

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



POLICY	
Department on Disability Services	Subject: <i>Employee Local Travel</i>
Responsible Program or Office: Supervisor, Support Services, Department on Disability Services (DDS)	Policy Number: 2017-DDS-POL001
Date of Approval by the Director: March 7, 2017	Number of Pages: 7
Effective Date: March 8, 2017	Expiration Date, if any: N/A
Supersedes Policy Dated: N/A	
Cross References, Related Policies and Procedures, and Related Documents:	

1. PURPOSE:

The purpose of this policy is to establish uniform guidelines, procedures and standards related to local travel by the employees of the Department on Disability Services (DDS).

2. APPLICABILITY:

This policy applies to all DDS employees.

3. AUTHORITY:

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the “ Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Code § 7-761.01 *et seq.*). In addition, the District of Columbia Government Travel Card Program is administered by the D.C. Office of Contracting and Procurement (OCP) in accordance with OCP Policy No. 9001.03 Dated November 7, 2007 and the District of Columbia Procurement Practices Act of 1985, effective February 21, 1986 (D.C. Law 6-85; D.C. Code § 2-301.01 *et seq.*), as amended by the Procurement Reform Amendment Act of 1996, effective April 9, 1997 (D.C. Law 11-259; D.C. Official Code § 2-301.01 *et seq.*)

4. DEFINITION:

Local Travel- travel within a fifty (50) mile radius of the DDS main office at 250 E Street, SW, Washington, DC 20024.

Mileage- distance to be reimbursed for the travel on official government business at the prevailing Federal mileage rate published in the Federal Travel Regulation. Mileage should be calculated based on the distance from the starting point to the destination.

5. POLICY

It is the policy of DDS to ensure that when employees must engage in local travel in the performance of their official duties that the employee is provided with the most efficient and cost effective allowable method and that employee is compensated for mileage and direct travel related expenses (when appropriate) and at approved compensation levels.

6. RESPONSIBILITY

The responsibility for this policy is vested in the Director, Department on Disability Services, and the implementation of this policy is the responsibility of the Manager, Support Services Division.

7. STANDARDS

In order to ensure compliance with this policy, the agency has adopted the following standards:

- All employees must complete the required forms in advance to request approval for local travel,
- The forms must be signed by the employee's supervisor authorizing the requested travel and the mode of travel,
- Requests for reimbursement for local travel must be submitted by the 15th day of the month after the end of the month in which the travel occurred.

8. PROCEDURES

In order to ensure compliance with this policy in regards to using the most efficient and cost effective allowable mode of travel, the destination, availability of public transportation, materials and equipment to be transported, the time of day and any established ADA accommodations for the traveling employee will be considered.

The employee's immediate supervisor is responsible for approving the mode of travel for all local travel. Supervisors will consider employee travel requests following the established order for cost effectiveness and efficiency as listed below.

First Option- Public Transportation

The use of public transportation (metro rail &/or bus) is the first consideration. In the event that metro or bus service is not adequate for the destination or purpose of the travel other methods will be considered. Examples of justifications for not using public transportation include travel to a location that is not within ½ mile of a bus or metro stop, an employee with a documented disability that prevents them from walking to or from the bus or metro stop or if there is a specific health or safety concern related to using public transportation for the particular trip.

- Employees using public transportation must request and obtain a SmarTrip card from the Support Services Division prior to their planned travel.
- SmarTrip cards are government property and employees shall not redistribute, sell, trade or otherwise dispose of the SmarTrip cards. Employees shall only use the

SmarTrip card for travel directly related to their duties as a DC Government employee.

- DDS issued SmarTrip cards are not to be used for travel between the employee's place of residence and the work site.
- SmarTrip cards are available from the Support Services Division for short-term (single use) or long-term routine use. Short-term use cards are to be returned to the Support Services Division on the business day immediately following the issuance and use. Long term use cards are to be returned to the Support Services Division by the employee upon separation from the agency or at any point that the employee enters a long term leave category such as, but not limited to FMLA or changes job duties and no longer requires regular SmarTrip card usage..
- Long-term SmarTrip use cards can be refilled at any point that the card registers a balance of \$10 or less by contacting the Support Services Division. Two (2) business days may be required for SmarTrip card reloading to register.

Second Option - Use of DDS Fleet Vehicle (Owned or Leased)

DDS has a small fleet of vehicles available for employee use. One vehicle is assigned to the Disability Determination Division for their exclusive use and one is a cargo van that is reserved for the Randolph Shepard Blind Vendor Program staff. The remaining vehicles are available at the main headquarters 250 E Street SW.

