


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 2</p> <p>Procedure 2.01.01</p>	<p>Replaces: 05/26/11, 07/07/15</p>
<p>Chapter Title ADMINISTRATIVE SERVICES</p>		<p>Date of Issue 07/14/17</p>
<p>Subject OFFICE SERVICES DIVISION - AUTOMOTIVE</p>		<p>Effective Date 07/14/17 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “direct the operations of the board and fulfill the functions established by the act... including organizing, staffing, controlling, directing, and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this chapter is to set forth procedures pertaining to the use of state automobiles by board employees. All persons who operate state vehicles are also required to comply with the Commonwealth Fleet Procedural Manual, all applicable management directives, and all procedures governing the use of state automobiles.

III. APPLICABILITY

All individuals utilizing commonwealth fleet vehicles.

IV. DEFINITIONS

Commonwealth Fleet Vehicle - any automobile maintained by the Department of General Services to satisfy the needs of state agencies.

V. POLICY

None Applicable

VI. PROCEDURE

A. Operation of State automobiles.

1. Commonwealth fleet vehicles shall only be operated by commonwealth employees with a valid, current license, in the state in which they reside.
2. Only authorized passengers are permitted to ride in commonwealth fleet vehicles. No other occupants are authorized, including pets.
3. Commonwealth fleet vehicles shall be operated at all times in a safe and responsible manner and shall be used only for the conduct of official commonwealth business. The following are responsibilities of

the operator while driving commonwealth fleet vehicles and rental vehicles.

- a. Operators and authorized passengers shall use safety restraints where equipped.
- b. Operators must follow established speed limits and all other traffic regulations.
- c. Operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in commonwealth fleet vehicles is prohibited except when necessary in the conduct of official commonwealth business.
- d. Operators shall not engage in text messaging or any unlawful use of a cellular or hand held device.
- e. The following must be stored in the commonwealth fleet vehicle at all times:
 1. Owner's card/registration,
 2. Proof of insurance,
 3. Fuel card,
 4. STD 554, Month Automotive Activity Report,
 5. STD 541, Automotive Accident for Loss Notice, and
 6. Bureau of Vehicle Management (BVM) telephone number – 1.877.347.9966If any of the items is missing, operators should contact the agency automotive officer for assistance.
- f. Operators are not authorized to use commonwealth fleet vehicles for the following purposes:
 - 1) Travel to entertainment facilities unless the trip is part of the official agenda for a business conference or is otherwise in connection with an employee's official duties.
 - 2) Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
 - 3) Transporting family members, dependents, or friends to any social events or other personal activities.
 - 4) BVM and PA Board of Probation and Parole (PBPP) will investigate all complaints for alleged improper operation or use of a commonwealth fleet vehicle and the operator may be subject to disciplinary action.

4. Operators of commonwealth fleet vehicles may be held financially liable for costs of operation/repairs/replacement of a vehicle when it is determined that the vehicle was used for other than official commonwealth business purposes or has been physically abused by the operator.
5. Operators of commonwealth automotive fleet vehicles are required to use the most direct route to their destinations. Any deviation from that route may result in the suspension of driving privileges.
6. Commonwealth automotive fleet vehicles are not to be operated outside the state without prior approval.
7. Vehicle operators are responsible for the immediate payment of all traffic and parking violations. Operators who are cited for violations and/or fail to pay these violations immediately may have their driving privileges suspended or permanently revoked.
8. Operators will also be held primarily liable for the costs of operation and repairs to, or replacement of, a commonwealth vehicle when it is determined that the vehicle was used beyond the scope of its authorized use or has been physically abused by the operator.

