

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject:

Assignment of Commonwealth
Temporary Fleet Vehicles


Number:

615.1 Amended

Date:

November 10, 2011

By Direction of:


Sheri Phillips, Secretary of General
Services

Contact Agency:

Department of General Services, Bureau of Vehicle Management,
Telephone 717.787.3162

This directive establishes policy, responsibilities, and procedures for the assignment of commonwealth temporary fleet vehicles. Marginal dots are excluded due to major changes.

1. **PURPOSE.** To establish policy, responsibilities, and procedures for the assignment and operation of commonwealth temporary fleet vehicles.
2. **SCOPE.** This directive applies to all agencies as defined in Section 4(a), below.
3. **OBJECTIVE.** To provide uniform guidelines and an efficient process through which commonwealth employees can request, obtain, operate and return commonwealth temporary fleet vehicles.
4. **DEFINITIONS.**
 - a. **Agency.** An administrative department, board or commission; an officer; departmental administrative board or commission; or other agency of the commonwealth subject to the *Administrative Code of 1929 (71 P. S. §§ 51-732)*, now in existence or hereafter created. To the extent that the General Assembly or its agencies, the unified judicial system or its agencies, or a state-affiliated entity that is not subject to the *Administrative Code of 1929 (71 P.S. §§ 51—732)* elects to voluntarily participate in the Commonwealth Fleet Program, it shall be considered an "agency" for purposes of this management directive.

- b. **Agency Automotive Liaison.** An agency employee who serves as the primary contact between their agency and the Department of General Services (DGS), Bureau of Vehicle Management (BVM) in any matters affecting or relating to temporary fleet vehicles.
- c. **BVM.** The Department of General Services' Bureau of Vehicle Management.
- d. **Commonwealth Officer.** Members of the Executive Office, consisting of the governor, lieutenant governor, Secretary of the Commonwealth, Attorney General, and Secretary of Education; heads of administrative departments; and chairpersons and members of administrative boards and commissions.
- e. **Daily Mileage Log.** The form maintained in every temporary fleet vehicle on which operators must use to record dates of travel, odometer readings, and driver and destination information.
- f. **Operator.** Any authorized commonwealth officer or employee who is in control of a temporary fleet vehicle and who possesses a valid driver's license issued in the state in which he or she resides for the type of vehicle operated.
- g. **Temporary Fleet Vehicle.** Commonwealth-owned vehicles maintained by DGS, BVM, to meet the short term transportation demands of agencies as needed on a temporary basis.
- h. **Voyager Fuel Card.** Credit card provided with a commonwealth temporary fleet vehicle enabled for the purchase of fuel while the vehicle is assigned.

5. POLICY.

- a. Pursuant to *Section 2407 of The Administrative Code of 1929*, commonwealth agencies requiring the temporary use of Commonwealth Fleet vehicles on official commonwealth business must request them from DGS, BVM.
- b. **Duration of Temporary Fleet Vehicle Assignments.**
 - (1) Assignments may not exceed 30 calendar days, unless requested and approved in advance by the Director of BVM. Assignments greater than 30 calendar days require written justification outlining the purpose for which the vehicle is being used and detailing the cost-effectiveness of continued use of the temporary fleet vehicle. Whenever possible, long-term assignments should be satisfied through an agency's permanently assigned vehicles.
 - (2) If the length of the assignment exceeds 30 calendar days and the vehicle has been permanently assigned to an operator who has been authorized by the agency head to use the vehicle for commuting [Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle](#), must be submitted to DGS, BVM, within five calendar days of assignment.

c. Operation of Temporary Fleet Vehicles.

- (1) All temporary fleet vehicles must be operated by authorized commonwealth officers or employees who are properly licensed to drive a motor vehicle. Occupants of vehicles must also be authorized commonwealth officers, employees of the commonwealth, or members of the public necessary for the conduct of the official commonwealth business for which the vehicle is assigned.
- (2) Any operator of a temporary fleet vehicle is required to use the most direct route to a destination.
- (3) All temporary fleet vehicles include an EZ-Pass transponder. The cost of the transponder and any tolls incurred are included in the daily rental rate.

6. RESPONSIBILITIES.

a. Operators shall:

- (1) Request, obtain, operate, and return temporary fleet vehicles following the procedures and guidelines as directed below in Section 7, Procedures.
- (2) Ensure the proper operation of their vehicles and shall be held financially liable for any costs and damages caused by carelessness, negligence, or actions beyond the scope of authorized use. This includes replacement of a temporary fleet vehicle and parking or moving violations issued while the vehicle is in the operator's possession.
- (3) Ensure the routine service duties on the vehicle are performed during the full period of assignment in his or her name. These duties shall include the following:
 - (a) Adding gasoline, oil, and water as necessary.
 - (b) Checking tire pressure, lights, and windshield solvent level.
 - (c) Performing any minor servicing necessary to ensure the safe and proper operation of the vehicle.
- (4) Coordinate all maintenance and repair activity with DGS, BVM, and their agency automotive liaison.

b. Agency Automotive Liaisons shall when necessary, coordinate any repairs to assigned temporary fleet vehicles with DGS, BVM.

c. Department of General Services, Bureau of Vehicle Management shall:

- (1) Maintain a sufficient number of automobiles to meet the short term transportation demands of agencies.

