



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

<b>STANDARD OPERATING PROTOCOL</b>	
Subject: <i>Use of DDS Fleet Vehicle</i>	SOP No.: <i>2019-DDS-SOP001</i>
Responsible Program or Office: <i>DDS Operations Division</i>	Effective Date: <i>June 13, 2019</i>
	Number of pages: 3
Cross References, Related Policies and Procedures, and Related Documents, including related SOPs: <i>Employee Local Travel Policy, 2017-DDS-POL001.</i>	

### 1. PURPOSE

The purpose of this protocol is to implement the Department on Disability Services (DDS) Employee Local Travel Policy subsection on Use of DDS Fleet Vehicle Procedure, in order to establish the sole method for DDS staff to request, reserve and utilize agency fleet vehicles for official governmental purposes.

### 2. APPLICABILITY

This protocol applies to all DDS staff.

### 3. PROTOCOL

DDS staff members who seek to use DDS fleet vehicles must first read the DDS Employee Local Travel Policy and its included procedures, as this protocol flows directly from them. Once a DDS staff member has qualified to use a DDS fleet vehicle, and the person's supervisor has approved usage in accordance with the applicable policy and procedure, DDS staff must request, reserve and use agency vehicles for official governmental purposes only, and adhere to this protocol for requesting and reserving agency vehicles through the Supervisor of Support Services, and then using them.

- A. A qualified DDS staff member who wishes to request and reserve an agency vehicle for official governmental purposes must do so at least one business day in advance by following the protocols outlined below. Reservations will be made on a first come, first served basis and, therefore, all requests may not be fulfilled.
  - 1. Log in to the Empir system (the same website where DDS staff members submit tickets for Information Technology (IT) Service Tickets).
  - 2. Select "Fleet Management."



3. Fill in “Activity Date,” “Number of Passengers,” “Departure Time,” “Return Time,” and “Comments” sections.
  4. Select “Save” and an email will alert Support Services of the reservation request.
  5. Once the reservation request is submitted, one of the following three things will happen:
    - a. If a vehicle is available at the requested time, a Support Services staff member will send to the staff member requesting the reservation an email confirmation and instructions for pick up. The vehicle is considered reserved upon receipt of the email confirmation.
    - b. If no vehicle is available at the date and time requested, a Support Services staff member will send the staff member requesting the reservation an email stating that fact. It is then up to the staff member to find an alternative means of transportation in accordance with the Employee Local Travel Policy.
    - c. If there are any discrepancies with the reservation request, a Support Services staff member will notify the requesting staff member by email.
  6. If a staff member needs to speak with a Fleet Manager regarding reserving a vehicle, the following Support Services staff members may be contacted:
    - a. Derrick Young - (202) 730-1684
    - b. Mundackal Mathew - (202) 497-5045
    - c. Bill Davidson - (202) 495-8599
- B. Users of DDS fleet vehicles are responsible for all operations of that vehicle and must:
1. Be aware that each agency vehicle’s insurance card and registration can be found in the Vehicle Information Binder, located inside of the vehicle.
  2. Not transport anyone in the vehicle other than coworkers and other District employees travelling to/from the same location.
  3. Not take a DDS fleet vehicle to their place of residence or to any other location not directly related to DC government business.
  4. Not text, email or engage in phone conversations, unless using a hands-free device, while operating a fleet vehicle.
  5. Not smoke in a fleet vehicle.
  6. Track travel, i.e., mileage in and mileage out, using the travel log sheet. The travel log sheet can be found in the Vehicle Information Binder, located inside of the vehicle.



7. Return vehicle on time. Failure to return the agency vehicle at the designated time may result in the user's loss of privileges to operate fleet vehicles.
  8. Return the vehicle with no less than a quarter tank of gas. DDS staff members are to utilize the fueling station located at the D.C. Department of Public Works - Fleet Management Administration, 1835 West Virginia, N.E., Washington, D.C. (202) 541-3700. Failure to appropriately fuel the vehicle may result in the user's loss of privileges to operate agency vehicles.
  9. Upon return of the agency vehicle, park on level P4 of the 250 E Street, S.W. garage. In the unlikely event that level P4 is full, park on any other level in any "non-reserved" space and within one hour communicate the agency vehicle's location to a Fleet Manager via telephone or email. Lock the vehicle and return the key to Support Services.
  10. Fleet Managers have the discretion to revoke agency vehicle privileges for a staff member if deemed to be in the best interest of the agency.
- C. Users of agency vehicles are responsible for them, and their actions while operating them, and must take all necessary steps to comply with moving vehicle and other laws and regulations.
1. The user of agency vehicle must pay all parking tickets or moving violation citations received while using the vehicle within five (5) days of the issue date of the citation(s). To the extent the agency receives a moving violation citation at a time when the vehicle was in the user's possession, the user must pay the citation within five (5) days of receipt from the agency.
  2. In the case of an accident, the user of an agency vehicle must complete an "Accident Report" for all accidents involving any agency vehicle and submit it to their supervisor and to the Support Services Supervisor as soon as is practical, which in most instances will be by the end of the business day in which the accident occurred. A copy of the Accident Report form may be found in the Vehicle Information Binder, located inside of each agency vehicle.
  3. Users of agency vehicles must report any incidences resulting in a moving violation citation, vehicle damage, theft 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.