state vehicle; see Attachment 1, *DOC Authorized Commuter List*.
    - ii. Employees occupying a position of P&P Officer directly involved with probationers and parolees.



- iii. Employees occupying a position directly involved in the care and custody of DOC inmates.
- iv. Employees occupying a position of Regional Manager involved in public safety matters relating to inmates, probationers, and parolees.
- v. Employees who occupy a position that performs essential functions of the agency, such as facility and headquarters mail delivery, for which it is demonstrated that the use of a temporary assignment or personal vehicle reimbursement is neither feasible nor economical.

**B. Assignment of Fleet Vehicles**

- a. All assignments of fleet vehicles will be made by the Organizational Unit Head, or designee, who will be responsible for the appropriate use and utilization of all assigned vehicles.
- b. The Organizational Unit Head will designate the employee or employees responsible for the care, maintenance, day-to-day utilization, and reporting requirements of assigned vehicles.
- c. When the vehicle is used primarily by one employee, that employee should be designated as the primary operator. Any vehicle parked at the residence of an employee must have that employee listed as its primary operator.
- d. It is not the intent of the DOC that a fleet vehicle assigned to a unit be reserved for the exclusive use of any specific individual, whether for business only or business and commuting. The business and public safety requirements of the unit must be the determining factors.

**IX. Review of Fleet Vehicle Utilization**

- A. An overall review of fleet vehicles will be performed quarterly by the DOC Fleet Manager, or designee, with a final report at fiscal yearend. The objectives of this review will be:
  - 1. To determine whether the utilization of fleet vehicles complies with the intent of this operating procedure.
  - 2. To determine whether changes are needed in the way the DOC is providing for its business transportation needs.
  - 3. To review any vehicles that are being driven fewer than the currently mandated miles to determine whether the principal use of such vehicle qualifies it to be exempted from the minimum mileage as provided in the *Office of Fleet Management Services Policies and Procedures Manual*.
  - 4. Each Organizational Unit Head will be responsible to submit a *Mileage Report - Fleet Vehicles 323\_F4* reflecting the mileage on each passenger-type vehicle assigned to the Organizational Unit on the last day of the month. The *Mileage Report* must be received in the GSFM by the 3<sup>rd</sup> day of the following month i.e., June 2024 *Mileage Report* due by July 3, 2024.
- B. After this review, the DOC Fleet Manager will reassign any underutilized vehicle that does not qualify to be exempted from the minimum mileage requirement or in the event there are no Organizational Units within the DOC that qualify under these procedures for an additional assignment, will direct the return of the underutilized vehicle to OFMS.
- C. A *State Vehicle Assignment Report GS-4 323\_F6* must be filed with the DOC Fleet Manager when a fleet vehicle is reassigned or transferred between Organizational Units, or when there is any change in the information reported. A report must be prepared by both the relinquishing and receiving Organizational Units.

**X. Maintenance and Repairs**

**A. General**

- 1. Vehicle maintenance is the responsibility of the Organizational Unit that owns the vehicle or to which the vehicle is assigned.
- 2. Each unit should assign a specific individual(s) to be responsible for monitoring and controlling the routine maintenance and repair of vehicles.



3. The GSFM will e-mail preventative maintenance notices for centralized fleet vehicles assigned to each unit.
4. For centralized fleet vehicles, agencies should advise their operators to contact the Office of Fleet Management Services (OFMS) Vehicle Management Control Center (VMCC) for all servicing, repairs, breakdowns, and accidents. When a fleet vehicle is inoperable, the operator must call the VMCC (1-866-857-6866) to arrange for towing or on-site repairs, or for the transportation of the driver and any passengers to a safe location. Operators, Supervisors, and/or Unit Heads should not contact OFMS directly to inquire about the purchase, surplus, or transfer of a vehicle. They must make these inquiries to the DOC Fleet Manager in accordance with this procedure.
5. All vehicles should be maintained in accordance with vehicle specific preventive maintenance schedules.
  - a. Employees that are assigned a state vehicle or have the job duty to maintain vehicles for the unit, are responsible for ensuring the vehicle received proper preventative maintenance and all safety issues are addressed in a timely manner.
  - b. Failure to properly maintain a vehicle can result in disciplinary action in accordance with Operating Procedure 135.1, *Standards of Conduct*. Vehicles must be maintained and cleaned in a sanitary manner which includes checking vehicles to ensure they do not have mold and/or water damage and have not been allowed to be infested by bugs or wildlife. Vehicles must be parked in areas to minimize these possibilities.
6. Safety related repairs must be completed immediately; the vehicle will not to be used again until repairs are made. (5-ACI-3A-26; 4-ACRS-1B-02; 4-APPFS-3H-02)
7. Each vehicle licensed for highway use must receive an annual safety inspection at a state licensed inspection facility. (5-ACI-3A-25; 4-ACRS-1B-01; 4-APPFS-3H-01)

#### B. Routine Maintenance

1. Operators of state vehicles or an individual designated by the unit will routinely check their vehicles to insure proper oil level, coolant level, water for battery, wear on belts, and proper inflation of tires. This service should be performed at least weekly and/or at each re-fueling.
2. The exterior of the vehicles will be washed, the interior vacuumed, and the windows cleaned as often as needed, no more than once per month at state expense.
  - a. The fuel card assigned to an agency owned fleet vehicle can be used to purchase a car wash; limited to a maximum of \$30.00.
  - b. The OFMS facility and many VDOT shops have the capability to wash vehicles and several commercial establishments have been contracted to perform this service.
  - c. Staff should consult the VMCC or the DOC Fleet Manager for a list of VDOT facilities with automatic washers and approved commercial establishments.
  - d. If none of these facilities are available in your area, one car wash per month is authorized on the provided fuel card.
  - e. The lowest cost option will be used unless authorized by the Agency ATO.

