

Recommendation F4

Fleet Policy and Standard Operating Procedures

In this finding, please find the following:

- a. Fleet Policy
- b. Fleet Standard Operating Procedures

These documents describe how DCHA enforces, manages and monitors vehicle usage.



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1517

Brenda Donald, Executive Director

FLEET POLICY

Gasoline Credit Card – Gasoline credit cards are issued by OAS/Fleet Management upon written request of a Director with departmental responsibility for fleet vehicles and approval of the Executive Director.

OAS/Fleet Management shall maintain an accurate log of all gasoline credit cards issued, showing the date issued, name of employee, name of the oil company, credit card number and expiration date.

No credit card is to be kept overnight by an employee except as authorized in writing by the Executive Director or designee.

Gasoline purchases are always to be made at self-service pumps. No repairs are to be charged to gasoline credit cards.

If the gasoline card is lost or stolen, the employee discovering the loss or theft must immediately place a call to OAS/Fleet Management to report the lost or stolen card; stating the credit card number and the department officially designated to use the card. A written report explaining the circumstance of the loss or theft must be prepared and forwarded to OAS/Fleet Management within twenty-four (24) hours of the incident.

OAS/Fleet Management will immediately call the credit card company to report the missing or stolen credit card to prevent illegal or inappropriate use over an extended period and request a replacement card, if warranted.

Use of Vehicles – Individuals assigned to fleet vehicles may use such vehicles for official business of DCHA only. DCHA will monitor the use of vehicles through various tools, including but not limited to, departmental logs and GPS tracking, the records of which may be used by DCHA to enforce appropriate disciplinary action. After hours use of fleet vehicles is strictly forbidden unless prior approval is received from the Department Director or Executive Director. Trips outside the District of Columbia and proximate counties (Prince George's, Calvert, Anne Arundel, Howard, Frederick, Montgomery, Loudoun, Fairfax, Arlington, Alexandria, Prince William, and Charles) may be made only with prior written approval of the Executive Director. Said written authorization must be in the possession of the driver at all times during such out-of-town trips. Failure to obtain proper authorization will result in appropriate disciplinary action to include suspension of driving privileges.

The conditions under which after hours use of fleet vehicles may be granted are as follows:

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- The employee is classified in a Department Director or higher level position within DCHA and is required to work after hours or attend after hours functions related to official business of the agency on a regular basis.
- The employee is classified as a Management or staff employee and has been instructed by his/her Department Director, the Executive Director, or designee to attend to or perform DCHA related after hours functions or duties away from his/her office. In such instances, approval for after hours use of fleet vehicles may be granted only for the date of the function occurs or the duties are to be performed.
- The employee is on-call after hours. In such instances, only the Executive Director, or designee, may approve after hours use of fleet vehicles.
- The employee is a labor employee, and must attend to an after hours emergency call per instructions from the Executive Director, Department Director, Chief of Maintenance Operations, or Emergency Call Center.

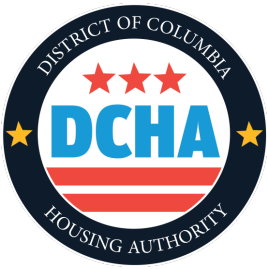
Each after hours driver must sign out for the vehicle taken following the guideline stipulated in this Fleet Policy for vehicle sign-outs. After hours drivers must also maintain the vehicle in accordance with the provisions of the section on vehicle care.

During out-of-town trips using transportation other than an assigned fleet vehicle or for any type of excused or unexcused leave in excess of one business day, any and all fleet vehicles in the possession of an employee must be surrendered along with the car keys to the appropriate Pool Monitor for that department. The vehicle may be reassigned by OAS/Fleet Management for the duration of the leave or absence.

Use of personal vehicles for official business of DCHA requires Department Director written approval, in advance. The employee may be reimbursed for approved personal vehicle use by completing an expense account form and submitting it with a check request for approval and payment. Reimbursement is limited to the current federal mileage reimbursement rate established by the Internal Revenue Service, inclusive of gas, insurance, mechanical wear and tear, depreciation and all other expenses except bridge tolls and parking fees.

DCHA shall not be responsible for any damage or repairs to personal vehicles. The employee may be required to sign a waiver absolving DCHA of any liability related to the use of a personal vehicle during work hours or for work related business.

Vehicle Sign-Outs – Each department must maintain logs for the purpose of signing vehicles in and out and must turn them in to OAS/Fleet Management at the end of each month. Individuals using pool vehicles or vehicles assigned to other individuals must sign out for such vehicles to include their name, fleet vehicle number, destination, time the vehicle was signed out and an estimated return time. Once the vehicle is returned, the individual must sign the vehicle back in by indicating the actual return time and submitting the keys to the appropriate location or person designated to control such keys. Any department that does not maintain logs for the purpose of signing vehicles in and out may be subject to loss of control over fleet vehicles assigned to it.



