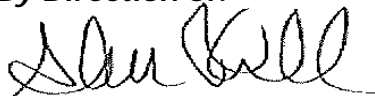


# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Commonwealth Fleet Policy	<b>Number:</b> 615.16
<b>Date:</b>  November 10, 2011	<b>By Direction of:</b>  Sheri Phillips, Secretary of General Services
<b>Contact Agency:</b> Department of General Services, Bureau of Vehicle Management, Telephone 717.787.3162	

**This directive establishes provisions for the acquisition, assignment, operation, use, disposition, and maintenance of motor vehicles, which are purchased, monitored or maintained by or under the supervision of the Department of General Services (DGS) and subsequently utilized by agencies to conduct official commonwealth business.**

- 1. PURPOSE.** To establish policy, procedures and responsibilities relative to the acquisition, assignment, operation, use, disposition and maintenance of motor vehicles that comprise the Commonwealth Fleet.
- 2. SCOPE.** This directive applies to all agencies as defined in Section 4, Definitions.
- 3. OBJECTIVES.** To create and disseminate a Commonwealth Fleet Policy which:
  - a. Defines responsibilities for commonwealth vehicle records.
  - b. Defines the scope of proper use of a Commonwealth Fleet vehicle.
  - c. Establishes procedures for increasing agency Motor Vehicle Authorization List (MVALs).
  - d. Establishes criteria for passenger vehicle replacement.
  - e. Establishes lease rates and billing schedules.
  - f. Defines requirements for passenger vehicle and non-passenger vehicle acquisition.

- g. Establishes requirements for disposition of passenger vehicles no longer needed by an agency.
- h. Provides for maintenance of Commonwealth Fleet vehicles.
- i. Establishes conditions/requirements for the permanent assignment of a Commonwealth Fleet vehicle.
- j. With identified exceptions, prohibits the use of a passenger vehicle for commuting.
- k. Establishes requirements for fueling Commonwealth Fleet vehicles.
- l. Defines responsibilities when a Commonwealth Fleet vehicle is involved in an accident.
- m. Defines responsibilities for Commonwealth Fleet vehicle license plates.
- n. Clarifies the Executive Board and DGS rules through the Directives Management System.

#### 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.
- b. **Agency Head.** The highest ranking executive in an agency.
- c. **Authorized Passenger.** A commonwealth officer or employee or other individual involved in the conduct of official commonwealth business.
- d. **Automotive Liaison.** An employee who acts as the primary contact between an agency and DGS, Bureau of Vehicle Management (BVM) in any matters relative to the Commonwealth Fleet.
- e. **BVM.** The Department of General Services' Bureau of Vehicle Management.
- f. **Commonwealth Fleet Vehicle.** All commonwealth-owned vehicles monitored or maintained or under the supervision of DGS.
- g. **Commuting.** The use of a commonwealth vehicle by a commonwealth officer or employee for the purpose of traveling between the officer's or employee's official work location and residence.
- h. **De Minimis Vehicle Usage.** The personal use of a Commonwealth Fleet vehicle that is of a value so small that accounting for it would be unreasonable or administratively impractical.

- i. **Designated Agency Heads.** The Secretary of Administration, the Secretary of Aging, the Secretary of Agriculture, the Secretary of Banking, the Secretary of Budget, the Office of General Counsel, the Secretary of Community and Economic Development, the Secretary of Corrections, the Secretary of Conservation and Natural Resources, the Secretary of Education, the Secretary of Environmental Protection, the Secretary of General Services, the Secretary of Health, the Inspector General, the Secretary of Insurance, the Secretary of Labor and Industry, the Adjutant General, the Director of the Pennsylvania Emergency Management Agency, the Secretary of Public Welfare, the Secretary of Revenue, the Secretary of State, the Commissioner of the Pennsylvania State Police, the Secretary of Transportation, the Governor's Chief of Staff, the Secretary of Legislative Affairs, the Auditor General, the Attorney General and the State Treasurer.
- j. **DGS.** The Department of General Services of the Commonwealth of Pennsylvania.
- k. **Executive Board.** The Executive Board is comprised of the Governor (chairman) and six other heads of administrative departments who are designated by the Governor.
- l. **E-ZPass.** An electronic toll-collection system used on most tolled roads, bridges and tunnels in the northeast United States. Toll fees and information are transmitted electronically through a transponder placed in the vehicle.
- m. **Minimum Mileage or Utilization Standard.** 6,000 official commonwealth business miles within a six-month period OR official commonwealth business use of the vehicle for at least 80% of the available work days within a six-month period.
- n. **MVAL.** The Motor Vehicle Authorization List, which identifies the maximum number of passenger vehicles assigned to an agency as established by the Executive Board.
- o. **Non-Passenger Vehicle.** A vehicle especially designed or equipped for a function or purpose other than the transport of passengers. Examples include trailers, ambulances, buses, pick-up trucks with a gross weight  $\geq$  11,001 pounds and other commercial vehicles.
- p. **Official Commonwealth Business.** Any activity conducted in carrying out the powers and duties of an agency to advance the lawful policies and purposes of the agency.
- q. **Operator.** Any authorized commonwealth officer or employee who is in control of a Commonwealth Fleet vehicle and who possesses a valid driver's license in the state in which they reside for the type of vehicle operated.
- r. **Passenger Vehicle.** Any car, station wagon, van, sport utility vehicle, four-wheel drive vehicle or pick-up truck with a total weight  $\leq$  11,000 pounds. This designation does not include small pieces of equipment that are infrequently driven on highways or roads, such as snowmobiles, all-terrain vehicles, and tractors.