#### C. Vehicle Servicing

1. Routine servicing is to include an oil and oil filter change, an inspection of the air filter, chassis lubrication, and a visual inspection of the belts, hoses, and tires. Additional service items may be required by the vehicle specific maintenance schedule.
2. It is the responsibility of the unit to ensure agency-owned vehicles are serviced in accordance with vehicle specific preventative maintenance schedules based on manufacturer's maintenance schedules.
3. It is the responsibility of the Organizational Unit to ensure that centralized fleet vehicles are serviced at least once each 6,000 miles or six months, whichever comes first. The operator or the designee



must communicate with and follow the instructions from the VMCC for vehicle services.

4. The vehicle should be serviced more often if it is routinely operated in dusty or dirty environments and as appropriate depending on use.

#### D. Agency-Owned Vehicle Repairs

1. Repairs and servicing of agency-owned vehicles may be accomplished in DOC vehicle repair facilities, repair facilities operated by other state agencies, or commercial establishments.
2. Costs of repairs for agency-owned vehicles are the responsibility of the Organizational Unit that owns the vehicle, and the procurement of repair parts and services will be in accordance with State purchasing procedures.

#### E. Centralized Fleet Vehicle Repairs

1. Mechanical trouble or deficiencies concerning a centralized fleet vehicle must be brought to the attention of the VMCC, the DOC Fleet Manager, and the person responsible for vehicles at the organizational unit.
2. All needed repairs or vehicle component replacements are to be managed by the VMCC. Operators must notify the VMCC when emergency repairs are needed, and follow instructions provided by the VMCC.
3. The VMCC should be contacted for authorization prior to having any repairs performed by commercial establishments.
4. The OFMS will assume the cost of all fuel and lubricants, keeping centralized fleet vehicles in good running order, making repairs, and replacing all vehicle components necessary due to normal wear and operation.
5. Repairs necessary due to improper maintenance, negligence, carelessness, or abuse may be charged to the responsible employee or Organizational Unit to which the vehicle is assigned or issued.
6. All decisions by the DOC Fleet Manager regarding cost responsibility for repairs, excluding vehicle accidents or incidents, are subject to an appeal by the agency in writing to the Director of the Department of General Services (DGS).

#### F. Repair Facilities

1. Vehicle repair facilities operated by the DOC will be used for the maintenance and repair of agency-owned vehicles only. Centralized fleet vehicles may be repaired in DOC facilities only with written authorization from OFMS.
2. DOC Correctional Education vehicle repair facilities.
  - a. Vehicle repair schools at certain DOC facilities are operated in conjunction with Career and Technical Education programs for inmates; see Operating Procedure 601.6, *Career and Technical Education Programs*.
  - b. Any repairs to privately owned vehicles, including DOC employees, must be authorized by Correctional Education staff.

### XI. Accident Reporting

- A. Every accident involving a state vehicle must be reported by the operator of the vehicle, if able, or by another occupant of the vehicle, or a member of that same Organizational Unit, to the following:
  1. The State Police, state college campus police, if the accident occurs on college property, or Virginia Capital Police, if the accident occurs in a parking lot or adjacent highway under their jurisdiction, immediately, so an investigation can be made at the scene before the vehicles are moved. These agencies are required to investigate all traffic accidents involving licensed state vehicles and accidents involving non-licensed state vehicles where a licensed vehicle is also involved, except:





