

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 319.00	<u>PAGES:</u> 6
<u>CHAPTER:</u> Institutional Operations	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter § 49-2-903; Code of State Rules 148 CSR 3; ACA 3-JDF-3A-24 & 25		
<u>SUBJECT:</u> Vehicle Operation and Maintenance			
<u>DATE:</u> January 1, 2018			

PURPOSE

It is the policy of the Division of Juvenile Services to establish guidelines for ensuring proper operation, security and maintenance of all vehicles used for state business.

CANCELLATION

This policy has been revised and supersedes Policy 319.00 dated July 1, 2017.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, centers and offices that use state vehicles.

DEFINITION

Motor Vehicle Alcohol Test and Lock Program: A program for individuals whose driver's license has been revoked due to an alcohol-related DUI. Drivers must be accepted into the program which allows them to drive using an installed Ignition Interlock Device (often called a "blow-and-go," a "car breathalyzer," or an "IID"), which is electrical equipment that ensures the driver does not start the vehicle while under the influence of alcohol.

PROCEDURES

1. Vehicle Use Guidelines
 - a. Only state employees or other persons who have specific agency business are permitted in state vehicles. All vehicle requests must be coordinated through the Facility Superintendent/Director, YRC Program Director or designee.
 - b. All new employees will familiarize themselves with the Fleet Management policies and procedures (located at www.fleet.wv.gov under the Agency Fleet Coordinator Resources tab {generally section 8.1 through 8.7.6 – General Responsibility and Section 10.6 through 10.9.3 – Routine Maintenance and Accident Reporting}) and

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sign the following Fleet Management forms:

- i. Fleet Policies and Procedures Driver Acknowledgement (DOA-FM-011)
 - ii. Defensive Driving Training and DMV Driver's License Record (DOA-FM-023)
 - iii. Fleet Fuel Card User Agreement (DOA-FM-031)
 - iv. Fleet Vehicle Inspection Driver Acknowledgement Record (DOA-FM-024)
- c. Only state employees are permitted to drive state vehicles.
- d. Whether on or off the clock, appropriate attire will be worn while operating a state vehicle.
- e. Under no circumstances may a resident/participant in the custody of the Division of Juvenile Services operate any vehicle.
- f. A DJS Vehicle Usage Log (Attachment 1) will be completed every time a vehicle is utilized.
- i. The form will remain in the same vehicle for the duration of the month.
 - ii. This form is to be filled in every time the vehicle leaves its assigned location, regardless of how short the trip is. The driver will ensure that every column is completed in line.
 - iii. Fuel receipts are to be submitted to the appropriate facility appointed staff member at the end of each trip.
 - iv. On the last day of the month, the Vehicle Usage Log is to be collected by the Vehicle Coordinator and replaced with a blank form for the next month. The coordinator will compile the information from all vehicles at their location and email the mileage report to Division Vehicle Coordinator no later than the first working day of the following month.
- g. Whenever a vehicle is left unattended, the operator shall turn the vehicle off, remove the keys from the vehicle, close all windows, lock all doors/hatches/trunks, and remove or conceal from outside view all business and personal items.
- h. The operator and all passengers must use combination lap and shoulder safety belts, if available.
- i. The Division Director or designee, Facility Superintendents/Directors and YRC Program Directors will make inquiry at least annually to the Division of Motor Vehicles for a review of any employee's motor vehicle record who operates a state vehicle. All operators must have a motor vehicle record in good standing and are not in the Motor Vehicle Alcohol Test and Lock Program.
- i. Employees who hold WV license will have their license checked against DMV records.

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- ii. Employees who hold out of state license will be required to provide upon request for the Facility Superintendent/Director or YRC Program Director proof of a current motor vehicle record from their state's DMV. (Photocopy of driver's license is not proof of valid license.)
 - iii. Any employee who drives any state vehicle requiring a CDL or special license will ensure that their special endorsement is current and valid.
- j. When a State-owned vehicle is not available or the employee is not permitted to operate a State vehicle, a privately-owned vehicle may be used in lieu of a State-owned vehicle.
- i. Approval must be granted by the Facility Superintendent/Director or YRC Program Director prior to the trip.
 - ii. Reimbursement shall be at a rate equal to the amount authorized for privately owned vehicle use stated in the travel regulations governing the operator.
 - iii. A minimum of liability insurance must be maintained.
- k. Fuel purchases will be made utilizing the gas card assigned to and kept in the vehicle. Only regular unleaded or diesel fuel, as appropriate, is to be purchased for state agency vehicles. The vehicle license number will be written on all fuel receipts. Staff will turn in fuel receipts at the conclusion of each trip. Those staff assigned a vehicle on a long-term basis will turn in their fuel receipts to their designated facility a minimum of every two weeks.
- l. The Facility Superintendent/Director will designate a staff member to collect all fuel receipts and reconcile them against their facility's monthly invoice. The YRC Program Directors will ensure that all fuel receipts for their assigned vehicles are forwarded to Central Office Finance Department designee a minimum of every two weeks for reconciliation.
- m. All State-Owned Vehicles are designated "NO TOBACCO USE". Any employee found to have used tobacco of any type in a state vehicle may be subject to disciplinary action.
- n. Any and all personal items and trash will be removed upon completion of vehicle use by the vehicle operator.
- o. Use of wireless communication devices by a driver is prohibited while the vehicle is in motion, except when the wireless communication device is being used hands-free or if the operator fears for his, her or another person's life or safety.