- Fleet vehicles can be utilized by DDS employees who have satisfactorily complied with the DDS requirements for operation of a vehicle including provision of a valid driver's license and provision of an annual official driving record.
- Fleet vehicles can be utilized when approved by the supervisor and based on availability.
- A fleet vehicle can be reserved in advance by contacting the Supervisor of Support Services at least one business day in advance. The vehicle is considered reserved upon receipt of an email confirmation.
- Employees using the DDS fleet vehicle must complete the travel record form found in the front seat of the vehicle.
- Employees are responsible for refueling the vehicle before returning the vehicle to the garage if the fuel gauge reads $\frac{1}{4}$ tank or less. Refueling must occur at the DC Fleet Vehicle fuel station located at 1835 West Virginia Ave NE, Washington DC 20002 or at any other DC Department of Public Works authorized fueling station.
- Employees are not authorized to transport anyone in the vehicle other than coworkers and other District employees travelling to/from the same location.
- Any employee who receives a moving violation ticket or parking ticket while using a fleet vehicle is responsible for paying the ticket and any fines associated with the infraction.
- All tickets must be paid within five (5) days of receipt of the ticket.
- Employees must report any incidences resulting in a moving violation citation, vehicle damage or injury to the employee or any other person or to any government or private property to their supervisor and to the Support Services Supervisor by the end of the business day in which the incident occurred.
- Employees are prohibited from smoking in a fleet vehicle.

- Employees are prohibited from texting, emailing or engaging in phone conversations, unless using a hands-free device, while operating a fleet vehicle.
- Employees must report theft of or from the vehicle or damage to the vehicle by the end of the business day in which it occurred.
- At the completion of the trip, employees are expected to return the fleet vehicle to the assigned DDS garage, lock the vehicle and return the key to the Support Services Supervisor.
- Employees are not authorized to take a DDS Fleet vehicle to their place of residence or to any other location not directly related to DC government business.

Third Option- Taxi Service

DDS holds a contract with a taxi cab company to provide direct billing to DDS for employee use of the taxi service. Confirmation of the current taxi contract can be obtained from the Support Services Division. Taxi service utilizing the taxi company currently under contract with DDS for direct billing services is the third option when public transportation or DDS fleet vehicles are not available for the destination or for other justifiable reasons such as but not limited to safety, ADA accommodations, time of day, licensure to operate a motor vehicle, availability of parking at the destination or materials to be transported.

- Taxi transportation must be scheduled in advance by the employee. Taxi services are not available on a “flag-down” basis.
- Taxi services are billed directly to the agency. Employees do not make cash payments to the cab driver.
- Employees pay for their taxi service using their DC Government badge and will sign an authorization before leaving the vehicle. Employees may include a gratuity of no more than 15% of the service in their authorization.
- Direct payment taxi service is only for authorized government business travel and may not be used for travel between the employee’s place of residence and the worksite including the DDS office, other government buildings or provider locations.
- Employees will not receive reimbursement for paying cash or using personal credit cards for taxi cab services for local travel unless previously approved by the supervisor.
- Supervisors must reconcile the reported taxi use reports with the travel authorization and employee itinerary on a monthly basis and address any inconsistencies.

Fourth Option- Use of a Car Sharing Service such as Zip Car

DDS holds a contract with one or more car sharing companies to provide direct invoicing to DDS for employee use of the shared vehicles. The current car sharing contract is with Zip Car but confirmation of the current car sharing contract can be obtained from the Support Services Division. Car sharing utilizing the company currently under contract with DDS for direct billing services is the fourth option when public transportation, DDS fleet and taxi service is not available for the destination or for other justifiable reasons such as but not limited to safety, ADA accommodations, time of day, licensure to operate a motor vehicle, availability of parking at the destination or materials to be transported.