- (2) Process all requests for temporary fleet vehicles and ensure agencies are appropriately billed.

7. PROCEDURES.

a. Obtaining Temporary Fleet Vehicles.

- (1) All CWOPA agency requests for assignment of a temporary fleet vehicle must be submitted electronically at [Department of General Services Extranet Login](#). When the Commonwealth Garage dispatcher approves the electronic request, the operator, his/her supervisor, and the Agency Automotive Liaison will receive confirmation via email.
- (2) Non-CWOPA agency requests for assignment of a temporary fleet vehicle can be made through the website at [Department of General Services Extranet Login](#) or by calling the Dispatch Office at telephone number 717.787.3695. When the request for temporary transportation is made by phone, non-CWOPA operators must complete and hand carry [Form STD-540, Request for Temporary Transportation](#), to the Dispatch Office of the Commonwealth Garage at the time of vehicle pick-up.
 - (a) The Purpose of Travel section of STD-540 must include the specific purpose, as well as justification for any special requests or exemptions from standard procedure. Special requests and exemptions must be approved by DGS, BVM, and should be submitted in advance for review.
 - (b) The Proposed Itinerary section of STD-540 must be filled out with information that coincides with that in the Purpose of Travel section. Any additional drivers, along with their driver's license number, must also be listed in this section.

NOTE: By clicking on "Submit", the operator certifies that all internal agency approvals have been acquired and that, to the best of the operator's knowledge, all information is true and correct. Even though another employee can initiate a request for temporary transportation, the operator has ultimate responsibility for obtaining agency approvals and possessing a valid driver's license.

- (3) To pick up a temporary fleet vehicle, the operator must show a valid driver's license to the dispatcher at the Commonwealth Garage. The dispatcher will enter the odometer reading of the vehicle and provide the operator with a copy of the vehicle rental record, which record must be kept with the vehicle. Vehicles will be dispatched on a first come/first serve basis. Requests for specific types of vehicles will be accommodated when possible.

b. Operation of Temporary Fleet Vehicles.

- (1) Operators must complete in its entirety the daily mileage log maintained in the temporary fleet vehicle. This includes accurate odometer readings, destinations, dates, and operator information.

- (2) Whenever possible, temporary fleet vehicles shall be fueled at the Commonwealth Garage in Harrisburg. Outside of the Harrisburg area, operators shall fuel at commercial fuel stations that accept the Voyager Fuel Card.

c. Return of Temporary Fleet Vehicles During Regular Business Hours.

- (1) Upon completion of a temporary assignment, the operator must return the temporary fleet vehicle to the Commonwealth Garage.
- (2) Operators must comply with the following before being released from responsibility for a temporary fleet vehicle:
 - (a) Drive to the gasoline pumps for fuel.
 - (b) Remain in the Dispatch Office area until the vehicle has been examined for damage and missing accessories, as well as completion of the vehicle rental record by the garage dispatcher who will enter the odometer reading and total rental charges.
 - (c) Receive a completed copy of the temporary fleet vehicle rental record.

d. Return of Temporary Fleet Vehicles After Regular Business Hours.

- (1) Upon completion of a temporary assignment, the operator must return the vehicle to the Commonwealth Garage.
- (2) The entrance gate will be closed. Insert the Voyager Fuel Card into the card reader and follow directions on the display screen. The gate will open and close behind the temporary fleet vehicle.
- (3) Proceed to the gas pumps and use the Voyager Fuel Card to fuel the vehicle.
- (4) Park the vehicle in stall next to the overhead garage door and complete the daily mileage log.
- (5) Leave the daily mileage log on the vehicle seat, take the keys and Voyager Fuel Card, and lock the vehicle doors.
- (6) Drive personal vehicle to the gate (ensuring the vehicle is on the pad to activate the gate) and use the Voyager Fuel Card to open the gate. When the gate opens, place keys with the Voyager Fuel Card into the orange drop box mounted on the card reader and pass through gate. The gate will close behind the vehicle.
- (7) The dispatcher will complete the temporary fleet vehicle transaction on the following workday. A copy may be sent to the Agency Automotive Officer upon request.

This directive replaces, in its entirety, *Management Directive 615.1*, dated January 6, 2006.