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Fleet Management Standard Operation Procedures

Driving DCHA owned, leased or rented vehicles is restricted to DCHA employees that have been duly authorized to operate such vehicles for official DCHA business purposes only.

New driver – Any new DCHA employee with a position that requires them to drive a DCHA vehicle must have their Motor Vehicle Record (MVR) checked prior to acceptance as an employee in such a position. This is initiated by submission of a State or District of Columbia MVR to Human Resources (HR).

Authorized Drivers List – A final decision for new drivers (approved or not approved) may be registered on the Request for Addition to Authorized Drivers List form or issued in a written memorandum. Otherwise, the appearance of the driver's name on the Authorized Drivers List is deemed an approval until further notice. For existing drivers, a written notice is sent to the department informing the appropriate supervisor whenever a driver must be removed from the Authorized Drivers List. A new Request for Addition to Authorized Drivers List form must be completed for all drivers removed from the Authorized Drivers List, except for those drivers deleted from the list in error or for expired driver's license. Each month FMO distributes a new Authorized Drivers List to each Department Director. This list provides the names of every employee authorized to drive DCHA vehicles at the time the list is distributed.

Driver Training – All new employees who will be operating a DCHA vehicle will attend a mandatory Auto Safe Driver Training which will be periodically conducted as determined by need. Mandatory driver training may be required for an employee involved in a serious, preventable accident, or any employee determined to have less than acceptable driving habits.

Vehicle Assignments - Each fleet vehicle will be assigned to individual employees or to a pool. Fleet Management will be kept informed of individual vehicle assignments.

Gasoline Credit Card – Gasoline credit cards are issued by Fleet Management upon written request of a Director with departmental responsibility for fleet vehicles and approval of the Executive Director.

Fleet Management shall maintain an accurate log of all gasoline credit cards issued, showing the date issued, name of employee, name of the oil company, credit card number and expiration date.

Use of Vehicles – Individuals assigned to fleet vehicles may use such vehicles for official business of DCHA only. After hours use of fleet vehicles is strictly forbidden unless prior approval is received from the Department Director or Executive Director. Trips outside the District of Columbia and proximate counties (Prince George's, Calvert, Anne Arundel, Howard, Frederick, Montgomery, Loudoun, Fairfax, Arlington, Alexandria, Prince William, and Charles) may be made only with prior written approval of the Executive Director. Said written authorization must be in the possession of the driver at all times during such out-of-town trips. Failure to

obtain proper authorization will result in appropriate disciplinary action to include suspension of driving privileges.

Vehicle Sign-Outs – Each department must maintain logs for the purpose of signing vehicles in and out, and must turn them in to Fleet Management at the end of each month. Individuals using pool vehicles or vehicles assigned to other individuals must sign out for such vehicles to include their name, fleet vehicle number, destination, time the vehicle was signed out and an estimated return time. Once the vehicle is returned, the individual must sign the vehicle back in by indicating the actual return time and submitting the keys to the appropriate location or person designated to control such keys. Any department that does not maintain logs for the purpose of signing vehicles in and out may be subject to loss of control over fleet vehicles assigned to it.

Vehicle Care – Drivers are expected to return fleet vehicles with a clean interior. This includes removal of documents, food debris and beverage containers for proper disposal of all trash. **No smoking is permitted in DCHA vehicles.**

Citations – Each driver is responsible for paying any traffic citations issued against the vehicle during the time the vehicle is checked out to the driver, including moving and parking violations if those citations are found to be caused by or the fault of the cited driver. An employee may be subject to disciplinary action for receiving violations while using DCHA vehicles.

Preventive Maintenance - Preventive maintenance will be based on the warranty requirements of the vehicle. If the vehicle's warranty period has expired, maintenance will be based on mileage. Every 100,000 miles per manufactures recommendations each fleet vehicle must be serviced for a tune-up; oil change and lubrication shall be performed every 5,000 miles. The Transportation Officer must also inspect the vehicle for other servicing needs such as tire replacement, engine coolant and transmission fluid replenishment, body damage, steering problems, and mechanical device failures (turn signals, lights, etc.)

Accident - In case of an accident, the driver of the fleet vehicle must stop and contact the local law enforcement agency, regardless of the amount of damage to either vehicle. Drivers are further required to inform Fleet Management of all accidents, incidents, or occurrences.