- a. Accidents in which the vehicle has been removed from the scene unless the accident is the result of a hit and run or personal injury is involved; this does not include moving the vehicle from the highway as a safety precaution.
    - b. When damage to a vehicle is discovered after the fact, other than damage resulting from a hit and run accident.
  2. The involved operator's supervisor immediately; operators of state vehicles involved in accidents are subject to drug and alcohol testing in accordance with Operating Procedure 135.4, *Alcohol and Other Drug Testing*.
  3. The DOC Fleet Manager promptly by telephone (within one working day), for instructions relevant to insurance, damage claims, and accident review:  
DOC Fleet Manager, GSFM  
P. O. Box 26963  
Richmond, Virginia 23261-6963  
Telephone - Office (804) 674-3000
  4. Accidents involving centralized fleet vehicles must be reported within one working day to the Vehicle Management Control Center (VMCC).
    - a. Employees will report information relative to any accident involving a state vehicle by calling VMCC at 1-866-857-6866 and completing the *Claim Investigation Materials 323\_F12*.
    - b. The completed *Claim Investigation Materials 323\_F12* must be submitted by email to [DRMClaims@trs.virginia.gov](mailto:DRMClaims@trs.virginia.gov).
    - c. The completed *Claim Investigation Materials 323\_F12* must be submitted to the DOC Fleet Manager with any other relevant documentation by email to [DOCAccidentClaim@vadoc.virginia.gov](mailto:DOCAccidentClaim@vadoc.virginia.gov).
    - d. All documents should be filed within 24 hours of the accident.
  5. When a traffic accident involving a state vehicle occurs in another state or the District of Columbia, the operator must report it to the State Police, Highway Patrol, or local police department having jurisdiction.
    - a. The operator of the state vehicle will obtain information from the investigating officer as to how to obtain a copy of the accident report, and the name, address, and policy number of the insurers of other involved vehicles.
    - b. This information must be provided to the operator's immediate supervisor upon return to Virginia.
- B. Failure to make or submit reports as required in this operating procedure will be handled in accordance with Operating Procedure 135.1, *Standards of Conduct*.
- C. Each state vehicle must carry an information envelope that includes the DOC liability insurer information, a letter supplied by the DOC Fleet Manager giving instructions to be followed in case of an accident involving the vehicle, information exchange and witness exchange cards, and State Police phone numbers. It is the responsibility of the Organizational Unit Head to ensure this material is in each vehicle. (5-ACI-1B-17; 4-ACRS-1B-04; 4-APPFS-3D-27, 4-APPFS-3H-03; 2-CO-1B-11; 1-CTA-1B-09)
- D. Records
1. Accident Record - The DOC Fleet Manager, or designee, will establish a records system covering each individual accident involving a state vehicle. The record must include at a minimum:
    - a. The date and location of the accident.
    - b. The vehicle number and license plate number.
    - c. The operator's name and name(s) of the other party or parties involved.
    - d. A factual description of the accident to include the type of accident, amount of damage, and a description of any other vehicle(s) involved.

- e. The name of their insurance carrier(s) and policy number.
  - f. When available, the name of the investigating officer from the Department of State Police should be included.
  - g. Classification assigned to the accident after its evaluation.
2. Driver Record - The DOC Fleet Manager, or designee, will establish an additional records system to include:
- a. The name of each person involved in an accident while driving a state vehicle for the DOC.
  - b. The status of the operator (e.g., employee, volunteer, inmate).
  - c. The date of each accident involving that operator.
  - d. The final classification assigned to the accident after its evaluation.
  - e. The record will also show any suspensions of state vehicle driving privileges. Any Organizational Unit suspensions must be reported to the DOC Fleet Manager for inclusion in the record, together with the reason for the suspension and the dates of suspension.

#### E. Accident Review

1. Agency-owned Vehicles - A DOC Accident Review Committee will meet at least quarterly to evaluate each accident involving an agency-owned vehicle. The Committee will be composed of at least three members appointed by the DOC Fleet Manager who is designated to serve as chairperson.
2. Centralized Fleet Vehicles - The Uniform Accident Prevention Committee, made up of representatives from several State agencies, meets monthly to review all accidents involving centralized fleet vehicles. The DOC Fleet Manager serves on this committee.
3. After thoroughly reviewing all the material concerning each accident, the DOC Accident Review Committee or Uniform Accident Prevention Committee will evaluate the accident as Preventable, Non-Preventable, or Incident, based upon the following criteria:
  - a. Preventable Accident - It will be considered a Preventable Accident when the operator of the state vehicle is determined by the Committee to have been guilty of contributory negligence.
  - b. Non-Preventable Accident - An accident will be considered Non-Preventable when it has been determined by the Committee that the operator of the state vehicle did not contribute to the accident.
  - c. Incident - Damage to a vehicle while the vehicle is properly parked or arising from unforeseen circumstances beyond the control of the operator, i.e., striking deer, rock thrown against windshield from another vehicle, etc., constitutes an incident.
4. Employee Advised of Findings
  - a. After an accident has been evaluated and classified by the appropriate committee, it will be reviewed by the DOC Fleet Manager or designated representative, who will then by letter through the employee's supervisor via the Organizational Unit Head, advise the employee of the findings and any other action that might be taken against the employee under the law or other applicable regulations, procedures, guidelines, or Operating Procedure 135.1, *Standards of Conduct*.
    - i. If a question as to the classification of the accident is in dispute between the vehicle operator and the DOC, or the Department of General Services in the case of pool vehicles, the matter may be referred by the DOC to the Virginia State Police (VSP) for a full review of the case.
    - ii. The VSP will review the facts of the case and will provide a report of its recommendations to the DOC and vehicle operator.
    - iii. Appropriate action will be taken by the DOC to comply with the VSP recommendations.
  - b. For preventable accidents, an employee acknowledgement form is attached to the letter for the employee to sign indicating that it was discussed with them.
  - c. A copy of the letter with the employee acknowledgement form is to be returned to the DOC Fleet Manager.



**F. Accident Repairs - Agency-Owned Vehicle**

1. The responsible Organizational Unit will pay for repairs to the agency-owned vehicle where the accident or incident does not involve another vehicle.
2. When the operator of another vehicle is found to be at fault for the accident, the other operator or their insurance company will be billed for the cost of repairs.
3. The DOC Fleet Manager or designee is responsible for making claims against other parties for damages to agency-owned vehicles.