- DDS has entered into an agreement for the use of vehicles through a car sharing service, currently with Zip Car.
- Employees are responsible for completing the registration process and the provision of all required documentation for use of a car sharing service. Employees who are not able to satisfactorily complete the car sharing registration process will not be able to use the car sharing service option.
- The supervisor must approve the use of a shared car service vehicle and is responsible for monitoring the staff usage and addressing issues of misuse.
- For employee convenience, the Department of General Services (DGS) has established a car sharing service lot adjacent to the north-east side of the building at 250 E Street, SW, however it is not guaranteed that vehicles are available at the E Street location. At times an employee may be authorized to pick up a car sharing vehicle at another established lot, in which case the supervisor is responsible for authorizing the alternate location for the pickup and verifying that out-of-state sales taxes are incurred only when the out-of-state pick up location is in the best interest of District efficiency and operations.
- Supervisors are required to reconcile shared car service vehicle use for their subordinate staff on a monthly basis and provide documentation of the reconciliation and identification of any errors or problem usage to the Supervisor, Support Services.
- Any employee who receives a moving violation ticket or parking ticket while using a car sharing service vehicle will be responsible for paying the ticket and any fines associated with the infraction. The employee is also responsible for any violation related fees such as late fees or charges levied by the shared car service vehicle company.
- All tickets must be paid within five (5) days of receipt of the ticket.
- Employees must report any incidences resulting in a moving violation citation, vehicle damage or injury to the employee or any other person to their supervisor within three (3) business days.

Fifth Option- Use of a Personal Vehicle

Personal vehicles are only to be used when none of the other four options are available. No employee will ever be required to use their personal vehicle for government business.

- Prior to travel, an employee must obtain the supervisor's written approval for the use of their personal vehicle for business purposes. Employees must have completed all District and DDS requirements for use of their personal vehicle including provision of a valid driver's license, provision of an annual official driving record and proof of insurance that includes use of their personal vehicle for business purposes.
- Employees who are unable to provide the necessary documentation for use of a personal vehicle will not be authorized to use their personal vehicle for government business. Supervisors are responsible for approving and monitoring the use of personal vehicles for business purposes.
- Employees must report any incidents resulting in a moving violation citation, vehicle damage or injury to the employee or any other person to their supervisor by close of business on the day the incident occurred.

- The Agency will provide travel reimbursement forms for employees when a personal vehicle is used in the commission of their duties. Personal vehicles will only be used at the request of the employee and with the approval of the supervisor. Personal vehicles are only an option when no other travel method (public transportation, fleet vehicles, taxi, shared car service) is available or when the supervisor determines that a special circumstance warrants the use of the personal vehicle. Special circumstances that may warrant the use of a personal vehicle include but are not limited to, an ADA accommodation or employee safety issue. At no time will supervisors direct or require employees to use their personal vehicles.

Use of Alternate Transportation

DDS has two Segways (self-balancing personal transportation device) available for employee use in the downtown area.

- Employees can request to use Segway by contacting the Support Services Supervisor and will receive an email confirmation when reserved.
- Employees must complete the Segway training class before operating a Segway.
- Employees can use Segways in the immediate downtown area but are forbidden from using the Segways on any highway or major roadways. Segways are not to be operated in any building at any time.
- Helmets must be worn at all times when using a Segway, Helmets and elbow pads are available from support services or employees are free to bring their own helmet.
- Employees are responsible for securing the Segway at their destination.
- Employees are responsible for returning the Segway and safety equipment to the Support Services mail room via the building loading dock.
- Employees must complete an incident report and advise the Support Services Supervisor by the end of the day regarding any damage or incident that occurs while riding the Segway.
- Employees who sign out the Segway are responsible for the equipment including the safety equipment and are not allowed to assign the Segway to any other person or to allow another person to use the Segway. Employees are not allowed to have any passengers on the Segway or to transport any materials or equipment that cannot be contained in the Segway basket. .

9. REIMBURSEMENT FOR TRAVEL EXPENSES

- All employees are responsible for submitting the “Request and Authorization for Official Travel” form and original receipts for ground travel and other incurred related expenses such as parking and toll booth surcharges before any reimbursements can be issued. Original receipts are required for all expenses.
- Mileage is reimbursed at the prevailing federal mileage rate.
- Employees must use the vehicle odometer to track accurate mileage readings to and from the destination.
- The origination location for any odometer mileage reading is the 250 E Street, SW, Washington, DC 20024 location unless otherwise approved in writing by the supervisor.

- Vouchers must be submitted by the 15th day of the month following the month that the local travel occurred.
- Vouchers must be signed by the immediate supervisor and deputy director prior to submitting to OCFO.
- Parking at destination sites is reimbursable. Official parking receipts must always accompany requests for reimbursements.
- Tollbooth charges and highway tolls are reimbursable. Official toll receipts regardless of amount must always accompany requests for reimbursements of tolls.
- Reimbursements for weekend travel are only accepted with an attached written prior authorization from the supervisor.

Unauthorized use or abuse of the aforementioned agency sanctioned transportation travel methods will be grounds for disciplinary actions.



Andrew Reese, Director



Date