C. Vehicle Maintenance

1. At a minimum the operator should follow the manufacturer's recommended maintenance schedule for every commonwealth fleet vehicle to ensure that routine, preventative maintenance is properly and regularly performed to ensure safe and continued operation.
2. Prior to the performance of any maintenance or repairs to a commonwealth fleet vehicle, the operator must contact BVM, Customer Service Division 1-877-347-9966. This call will begin the work request. The operator will be provided a work order number and instructions on how to proceed. Operators must ensure the work is completed within 30 days from the receipt of the work order.
3. Operators will be held liable for unauthorized maintenance/repair costs.
4. Operators must ensure that the vendor forward all invoices directly to BVM. Operators are to obtain a copy of the invoice, if possible, and attach to the Monthly Automotive Activity Report.
5. Lockouts and Loss of Vehicle Keys
 - a. At least two sets of vehicle keys are provided to the operator at time of vehicle delivery. One set is to be provided to the Unit Supervisor.
 - b. Operators of commonwealth fleet vehicles will be held liable for the costs associated with the lock out or loss of keys.
6. Specialty Items Purchases

- a. Approval must be obtained from the board's automotive officer for the purchase of non-essential specialty items.
- b. Operators will be held liable for unauthorized specialty item costs.

7. Car Wash Services

- a. Fuel card is accepted by vendor as payment for car wash services.
- b. Vehicle detailing services should not be performed without prior approval from the board's automotive officer.

D. Fueling

1. A fuel card is provided with each assigned vehicle. If at any time the fuel card is lost, stolen, rendered unusable or defaced, the vehicle operator must immediately notify the agency automotive officer.
2. Fuel card is to be used for the purchase of fuel for commonwealth fleet vehicles only. Any operator found using the fuel card for non-fuel purchases or for fuel purchases for non-commonwealth vehicle will be subject to forfeiture of the privilege to operate a commonwealth fleet vehicle and subject the operator to disciplinary action which may include criminal prosecution.

Fuel card can be used for car washes if accepted by the vendor and for emergency purchase of vehicle fluids, i.e. oil, antifreeze, windshield washer fluid.

3. Commonwealth fleet vehicles shall not be fueled with premium blend of gasoline.
4. Operators must use their employee identification number and odometer reading when fueling. Any operator found using another employee's identification number and/or inputting incorrect odometer reading may be subject to disciplinary action.

E. Reporting

1. Monthly Automotive Activity Report (STD 554) – All operators of commonwealth fleet vehicles must document daily vehicle usage appropriately through the completion of a Monthly Automotive Activity Report (STD 554).
 - a. The completed report must include the breakdown of the total business, commute and personal mileage, where applicable.
 - b. Regional administrative assistant will review for completion and submit to the agency automotive officer by the 9th of each month for the prior month.
 - c. Failure to timely submit the completed report or intentional falsification of data included on the report may subject the operator to forfeiture of the

privilege to operate a commonwealth fleet vehicle and may subject the operator to disciplinary action.

2. Quarterly Agency Vehicle Inspections (PBPP-94)
 - a. Each commonwealth fleet vehicle is subject to use and care inspections by the unit supervisor to ensure proper care and maintenance.
 - b. All forms are to be accurately completed by the supervisor at the end of each quarter.
 - c. Inspecting supervisor is responsible to ensure that any items failing inspection are corrected within 30 days.
 - d. Inspecting supervisor is to maintain a copy in their file and send the original completed form to their regional administrative assistant for submission to the automotive officer.
3. Vehicle Inventory Assignment Change Report, PBPP 93.
 - a. Submission of vehicle inventory report is required due to the following changes: office assignment, name change, vehicle assignment and vehicle overnight location change.
 - b. Completed reports are to be sent to the regional administrative assistant for submission to the automotive officer within 10 business days of a change.
4. Accident Reporting
 - a. Operators are required to report all accidents and incidents involving commonwealth vehicles to their immediate supervisor, automotive officer and BVM Customer Service at 1-877-347-9966 option 5 within one (1) business day.
 - b. If the vehicle is rendered inoperable as the result of any accident, the operator should contact BVM Customer Service Division immediately.
 - c. If the vehicle operator is incapacitated as a result of the accident, the employee's supervisor is responsible for submitting all appropriate information.
 - d. Within one (1) business day of an accident, the vehicle operator and/or supervisor must prepare and submit the following forms to the shared email account PM-CO Accident Report:
 - 1) Automobile Accident or Loss Notice (STD 541) this report must be signed by the operator.
 - 2) Loss of or damage to commonwealth property (PBPP-363)
 - 3) Accident/Incident Investigation Report(PBPP-375)