**G. Accident Repairs - Centralized Fleet Vehicle**

1. The vehicle should be taken to a shop specified by the VMCC for the securing of estimates and/or repair. Shop personnel will secure the necessary estimates and provide copies to the VMCC.
2. In those cases where police have identified a third party to the accident and determined the third party to be at fault for the accident, OFMS will assume the costs for the vehicle repairs or loss collection.
3. In all other cases, including incidents, the Organizational Unit the vehicle is assigned to will be responsible for the costs of repairs/loss. If the vehicle is declared a total loss, the Organizational Unit will be assessed the remaining Capital Charges for the lease period and OFMS will refund the proceeds from the sale of the wrecked vehicle.
4. The DOC Fleet Manager, acting for the DOC Director, if dissatisfied with the decision of the State Fleet Administrator, may submit a written appeal to the Director of DGS. The Director of DGS will review the appeal and advise the DOC Fleet Manager and the State Fleet Administrator of the decision.

H. All reports required herein must be submitted to the DOC Fleet Manager, or designee.

**XII. Special Equipment Installed on State Vehicles**

A. Installation of special equipment and accessories in centralized fleet vehicles must be in accordance with the *Office of Fleet Management Services Policies and Procedures Manual* and this operating procedure.

**B. Approval Process**

1. Special equipment or accessories, including two-way radios, hands-free communication accessories, lights, sirens, or other electronic equipment, will be installed in state vehicles only with the prior approval of the Director or designee. Centralized fleet vehicles must also have the approval of the OFMS Fleet Manager.
2. The DOC Fleet Manager is designated and authorized to approve such requests in lieu of the Director provided they have the prior written approval of the appropriate Regional Operations Chief or Deputy Director.
3. The DOC Fleet Manager will be the liaison with the OFMS Fleet Manager on all requests for installation of special equipment or accessories on centralized fleet vehicles.
4. A *Request to Install Special Equipment in State Vehicle 323\_F7* must be submitted to and approved by the DOC Fleet Manager prior to installation of special equipment on an agency-owned or centralized fleet vehicle if the equipment, once installed, cannot be removed without damage to the vehicle.
  - a. Requests will be approved only if justified by the needs of the DOC and the assignment of the vehicle is likely to be of sufficient duration to justify the cost.
  - b. Damages to vehicles caused by such equipment will be borne by the assigned Organizational Unit.
5. Approval to install equipment at DOC expense does not have to be requested when a vehicle is replaced. The original approval applies to replacement vehicles if they are used for the same purpose for which the equipment was initially approved.

C. Special equipment requested to be installed for the benefit of the DOC must be paid for by the requesting



unit unless funds are otherwise budgeted to cover the cost.

1. Any special equipment or accessories should be installed in such a manner that, upon removal, if necessary, no disfigurement will be noticeable on the vehicle.
  2. Any items removed during installation should be saved in the vehicle for use when the vehicle is restored to its original condition.
- D. State vehicles and all equipment and accessories therein must be operated in strict conformity with all applicable laws and regulations, and with DOC operating procedures.
1. Window tinting must comply with COV §46.2-1052, *Tinting films, signs, decals, and stickers on windshields, etc.; penalties*.
    - a. No sun-shading or tinting films may be applied or affixed to the rear side windows or rear window, or windows of any motor vehicle operated on the highways of the Commonwealth that reduce the total light transmittance of such window to less than 35 percent.
    - b. No sun-shading or tinting films may be applied or affixed to the front side windows of any motor vehicle operated on the highways of the Commonwealth that reduce total light transmittance of such window to less than 50 percent.
    - c. Sun-shading or tinting film regulations do not apply to law-enforcement or inmate transportation vehicles as defined in COV §46.2-750 and COV §46.2-750.1.
  2. Anyone found using any special equipment to evade or help others to evade law enforcement activities will have approval for the special equipment revoked.
  3. Employees found to be in violation of these procedures will be subject to disciplinary action.
  4. Units must conduct an inventory of special equipment installed on vehicles and update this inventory by June 1 of each year. Copies of the inventories must be forwarded to the General Services and Facility Management Unit, Department of Corrections, P. O. Box 26963, Richmond VA 23261-6963.

### XIII. Use and Operation of Emergency Vehicles

- A. The Director will designate those positions that are authorized to operate emergency vehicles; see Attachment 3, *Authorized Emergency Vehicle Operators*. The Director may authorize other employees to operate an emergency vehicle as needed on a limited basis.
- B. Eligible employees must be in possession of a driver's license issued by any state that is valid for the vehicle being operated and must successfully complete *Emergency Vehicle Operations Course* (EVOC) training prior to operating an emergency vehicle.
1. The Academy for Staff Development will issue a *VADOC Emergency Vehicle Operation Permit* on successful completion of EVOC training. New employees entering one of the approved roles will need to complete the online and practical training within 90 days of assuming their new duties.
  2. The Director can waive the requirement to complete EVOC training for an employee.
    - a. The employee must submit the waiver request with justification, e.g., non-DOC EVOC training as law enforcement, rescue squad, fire department, etc., to the Deputy Director for Administration for processing before forwarding the request to the Director.
    - b. Upon the Director's approval, the Deputy Director for Administration will forward the employee's *Waiver of Training Requirements for Emergency Vehicle Operations* letter to the DOC Training Director authorizing the issue of a *VADOC Emergency Vehicle Operation Permit*.
    - c. These waivers will be decided on a case-by-case basis. Employee professional experience and previously completed training will be considered prior to the issuance of any waiver.
- C. Authorization to Operate an Emergency Vehicle
1. An employee who is authorized to operate an emergency vehicle will lose that authorization automatically if they transfer, promote, or demote to another position that is not eligible for this



authorization or separate from state service.