2. Accident/Incident Reporting

- a. The operator of a State-owned vehicle is responsible for the vehicle he or she operates. All operators of State-owned vehicles are subject to all laws, ordinances

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and rules governing the operation of a motor vehicle. Failure to operate a State-owned vehicle in a safe and reasonable manner or in contravention to this policy or any other applicable law, ordinance or rule may result in the suspension of use of vehicles for that operator and disciplinary action.

- b. The vehicle operator is responsible for responding to any and all citations or warrants issued or fines levied regarding the operation or parking of the vehicle, including towing charges, to which he or she is assigned (either temporarily or permanently) and is personally liable for any and all fines or penalties – criminal or civil. All employees who receive a traffic citation or warning while operating a state vehicle must complete an incident report and submit it and a copy of the citation or written warning to their immediate supervisor. Supervisors will be responsible for notifying the Facility Superintendent/Director or YRC Program Director and Central Office. Employees are also required to provide proof of payment or disposition for any citation for which they have been issued.
- c. Accidents, to any degree, must be reported by the operator to their supervisor immediately, and the operator must complete, within twenty-four (24) hours, a Fleet Driver Report of Accident/Incident/Event form (DOA-FM-012U), which can be found on the Division of Juvenile Services Intranet main page or at www.fleet.wv.gov. The vehicle operator must also complete an Incident Report within the same time frame. The Facility Superintendent/Director or Program Director must ensure that the Fleet Management Form is forwarded to Central Office within two (2) business days of the accident. If an employee is unable to complete an accident form, the employee's immediate supervisor will contact the facility's Workers' Compensation coordinator and together they will complete the accident form accordingly.
- d. Accidents involving injury to any party must be immediately reported to a law enforcement agency serving the area in which the injury occurred. Additionally, vehicles involved in any accidents with injuries must not be moved until authorized by law enforcement officials. Failure to report such an accident can result in criminal charges being filed against the vehicle operator. The Division of Juvenile Services may suspend the operator from using State-owned vehicles for failing to immediately report an accident involving injuries.
- e. An at-fault accident may subject the operator to disciplinary action.
- f. All accidents will be reviewed by the Safety Committee headed by the Deputy Director during the monthly Safety meeting.

3. Safety Inspection

- a. All Division vehicles must be safely maintained for residents, staff, and public safety. Annual inspections must be performed by certified West Virginia state inspection programs.

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- b. Any personal vehicle used for business purposes that are used for reimbursement must have a valid safety inspection sticker and current valid insurance coverage.
- c. Any operator of a state vehicle is required to inspect the vehicle for damage prior to use and upon return and report any damages to their supervisor and/or fleet management personnel.

4. Emergency Supplies

- a. Each Facility Superintendent/Director and YRC Program Director or designee shall ensure all state vehicles assigned to his or her facility/center contain the following emergency supplies **at a minimum**:
 - i. One First Aid Kit,
 - ii. One Fire Extinguisher, and
 - iii. Flashlight with extra batteries.
 - b. Upon being issued an agency vehicle, it is the responsibility of the vehicle operator to verify that the above-listed items are in the vehicle.
 - c. Upon retiring a vehicle, all items herein shall be removed from vehicle.
 - d. Facility Superintendents/Directors and YRC Program Directors shall ensure an Operational Procedure addresses issues such as placement of items; usage of items, replacement of items, and the reporting of usage, theft or damage of items.
5. Vehicle Coordinator – Facility Superintendent/Directors/Program Directors will assign a Vehicle Coordinator to ensure each vehicle is routinely checked for proper oil level, water and antifreeze for radiators, wear on belts and proper inflation of tires. State vehicles will be serviced at least once each 5,000 miles or six months, whichever comes first. Vehicle servicing includes an oil and oil filter change, an inspection of the air filter, chassis lubrication, tire rotation, and a visual inspection of the belts, hoses and tires. The complete Routine Service Schedule for all state vehicles can be found on the Office of Fleet Management website at www.fleet.wv.gov. A service file will be maintained for each vehicle and updated every time the vehicle is serviced, including completed DJS Vehicle Usage Log.
6. Employees determined to be responsible for loss/damage to any state property due to neglect or willful damage will be subject to appropriate disciplinary action and/or reimbursement for said item(s).
7. Each facility will develop an operational procedure to ensure the standards and practices of this policy are followed.

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RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advanced notice, unless prohibited by law.

APPROVED:

William K. Marshall
Director

Jan 1st 2018
Date

DMAPS/DJS Vehicle Usage Log

Dept: Military Affairs and Public Safety		Unit:		Gallons		Division of Juvenile Services							
Vehicle Make:		Vehicle Model:		Begin Mileage	End Mileage	Other Costs							
Vehicle Year:		License Plate # VIN:		Total Miles		Other Costs (tolls, etc)							
Begin Date/Time	Operator	Starting Point	Destination	Purpose	End Date/Time	Odometer Reading	Total Miles Driven	If Fuel Purchased			Amount	Type	
								Start	End	Grade / Product			Fuel Upon Return
Tots:													
Date:													
Date:													

*** Please complete an Incident Report to note any issues with cleanliness, body damage, or mechanical problems with the vehicle.**