

# HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Motor Vehicle Policy	
Program Area: All Areas	
Approved By: <i>Susan Kelly</i>	Original Effective Date: 6/30/04
Susan Kelly, Health Officer	Revised Dates: 10/1/13

## 1.0 POLICY

HCHD follows DHMH Motor Vehicle Policy in order to maintain and report motor vehicle fleet issues. This policy is a general outline of how the state fleet under use of HCHD employees is to be managed and is adapted from the DHMH Policies and Procedures Manual.

## 2.0 PURPOSE

This policy is necessary in order to ensure the safety of employees operating state vehicles, the community in which the vehicles are driven and the preservation of the fleet.

## 3.0 PROCEDURES

### 3.1 APPLICABILITY - This policy applies to:

- HCHD employees who drive or who have authority over or responsibility for any motor vehicle that is titled or leased, wholly or partially, to the State, HCHD, or its components.
- HCHD employees who drive or who have authority over or responsibility for any personnel who drive privately owned vehicles (POV's) on official State business and who are reimbursed for said mileage by the State.
- HCHD employees who have responsibility for procurement, maintenance, disposition or replacement of HCHD vehicles or who are responsible for HCHD Fleet management in conjunction with the DHMH Fleet Management Program.

### 3.2 FLEET MANAGER

The HCHD Fleet Manager is responsible for liaison with the DHMH Fleet Manager at headquarters, for management of the motor vehicles at their respective sites, and for compliance with this policy, the DHMH Fleet Management Program, and the State Fleet Manual -

[http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet\\_mgmt\\_manual.pdf](http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet_mgmt_manual.pdf)

### 3.3 VEHICLE USAGE - Prerequisites

- Employees must meet the requirements established in the General Rules for Drivers of State Vehicle in Section 2 of the State Fleet Manual.  
[http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet\\_mgmt\\_manual.pdf](http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet_mgmt_manual.pdf)
- Before driving a State vehicle, HCHD employees are required to read the Driver's Manual and sign the Acknowledgement Form located at:  
[http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/drivers\\_manual.pdf](http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/drivers_manual.pdf)

The Acknowledgement Form of General Rules is retained by the HCHD Fleet Manager.

### 3.4 GASOLINE, OIL, TIRES

- 3.4.1 All fuel and oil for state-owned vehicles shall be obtained from the Statewide Automated Fuel Distribution and Management System using fuel service cards assigned to that vehicle by the Fleet Manager, except as permitted for facility tanks. Individuals who do not have a vehicle assigned directly are assigned a PIN for refueling.
- 3.4.2 Locations of refueling sites are listed on the MD State Department of General Services website.  
<http://www.dgs.maryland.gov/ISSSD/FuelManagement/siteMap.htm>
- 3.4.3 After usage, vehicles must be returned with no less than  $\frac{3}{4}$  tank of fuel.
- 3.4.4 Except in emergencies, tires and batteries will be replaced during the appropriate routine maintenance servicing of the vehicle in accordance with the Fleet Manager/Coordinator's instructions.
- 3.4.5 For problems other than safety issues (eg. brakes, steering problems, exhaust leaks, etc ), the driver should fill out a Vehicle Complaint Slip. Vehicle Complaint slips will be located on the S: Drive or you can obtain one by calling 410-877-1000.

### 3.5 VEHICLE ASSIGNMENT

- 3.5.1 Assignment criteria shall be as defined in the State Fleet Manual, Section 4.  
[http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet\\_mgmt\\_manual.pdf](http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet_mgmt_manual.pdf)
- 3.5.2 A vehicle shall not be assigned to an individual whose record shows a lack of regard for State or County property.
- 3.5.3 The Fleet Manager will establish and follow a procedure for assigning vehicles to employees requesting, checking out, and returning vehicles.
- 3.5.4 The Fleet Manager may recommend that a vehicle be recalled and reassigned or not be assigned for any of the following reasons:
- Failure to submit vehicle mileage reports for a period of two consecutive months.
  - Failure to submit vehicle mileage reports on time. Submitting the mileage reports on the sixth day of the month or later three times in a consecutive six-month period shall be considered as a failure to submit vehicle mileage reports on time.
  - Vehicle abuse and/or repeated failure to provide proper preventive maintenance.
  - Unauthorized use.
  - Repeated traffic violations and/or accidents whether in State or privately owned vehicles.
  - Disciplinary action at the request of the individual with authority over or responsibility for State motor vehicles.

3.5.5 Health Officers or their designees shall, at their discretion, reassign State motor vehicles based on the recommendations of their Fleet Manager.

3.6 VEHICLE MILEAGE LOGS (VMIL000)

Vehicle mileage logs shall be maintained by each driver of a State motor vehicle as required by the State Fleet Manual. Each person assigned a State vehicle and the person in charge of State pool motor vehicles shall have their completed motor vehicle logs in their respective Fleet Manager/Coordinator's office no later than the **fifth of the following month**.

3.7 VEHICLE MAINTENANCE

3.7.1 State motor vehicles shall be maintained as required by Section 13 of the State Fleet Manual in accordance with a schedule. The Fleet manager will follow DHMH established policies and procedures in order to preserve and maintain the fleet.

3.7.2 If an employee notices anything out of normal operating expectations, he/she should bring it to the attention of the fleet manager immediately.

3.8 ACCIDENTS

3.8.1 Employees –

All employees are to prepare themselves for an accident by reading the General Guideline When Involved in an Accident, Section A, Appendix VI of the State Fleet Manual.

[http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet\\_mgmt\\_manual.pdf](http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet_mgmt_manual.pdf)

3.8.2 Fleet Manager –

3.8.2.1 The Fleet Manager shall also act as the Fleet Safety Coordinator. The Fleet Safety Coordinator shall:

1. Promote and coordinate Agency vehicle safety.
2. Encourage authorized drivers to take the **Driver Improvement Training program** which can be

accessed at:

<http://dbm.maryland.gov/agencies/Pages/DriverImprovementProgram.aspx>

3. Coordinate with the State Treasurer's Office Insurance Manager and/or the Agency insurance coordinator concerning Agency vehicle accidents. For each accident involving a State vehicle, ensure and coordinate appropriate completion (see Appendix 6) of the:

- Accident Report (AUTO LOSS REPORT form)
- Motor Vehicle Investigation Guide (FS-1 Form)
- Accident Review Board Work Sheet (FS-2 Form)
- Corrective Action Evaluation Sheet (FS-3 Form)
- Approved Recommendations/Determinations

3.8.2.2 The Fleet manager will abide by DHMH policies regarding accidents as they are to be reported to the

DHMH Insurance Coordinator within twenty-four (24) hours of the occurrence, even if another vehicle is not involved or there are no apparent injuries or damages.

- 3.8.2.3 Estimates of damages to the State vehicle shall be forwarded no later than five (5) working days following the accident.

### 3.9 USERS OF PRIVATELY OWNED VEHICLES (POVs) ON STATE BUSINESS

- 3.9.1 Eligibility for reimbursement for mileage of privately owned vehicles on State business is explained in Section 8 of the State Vehicle Fleet Policy and Procedures Manual.

[http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet\\_mgmt\\_manual.pdf](http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/fleet_mgmt_manual.pdf)

- 3.9.2 Annually adjusted mileage reimbursement rates for the use of privately owned vehicles on State business are on the MD State Department of Budget and Management website at:

<http://dbm.maryland.gov/agencies/documents/fleetmanagementservices/povreimburserates.pdf>