2. The Director may revoke or withdraw authorization to operate an emergency vehicle at any time. Revocation may be ordered verbally but should be confirmed in writing within 10 calendar days.

#### D. Emergency Vehicle Requirements

1. Only those employees authorized on Attachment 3, *Authorized Emergency Vehicle Operators*, will be approved to operate an emergency vehicle.
2. Upon approval to operate an emergency vehicle, an employee may request that the required special equipment be installed in the state vehicle assigned to them.
  - a. This request should be initiated by completing and submitting a *Request to Install Special Equipment in State Vehicle 323\_F7* to the Director of Security and Correctional Enforcement.
  - b. Upon approval, arrangements will be made through the office of the DOC Fleet Manager to purchase and install the equipment.
3. Following installation of required equipment, the emergency vehicle will be inspected and approved by the Director of Security and Correctional Enforcement. Inspection and approval of special equipment installation should occur before the vehicle is used as an emergency vehicle.
4. The following list is the only special equipment authorized for emergency vehicles. There will be no substitutions or additions.
  - a. All fleet vehicles used as emergency vehicles should use a blue portable dash mounted light or red and blue alternating grill lights if they can be mounted, and a rear window mounted portable blue light as authorized by COV §46.2-1022, *Flashing or steady-burning blue or red, flashing red and blue or blue and white, or red, white, and blue warning lights*.
  - b. All vehicles equipped with emergency lights must be equipped with a siren in accordance with COV §46.2-1061, *Sirens or exhaust whistles on emergency vehicles*.
5. Vehicles used by narcotic detection and man-trailing canine personnel should be equipped with rear-facing blue lights that can be operated only when the vehicle is parked.
  - a. Canine vehicles will not be operated as emergency vehicles.
  - b. Canine vehicles must not be equipped with a blue portable dash mounted light or blue and red alternating grill lights.

#### E. Emergency Vehicle Use Restriction

1. The decision to operate a vehicle as an emergency vehicle should be made by the operator, consistent with applicable laws, regulations, and training; upon a reasonable determination that the vehicle can be operated safely, and failure to respond quickly may result in a worsening of emergency conditions and a reduction in public safety.
  - a. Primary consideration should be given to the safety of persons and property on and along the roadways when deciding to operate a vehicle as an emergency vehicle.
  - b. An emergency vehicle must not be operated in a manner that endangers life or property.
2. An emergency vehicle may be operated as an emergency vehicle only by an authorized emergency vehicle operator.
3. Emergency equipment must be removed if the vehicle is reassigned to an operator who is not designated an emergency vehicle operator.

### XIV. Reports and Documentation Review

#### A. Vehicle Inventory Report Verification

1. At least once a year, the GSFM staff will generate a vehicle inventory report sorted by Organizational Unit with specific information on each vehicle attributed to that unit.



2. The Organizational Unit Head or designee will assign staff to perform a physical check of each vehicle assigned to the unit to ensure accuracy of the inventory report. Physical check must not be conducted by the vehicle key controller or issuer.
  - a. Any agency-owned highway vehicles not listed must be added to the inventory report.
  - b. The FAACS number for each agency-owned vehicle must be verified.
3. The Organizational Unit Head will sign the inventory to certify that each vehicle was physically located on site and compared to the records in the GSFM.
4. The inventory must be returned to the GSFM for verification and modification of records within 20 working days of the inventory being received.

#### B. Annual Vehicle Reports

1. After the close of each fiscal year, the GSFM will send out an instruction memorandum and appropriate forms for annual vehicle reports.
2. Reports of all units within an area of responsibility should be forwarded to the DOC Fleet Manager, or designee. The following are designated responsible parties for this report.
  - a. Facilities and P&P Districts - Regional Administrator
  - b. Correctional Enterprises - Manager
  - c. Academy for Staff Development - Business Manager
  - d. All other sections will be coordinated via GSFM staff.
3. Each fiscal year, the DOC Fleet Manager or designee will report the following information to the Department of State Police by September 1<sup>st</sup>:
  - a. Number of miles that agency-owned vehicles traveled during the fiscal year.
  - b. Total number of accidents involving agency-owned vehicles during the fiscal year.
  - c. The total accidents will be broken down into three classifications:
    - i. Preventable
    - ii. Non-Preventable
    - iii. Incident
  - d. The DOC accident frequency rate based upon the number of accidents per 100,000 miles of travel. Incidents should not be included as accidents.

#### C. Fuel Card

1. The Fuel Card Account (FCA) Custodian or any person(s) assigned a state vehicle must complete DOC- Mansfield/Voyager Training on the VLC.
2. Any person(s) needing access to Mansfield FuelNet to pull *Mansfield Oil Reports* must send a request to [DOCFleetMgmt@vadoc.virginia.gov](mailto:DOCFleetMgmt@vadoc.virginia.gov) to create an account.
3. Person(s) that repeatedly lose or damage Voyager fuel cards are subject to a \$10 fee.
4. The FCA Custodian will generate the monthly *Mansfield Oil Reports* for all agency-owned vehicles from the Mansfield website at <http://www.mansfieldoil.com>.
5. The Unit's FCA Custodian will disseminate the *Mansfield Oil Report* to the authorized vehicle operator, or the individual designated by the Organizational Unit Head for multiple employee use vehicles.
6. The GSFM will forward the *Pool Car Monthly Billing Spreadsheet* from the OFMS for DGS centralized fleet vehicles to the FCA Custodian to be reconciled by the authorized vehicle operator or the individual designated by the Organizational Unit Head for multiple employee use vehicles.
7. Vehicle Operator Responsibilities:
  - a. Maintain a *Fuel Card Charge Verification* 323\_F13 to document all fuel purchases from



