

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department on Disability Services**



Department on Disability Services	Policy Number:
Responsible Program or Office: Fleet Coordinating Official (FCO)	Number of Pages: 5
Date of Approval by the Director:	Number of Attachments: 4
Effective Date:	Expiration Date, if Any: n/a
Supersedes Policy Dated: n/a	
Cross References and Related Policies:	
Subject: Department on Disability Services Vehicle Operations Policy	

1. PURPOSE

The purpose of the Department on Disability Services (DDS) policy on vehicle operations and verification of drivers' license policy is to establish a protocol for employees who operate vehicles for District government business.

2. APPLICABILITY

This policy applies to Department on Disability Services employees who operate the following vehicles for District government business:

- a. Government vehicles
- b. Leased vehicles, including Zipcars
- c. Personal vehicle when authorized.

3. AUTHORITY

- a. 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. Official Code § 7-761.01 *et seq.*);
- b. As set forth in Mayor's Order 2009-160, "Government and Personal Vehicle Operators Accountability Policy" effective September 23, 2009.

4. DEFINITIONS

**Fleet Coordinating Official (FCO)** –the Support Services Manager is for the purpose of this policy designated has the FCO. The FCO is responsible for maintaining a record of all drivers' license status and reporting this information to DC Office of Risk Management (ORM). The FCO shall also maintain copies of the current vehicle registrations and proof of automobile insurance coverage for all employees authorized to use personal vehicles. The FCO is responsible for maintaining a daily record of the custody of each Agency-controlled government vehicle at all times, miles driven, purpose of the use, physical condition, reported accidents, incidents, citations or summons.

**Employee With Written Authorization To Drive A Personal Vehicle** – Employees in positions that do not require a drivers' license may request prior written authorization for each business use of their personal vehicle as needed.

**Annual Request for Driving Record Form-** Authorization to obtain the employee's official driving record from the Department of Motor Vehicles for employees licensed in DC. If the employee's license is from a jurisdiction other than DC, the employee is responsible for providing a copy of his or her driving record. The form also allows employees to self-report any driving offenses that have occurred in the last 12 months.

**Leased Vehicle** – Zipcar or other leasing program.

**ORM** – Office of Risk Management.

**DMV** – Department of Motor Vehicles.

## 5. POLICY

- a. No employee shall use a government, leased vehicle (Zipcars) or a personal vehicle for District government business without advanced written authorization from the employee's supervisor or manager. For the purpose of this policy use of a vehicle for District government business shall be limited to use that is within the employee's scope of employment. Unless the Agency otherwise expressly provides in writing, an employee is not performing District government business or acting within the scope of his or her employment while driving to and from work. Employees are prohibited from transporting anyone other than District government employees while using government, leased or personal vehicles for the Agency business, unless transporting non-District government employees, such as Agency clients or consumers is part of their job responsibilities and prior written authorization to transport Agency clients or consumers has been provided.
- b. Through the FCO, the Agency shall maintain documentation of employees' use of a personal vehicle for District government business, including the name of the employee, the make, model, license tag number, and year of the vehicle. Additionally, the FCO will maintain copies of current registrations for all authorized personal vehicles, proof of

automobile insurance and proof of compliance with all registration, inspection and other requirements applicable to the jurisdiction in which the vehicle is registered. Employees shall be required to maintain a Vehicle Daily Utilization Form of the use of vehicles for Agency business, which will include the date, time, purpose and miles driven. Employees shall forward their Vehicle Daily Utilization Form to their supervisor for review and approval before forwarding their Vehicle Daily Utilization Form to the FCO by the 5<sup>th</sup> of each month, for the preceding month record of use, (Attachment 1). The employee will immediately report and no later than close of business of the next scheduled work day, any accidents, incidents, citations or summonses occurring during their use of government, leased or personal vehicles for Agency business. In the event of an accident, the employee is required to complete the Motor Vehicle Accident Report Form, (Attachment 2). This form must be submitted to the FCO no later than close of business of the next scheduled work day, the FCO will provide a copy to ORM.