4) Work Related Accident/Incident Statement

- e. If for any reason the report cannot be submitted within the established timeframe then please contact the agency automotive officer.
- f. Prior to any maintenance or repairs, the driver is required to contact BVM Customer Service to obtain a work order number. Within one (1) business day from the date of the accident, the operator of the vehicle must obtain a minimum of two (2) estimates from authorized vendors. If the vehicle is not drivable, only one (1) estimate is necessary. All repairs must be made within 30 days from receipt of the approved estimate.
- g. The commonwealth does not provide insurance coverage for employee personal property in commonwealth vehicles. Coverage for these items may be provided by the employee's personal insurance.
- h. PBPP and BVM shall review the circumstances surrounding accidents involving commonwealth vehicles in an effort to avoid reoccurrences. The results of the review may result in an employee being directed to complete some form of driver training. Employees found to have operated the vehicle in a careless manner or in violation of law, agency policy or procedures may be subject to disciplinary action and/or loss of operating privileges.
- i. Accidents occurring when a commonwealth vehicle is being used for unofficial business resulting in damage and/or injuries may be rejected by the commonwealth's insurance carrier and the individual employee could become personally subject to civil or criminal proceedings as a result of damages or injuries by injured parties.

F. Traffic Citations

1. Reporting Citations

Within one (1) week after receipt of a motor vehicle code violation citation or immediately upon receipt of the citation in the case of a major accident, the employee receiving the citation must provide the unit supervisor in writing with the following information:

- 1) Date and Number of citation
- 2) Name of issuing municipality or police agency
- 3) Nature of violation
- 4) Disposition method to be used (Ex. payment, hearing)
- 5) Amount of fine (if applicable)

The unit supervisor must notify the board's automotive officer of the citation(s) and related information and maintain a file which includes the disposition of the citation.

2. Disposition of Citations

Operators of commonwealth vehicles are responsible for the immediate payment of all parking and traffic violations unless the employee claims innocence or mitigating circumstances. In such cases, the employee is required to immediately contact the appropriate traffic court or district justice to schedule a hearing. The automotive officer should be notified of hearing date and time.

3. Monitoring the Disposition of Citations

The board's automotive officer will be notified of unpaid citations by the Department of General Services. A traffic citation disposition email requesting the disposition status of the citation will then be submitted by the automotive officer to the operator, supervisor, deputy district director or district director. The disposition status completed memo must be returned to the automotive officer within five (5) working days.

G. Mileage Restriction

1. Mileage Restriction Agreement – Only Applicable to Agents Hired Since 2011.

In order for the vehicle to be parked at an overnight location, the location must be within the district office or eastern region boundaries; or any county that is contiguous to district office or eastern region boundaries. If the location is not an agent's approved residence then the location must be preapproved by the Administrative Office of the Pennsylvania Board of Probation and Parole. If the location is outside of the approved boundaries, the vehicle must be parked at the location designated and approved by the board. The restriction will be in effect for the duration of the time the employee is assigned within the district office or eastern region and serves with the board.

2. Appeal Process

- a. Employees choosing to appeal shall submit the reason for their appeal directly to their office director, who will forward it to the director of the Budget and Office Services Division.
- b. Upon receipt of the appeal, the director of the Budget and Office Services Division shall review the appeal with the director of field probation and parole supervision for final determination.
- c. The decision shall be final and binding. The decision shall be returned to the employee via email. A copy is sent to the employee's supervisor via the employee's office director and chain of command.