- commercial stations with receipts for each purchase maintained in an envelope.
  - b. Reconcile the *Fuel Card Charge Verification* 323\_F13 and receipts on a continual basis.
  - c. Reconcile the *Mansfield Oil Report* forwarded by the FCA Custodian against the *Fuel Card Charge Verification* and fuel receipts monthly.
  - d. Sign and submit the *Mansfield Oil Report*, *Fuel Card Charge Verification*, and copies of fuel receipts to the Organizational Unit Head or designee for review; original fuel receipts are to be maintained by the vehicle operator.
8. The Organizational Unit Head or designee must review the *Mansfield Oil Report*, *Fuel Card Charge Verification*, and receipts for each vehicle to ensure appropriate fuel card usage in conjunction with state business.
- a. Appropriate fuel card usage includes:
    - i. Usage only with authorized vehicle.
    - ii. No mid-grade or premium fuel purchase with the fuel card (unless documented that regular is not available or vehicle manufacturer requires it).
    - iii. E85 fuel is to be used in Flex-fuel vehicles when available.
    - iv. No food, drink, or non-vehicle related goods or services purchased with the fuel card.
  - b. If documentation corresponds with no discrepancies; the reviewer will acknowledge that they "Checked for appropriate usage," sign as the reviewer, and document the date of review.
  - c. The reconciled monthly review documentation, *Mansfield Oil Report*, *Fuel Card Charge Verification*, and fuel receipt copies, for all assigned vehicles must be submitted to the unit FCA Custodian for retention.
  - d. Each unit must maintain documentation of fuel card monthly reviews for three years.
  - e. Vehicle operators will maintain a copy of the reconciled *Mansfield Oil Report*, *Fuel Card Charge Verification*, and original fuel receipts.
9. Each month the DOC GSFM will randomly select five units and request a copy of their Mansfield Fuel Card data from a targeted month.
- a. The DOC GSFM will ensure the data includes a statement documenting the appropriate fuel card usage review, signature of reviewer, and date of review.
  - b. If documentation is not provided within two weeks, the DOC GSFM will resubmit and copy the Business Manager of the appropriate unit.
  - c. If documentation is not provided within three weeks, the DOC GSFM will send the request to the Organizational Unit Head with copies to the Chief of Corrections Operations and Deputy Director for Administration.

## XV. Commuting in a State Vehicle

### A. Individual Assignment and Use of a State Vehicle

1. The purchase, assignment, use, and maintenance of state vehicles are to be determined solely according to whether it will promote safety, efficiency, and economy in state government.
2. The DOC may assign a state vehicle to any position when such assignment is beneficial to the DOC due to the job duties requiring frequent travel or access to specialized equipment to be used at multiple locations.
3. An assignment of a state vehicle and parking location will be documented and approved on an *Assignment of State Vehicle and Parking Location* 323\_F3. The vehicle assignment and parking location must be reviewed at least annually and within 30 days of a change in the employee's work duties.
4. The position assigned a state vehicle will be responsible to ensure the maintenance and care of the vehicle is provided in accordance with the *Office of Fleet Management Services (OFMS) Policies and*





*Procedures Manual* and this operating procedure.

5. When it does not interfere with the individual employee's duties, the assigned vehicle should be made available to other DOC employees as needed to conduct DOC business.

**B. Authorization to Commute in a State Vehicle**

1. In accordance with COV §2.2-1178, *Use of passenger-type vehicles on an assigned basis*, COV §2.2-1179, *Use of vehicles for commuting*, and Executive Order 89 (2005) *Purchase, Assignment and Use of State-Owned Vehicles*, the Director has authorized specific positions as eligible to commute in a state vehicle; see Attachment 1, *DOC Authorized Commuter List*.
2. No other employee will be allowed to use a state vehicle to drive between their base point and their residence or parking location other than while in travel status in accordance with Operating Procedure 240.1, *Travel*.
3. DOC employees who are assigned to be on-call to respond to public safety critical incidents based on a rotating schedule are authorized to commute in a state vehicle under the following conditions.
  - a. "On-call to respond to public safety critical incidents based on a rotating schedule" refers to assignments such as institutional buildings and grounds staff on-call for response to maintenance emergencies and P&P Officers on-call for response to electronic monitoring failures for probationers/parolees under community supervision.
  - b. The employee may use a state vehicle and be considered in commute status. If the employee on-call is not required to respond to an emergency and drives the vehicle from home to their worksite, the employee will be required to pay the daily commute fee consistent with OFMS procedures.
  - c. If the employee, other than a facility Administrative Duty Officer, elects not to use a state vehicle, they may be reimbursed for round trip mileage in their personal vehicle from home to their worksite or other emergency location.
  - d. A facility Administrative Duty Officer is authorized to use a state vehicle for commutes between their residence and the facility for one round trip for each time they report to the facility beyond their regular 5-day work schedule.
    - i. A facility Administrative Duty Officer cannot be reimbursed for commutes in their personal vehicle.
    - ii. A facility Administrative Duty Officer is a member of the senior management team of a facility who is assigned on a rotating basis to remain in contact with on-duty staff at the unit and to visit the facility at least once during the week of duty at a time other than the staff member's normal working hours and days; see Operating Procedure 401.3, *Administrative Duty Coverage*.
4. Persons under a court-ordered or administrative driving restriction or charged with a DUI Related Offense as described in Operating Procedure 040.1, *Litigation* must not operate a state or state-paid rental vehicle.
  - a. If no court ordered or administrative driving restrictions exist, employees who have been charged with violating any of the above code sections will be considered for mileage reimbursement in their personal vehicle pending disposition of their case and at the discretion of the Director or his designee.
  - b. Upon conviction of any of the above charges, the employee will be prohibited from operating a state vehicle or state-paid rental vehicle until authorized by the Director or his designee. To be considered to operate a state vehicle there must be no court-ordered or administrative restrictions.