- c. Employees, who are requesting to use their personal vehicle, must notify their insurance company of the change to their personal automobile liability and advise them of the use of their vehicle for business purposes. The employee must provide the DDS Human Capital Administration (HCA) with a copy of the insurance policy cover statement reflecting the coverage of the vehicle/driver for business purposes.
- d. Each employee who is authorized to operate a vehicle on District government business shall be required to annually execute a Vehicle Operator's Acknowledgement Form, (Attachment 3). By signing this form, the employee commits to operating the vehicle in accordance with District traffic regulations, and to complying with legal requirements for answering, adjudicating and paying tickets.
- e. The Agency shall require each employee who operates a vehicle as listed in section two (2) of this policy to comply fully with the Distracted Driving Safety Act of 2004, effective March 30, 2004 (D.C. Law 15-124; D.C. Official Code § 50-1731.01 *et seq.*) and DPW Department Order No. 2004-04. Employees are prohibited from driving while distracted, which includes a mobile telephone or other electronic device while operating a moving motor vehicle in the District of Columbia unless the device is equipped with a hands-free accessory.
- f. Employees who are required to operate a vehicle while conducting District business must maintain a valid driver's license and to have this license in his or her possession while on duty and operating the vehicle.
- g. Employees who operate a government or leased vehicle shall be required to bring their original driver's license to Human Capital Administration (HCA) annually for verification. Employees who are authorized to drive a personal vehicle are required to present all original documents cited in this policy to HCA annually. The records will be maintained in HCA.

- h. Employees are required to notify the Agency FCO of any change in his or her driver's license status immediately and no later than close of business of the next scheduled work day. Failure by an employee to timely report a change in driver's license status may result in disciplinary or administrative action. A change in driver license status includes but is not limited to revocation, suspension or restriction.
- i. All information provided by the employees will be maintained in HCA, but will be available to the FCO and the FCO will provide copies of these documents to ORM.
- j. In the event that an employee's driver's license is revoked, suspended or restricted, the employee must advise their supervisor as well as the FCO. Employees who are authorized to drive for Agency business shall have their authorization revoked pending reinstatement of their driver's license. An employee who fails to maintain his or her license when it is required of his or her position may be subject to reassignment and/or disciplinary action and including termination of employment.

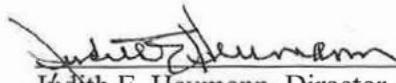
6. RESPONSIBILITY

The responsibility for implementation of this policy is vested with the Director of the Department on Disability Services.

7. PROCEDURES

- a. All employees who operate a government or leased vehicle must submit the following forms annually:
  - 1. Vehicle Operator's Acknowledgement Form,
  - 2. **Original** and a copy of Driver's License ( original to be returned),
  - 3. Annual Request for Driving Record Form, if licensed in DC, (Attachment 4). If licensed in another jurisdiction the employee must provide a copy of their driving record at their own expense.
- b. Employees who may be considered for prior written authorization to operate their personal vehicle must submit the following documentations:
  - 1. Vehicle Operator's Acknowledgement Form,
  - 2. **Original** and a copy of Driver's License ( original will be returned),
  - 3. Annual Request for Driving Record Form, if licensed in DC. If licensed in another jurisdiction, the employee must provide a copy of their driving record at their own expense,
  - 4. Automobile insurance (showing coverage for business use),
  - 5. Vehicle Registration,
  - 6. Inspection (may vary depending on jurisdiction).

- c. All completed forms to DDS Human Capital Administration, for verification on or before March 1<sup>st</sup> of each year.
- d. Supervisors must ensure employees have registered their drivers' license information with HCA before granting any prior written approval.
- e. Supervisors are responsible for determining if personal vehicle use is necessary including a determination of the accessibility of the location for public transportation, the availability of a leased vehicle and if neither exists, may authorize the use of a personal vehicle. Supervisor must retain a copy of the written approval.
- f. Employees can not operate a personal vehicle for government business if they are not up to date with their filing of the requested information.
- g. Prior authorization can be revoked at any time by the Agency if the employee's driver's license or vehicle status changes. Employees must update automobile insurance and registration information immediately upon changes but at least by the close of the next business day.

  
 Judith E. Heumann, Director

2-19-10  
 Date

- Attachment 1. Vehicle Daily Utilization Form
- Attachment 2. DC Motor Vehicle Accident Report Form
- Attachment 3. DC Vehicle Operator's Acknowledgement Form
- Attachment 4. DDS Annual Request for Driving Record and Self Reporting Form