E. General Invoice (STD-152)

General invoices are to be submitted to the automotive office for the reimbursement of vehicle business expenses (Ex-gasoline purchases not applied

to fuel card). The completed general invoice with original receipt attached should be submitted to the following address:

Pennsylvania Board of Probation and Parole

Automotive Office
1101 South Front Street
Suite 5500
Harrisburg, PA 17104

F. Vehicle Replacement Guidelines

1. Commonwealth passenger vehicles will be considered for replacement based upon the following criteria:
 - a. Vehicle age/high mileage
 - b. High operating or maintenance cost
 - c. Market resale value
2. BVM will notify the agency automotive officer when a vehicle is being replaced. The automotive officer will submit a replacement vehicle questionnaire to the operator and unit supervisor. This document should be completed in its entirety and submitted within five business days to the automotive officer by fax at 717.705.1779.
3. Upon receipt of the completed questionnaire, the automotive officer will notify the operator and unit supervisor the date and time of vehicle replacement. Vehicle must be picked up within five business days of the notification.
4. Prior to returning the vehicle for replacement and prior to receipt of the new vehicle, the operator is responsible for the following:
 - a. Conduct a final inspection of the vehicle, ensuring that vehicle is clean and all personal effects and specialty items are removed.
 - b. Ensure the operator's fuel card, vehicle registration, vehicle plates, Monthly Automotive Activity Report (STD 554) and all keys accompany the vehicle for replacement.

G. Accident/Excessive Repairs

1. Vehicles determined not to be economically feasible to repair will either be towed/driven to a site designated by BVM.
2. Dependent upon availability, a permanent replacement vehicle will be provided by the Department of General Services. If a vehicle is not immediately available; one of the following options will be exercised:
 - a. Reassignment of agency vehicle available due to vacancy, long-term leave, etc. or
 - b. Assignment of rental vehicle

The regional administrative assistant and agency automotive officer should be contacted to make arrangements to obtain a rental vehicle due to accident/excessive repairs.

H. Request for Rental Vehicles

1. Request for temporary transportation must be requested through the agency automotive officer and/or regional administrative assistant.
2. Upon approval, rental vehicles may be obtained from “Enterprise Rental” due to the following circumstances:
 - a. Assigned vehicle requires extensive repairs or replacement
 - b. Unavailability of an agency pool vehicle
 - c. Least expensive mode of transportation
 - d. Agency pool vehicle is not suitable for purpose of travel
3. Obtaining Temporary Transportation Vehicle – Online form
 - a. Upon approval, complete on line form at www.dgs.state.pa.us
 - b. Select ‘Doing Business with the Commonwealth’
 - c. Select ‘Vehicle Management’
 - d. Select ‘Rent a vehicle for short-term use’
 - e. CWOPA – Request for temporary transportation
4. Vehicles will be dispatched on a first come/first serve basis. Requests for specific makes or styles of vehicles will be honored only for specific investigative purposes (when possible).
5. Duration of Temporary Assignments

Temporary assignments may not exceed thirty (30) days unless requested and approved in advance.
6. Operation of Temporary Transportation Vehicles

Refer to procedure A. 1-10, Operation of State Automobile
7. Maintenance of Temporary Transportation Vehicles

Operators of vehicles are responsible for coordinating all maintenance and repair activity with DGS Customer Service.
8. Return of Temporary Transportation Vehicles

- a. Upon completion of a temporary assignment, the operator must return the vehicle to the commonwealth garage.
- b. Operators must comply with the following before being released from responsibility for a vehicle:
 - 1) Ensure fuel level is at maximum capacity
 - 2) Remain in the dispatch area until the vehicle has been inspected for any damages.

Failure to comply with all procedures set forth in this policy may result in the suspension or permanent revocation of driving privileges and may be subject to disciplinary action up to and including termination.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURES

This procedure creates no rights under the law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all board staff.

X. CROSS REFERENCES

The Administrative Code of 1929

Section 515 Automobiles (Purchasing)
 Section 709 Executive Board
 Section 2407 Automobiles (Maintenance & Operation)

The Pennsylvania Code

Title 4General Services – Chapter 73. Commonwealth Automotive Fleet
 Title 4Governor’s Office – Chapter 39

Management Directives

315.20 Taxability of the Use of State-Provided Vehicles
 530.8 Motor Vehicle Financial Responsibility Law
 615.1 Temporary Assignment of Commonwealth Automotive Fleet Vehicles
 615.16 Commonwealth Fleet Policy

Manuals

615.3..... Commonwealth Fleet Procedure Manual