**C. Authorized Use of State Vehicle While Commuting**

1. Personal use of a state vehicle will be strictly limited to transportation between base point and home in either direction.
2. Despite reimbursement to the Commonwealth for this limited and specific personal use, no other personal use is authorized.



3. No passengers with or without commuting privileges may ride in the vehicle with the authorized operator while commuting between base point and home.

#### D. Reimbursement to State and Reporting Requirements

1. Costs associated with the use of state vehicles for commuting will be recovered from employees except for specific employees with designated law enforcement duties; see Attachment 1, *Authorized Commuter List*.
2. Any other DOC employee commuting in a state vehicle must reimburse the Commonwealth through semimonthly payroll deduction for all commuting mileage at a rate established by the Commonwealth.
3. All employees authorized to commute in a state vehicle must complete and file an approved *Commuting, Payroll Deduction Authorization GS-2 323\_F2* with the DOC General Services Unit (GSU) upon eligibility to commute or change in location. In completing this form:
  - a. An employee commuting on a routine basis may elect to take the maximum number of trips/deductions which would reflect 220 days of commute per year (440 one-way trips) and result in a fixed fee and no submission of daily logs.
  - b. An employee who is uncertain of their total number of trips for the year may opt to indicate an estimated number of trips in each direction and turn in daily logs to verify the estimates.
  - c. An authorized employee who does not anticipate any commutes for the year may file a *Commuting, Payroll Deduction Authorization GS-2 323\_F2* indicating zero commutes and if there are subsequent commutes, submit a daily log in the months which they occur.
4. Individual fee determination will be performed in the GSU upon receipt of a *Commuting, Payroll Deduction Authorization GS-2 323\_F2* from the commuter.
5. The *Commuting Daily Log GS-1 323\_F1* must be submitted:
  - a. By an approved employee who proposed an estimated number of trips, for every month, regardless of whether or not a commute was made in that month.
  - b. By an employee who proposed zero commuting trips for the year, only in the months in which a commute occurs.
  - c. Unless the specific employee is exempt from commuting fees based on designated law enforcement duties; see Attachment 1, *DOC Authorized Commuter List*.
6. Although the DOC encourages all commuting personnel to maintain a commuting log for IRS purposes, the submission of a commuting log is not required when the operator has submitted a signed *Commuting, Payroll Deduction Authorization* authorizing the maximum fixed deduction for 220 days of commute per year between home and official workstation.
7. All commuting accounts will be closed out at the end of each fiscal year.
  - a. If it is determined that the actual payroll deduction was too much based on actual commuting trips reported on daily logs, the DOC will reimburse the employee for the overage.
  - b. If it is determined that the payroll deduction was too little, the employee will reimburse the DOC via personal check within ten working days of being notified to do so.
  - c. Amounts less than one dollar will not be collected or reimbursed.

#### E. Determining Base Point, Parking Location, and Travel/Commuting Status

1. For individual DOC employees that are assigned a state vehicle, the Base Point, Parking Location, and Commuting eligibility will be determined by the employee's Unit Head and the employee subject to review by the Unit Head's Supervisor, the DOC Fleet Manager, and audit authorities.
  - a. Such determinations will be in accordance with the Code of Virginia, the *OFMS Policies and Procedures Manual*, the *Commonwealth Accounting Policies and Procedures (CAPP) Manual*, this operating procedure, and any other relevant procedures.
  - b. All such determinations will be made to the benefit of the DOC. Employee convenience and





- preference can be considered only to the extent that it does not add cost to DOC operations.
- c. These determinations will be documented on an *Assignment of State Vehicle and Parking Location* 323\_F3
  2. The Base Point is the designated place, office, or building where the employee performs their duties on a routine basis, Central Workplace for teleworkers; multiple base points are not allowed.
    - a. Generally, the Base Point will be the headquarters, regional office, facility, or probation and parole office/sub-office to which the employee is assigned.
    - b. Only employees who work totally from their home and state vehicle may have their home designated as their Base Point.
  3. The Parking Location is the designated place where an individually assigned state vehicle is to be routinely parked when not in use.
    - a. The Parking Location will generally be the same as the Base Point unless the employee is eligible to commute.
    - b. Other Parking Locations may be designated when the alternate location is to the benefit of the DOC. Example: A P&P Officer lives and works primarily in a remote county that is a significant distance from the P&P Office that serves the county; parking the state vehicle in the remote county saves the DOC in staff time and vehicle mileage to provide services to the county.
    - c. Parking Locations should be chosen for the safe and secure storage of the vehicle. Preferred Parking Locations are DOC units, local county Courthouses, and police or sheriff's offices. State vehicles will not be parked on residential streets or highways without approval of the State Fleet Administrator.
    - d. Travel directly between the Parking Location and the Base Point is considered a commute. The state vehicle cannot be used for this purpose unless the employee is approved to commute.
      - i. Stopping at other locations in the trip between the Parking Location and the Base Point to conduct legitimate DOC business constitutes travel and not a commute.
      - ii. Incidental stops not directly related to the employee's work duties may not be planned for the sole purpose of justifying travel between the Parking Location and Base Point.
  4. The Director has authorized specific positions as eligible to commute in a state vehicle, see Attachment 1, *Authorized Commuter List*, but determining whether a specific trip is a commute can be complicated.
    - a. The following situations do not constitute commuting and thus are not required to be reported by any person driving a state vehicle:
      - i. Living on State Property - An employee who lives on contiguous state property or nearby state property that is less than one-half mile from the employee's official workstation.
      - ii. Temporary Duty Assignments - An employee who temporarily assumes the duties of a position approved to commute and the employee is not permanently relocated.
      - iii. Travel Status - An employee who plans to leave from their residence and go directly to a DOC facility, office, or business appointment before going to the base point; or, for an employee who returns from a business trip, official visit to another DOC facility, office, or business appointment after the close of the business day and goes directly home for the night before reporting the following morning to the base point.
    - b. Travel directly between the Parking Location and the Base Point is considered a commute. The state vehicle cannot be used for this purpose unless the employee is approved to commute and reports the trip as a commute.
  5. Rotating Duty
    - a. Employees serving on a rotating duty schedule are not eligible to commute in a state vehicle during their duty period if they are not otherwise eligible.
    - b. Employees that are required to make extra trips to the base point outside their work schedule, including adjustments, may be paid mileage for their personal vehicle in accordance with Operating

Procedure 240.1, *Travel*.

- c. Employees who are assigned a state vehicle for their regular duties will not be charged commute fees for such extra trips to the base point.
6. Attachment 2, *Examples of Parking Location and Commuting Status Determinations* is provided as interpretive guidance. Questions on application of this operating procedure should be resolved between the employee and Organizational Unit Head with guidance from the DOC Fleet Manager and Deputy Director for Administration as needed.

#### F. Reports and Forms

1. All reports and forms must be submitted to the General Services Unit, P. O. Box 26963, Richmond, VA 23261-6963.
2. Assistance can be obtained by calling (804) 887-8095.

## REFERENCES

Executive Order 89 (2005) *Purchase, Assignment and Use of State-Owned Vehicles*

COV §2.2-1178, *Use of passenger-type vehicles on an assigned basis*

COV §2.2-1179, *Use of vehicles for commuting*

COV §18.2-266, *Driving motor vehicle, engine, etc., while intoxicated, etc.*

COV §46.2-750, *Vehicles of Commonwealth, its political subdivisions, and regional jail authorities*

COV §46.2-750.1, *Vehicles used for police work*

COV §46.2-1052, *Tinting films, signs, decals, and stickers on windshields, etc.; penalties*

COV §46.2-604, *Contents of registration card and certificate; vehicle color data; notation of certain disabled owners*

COV §46.2-1022, *Flashing or steady-burning blue or red, flashing red and blue or blue and white, or red, white, and blue warning lights*

COV §46.2-1061, *Sirens or exhaust whistles on emergency vehicles*

*Commonwealth Accounting Policies and Procedures (CAPP) Manual*

*Office of Fleet Management Services Policies and Procedures Manual*

Operating Procedure 040.1, *Litigation*

Operating Procedure 075.1, *Emergency Operations Plan*

Operating Procedure 135.1, *Standards of Conduct*

Operating Procedure 135.4, *Alcohol and Other Drug Testing*

Operating Procedure 220.1, *Gifts and Donations*

Operating Procedure 230.1, *Accounting for Fixed Assets*

Operating Procedure 240.1, *Travel*

Operating Procedure 260.2, *Surplus Property*

Operating Procedure 401.3, *Administrative Duty Coverage*

Operating Procedure 601.6, *Career and Technical Education Programs*

## ATTACHMENTS

Attachment 1, *DOC Authorized Commuter List*

Attachment 2, *Examples of Parking Location and Commuting Status Determinations*

Attachment 3, *Authorized Emergency Vehicle Operators*



## **FORM CITATIONS**

*Authorization for On-going License/Background Checks* 102\_F8

*Expense Reimbursement* 240\_F6

*Commuting Daily Log GS-1* 323\_F1

*Commuting, Payroll Deduction Authorization GS-2* 323\_F2

*Assignment of State Vehicle and Parking Location* 323\_F3

*Mileage Report - Fleet Vehicles* 323\_F4

*DOC Vehicle Request* 323\_F5

*State Vehicle Assignment Report GS-4* 323\_F6

*Request to Install Special Equipment in State Vehicle* 323\_F7

*DOC Fuel Card Deactivation* 323\_F11

*Claims Investigation Material* 323\_F12

*Fuel Card Charge Verification* 323\_F13

*DOC Vehicle Loan Authorization* 323\_F14