- s. **Unit Number.** The nine-digit number assigned by BVM to each Commonwealth Fleet vehicle. Vehicles operated and maintained by the Department of Transportation refer to this number as the Equipment Number.
- t. **Voyager Fuel Card.** The credit card provided with a Commonwealth Fleet vehicle to be used to purchase fuel while the vehicle is assigned.

## 5. POLICY.

- a. Agencies shall comply with the policy, responsibilities, and procedures set forth in [Manual 615.3, Commonwealth Fleet Procedures Manual](#). A waiver of any part of these policies, responsibilities, and procedures may only be granted by the Secretary of General Services or designee.
- b. The Office of Attorney General, Treasury Department and Department of the Auditor General shall comply with the policy, procedures and responsibilities set forth in [Manual 615.3, Commonwealth Fleet Procedures Manual](#), except for the following sections thereof: Section Two, "Motor Vehicle Authorization List" and Section Nine, "Commonwealth Fleet Assignment". The Office of Attorney General, Treasury Department and Department of the Auditor General are urged to implement Section Nine's criteria for permanent assignments in order to assure commonwealth vehicles are deployed based on true business needs.
- c. This policy is issued pursuant to the statutory and regulatory authority found in:
  - (1) *Section 515 of The Administrative Code of 1929*, which requires DGS to purchase and maintain all automobiles required for the proper conduct of official commonwealth business of administrative departments, boards and commissions.
  - (2) *Section 2407 of The Administrative Code of 1929*, which provides that DGS shall purchase all automobiles required by administrative departments, boards and commissions, and officers of state government.
  - (3) *Section 709(j) of The Administrative Code*, which provides that the Executive Board shall determine the number and type of automobiles procured by DGS, acting on its own behalf or as purchasing agency for any other department, board, or commission, except the Treasury Department, the Department of the Auditor General and the Office of Attorney General.
  - (4) *Section 2407 of The Administrative Code of 1929*, which provides that DGS may assign to any department, board or commission such automobiles as may be required by it for full-time daily use.
  - (5) *Section 2407 of The Administrative Code of 1929*, which requires DGS to maintain a sufficient number of automobiles, not assigned to departments, boards and commissions which do not require full-time daily use of automobiles and to meet extraordinary and occasional demands of all departments, boards, and commissions, other than the Department of Transportation.

- (6) *Section 709(j) of The Administrative Code of 1929*, which gives the Executive Board the authority to make rules and regulations for the use of State automobiles by state officers and employees, except the Department of the Auditor General, the Treasury Department and the Office of Attorney General.
  - (7) Executive Board regulations at *4 Pa. Code Sections 39.91-39.98*, which establish rules for the use of state automobiles by state officers and employees.
  - (8) Executive Board regulations at *4 Pa. Code §39.98*, which give the Secretary of General Services authority to define the scope of proper use of a permanently-assigned vehicle.
  - (9) Executive Board regulations at *4 Pa. Code Section §39.99*, pursuant to which the Executive Board gave the Secretary of General Services authority to clarify the rules through the Directives Management System.
  - (10) DGS regulations at *4 Pa. Code Sections 73.1-73.13*, which establish rules for the operation of vehicles in the commonwealth automotive fleet by state officers and employees.
- d. Any agencies which are not subject to *The Administrative Code of 1929 (71 P. S. §§ 51-732)*, but which seek permanent assignment of a Commonwealth Fleet vehicle, will be required to sign an agreement in which they agree to comply with DGS policy requirements.

**6. RESPONSIBILITIES.**

**a. BVM shall:**

- (1) Conduct periodic, thorough reviews of the Commonwealth Fleet Policy to ensure consistent and proper application and recommend necessary changes.
- (2) Conduct periodic audits with each agency and the agency's automotive liaison to confirm the following:
  - (a) The actual number of Commonwealth Fleet vehicles assigned to each agency.
  - (b) The identity of operators to whom Commonwealth Fleet vehicles are permanently assigned.
  - (c) The status of all agency pool vehicles, including overnight parking locations.
  - (d) Consistent reporting of monthly mileage and utilization for each Commonwealth Fleet vehicle assigned to the agency.
- (3) Schedule and organize periodic automotive liaison meetings.

- (4) Monitor and follow-up on all reports of agency violations of the Commonwealth Fleet Policy.
- b. **Agency Heads** shall ensure agency compliance with the Commonwealth Fleet Policy.
- c. **Agency Automotive Liaisons** shall:
- (1) Ensure information from [Form STD-554, Monthly Automotive Activity Report](#), is entered into BVM's database by the designated day of each month.
  - (2) Maintain all vehicle records in accordance with [Management Directive 210.5, The Commonwealth of Pennsylvania State Records Management Program](#) and [Manual 210.9, The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule](#), as outlined in records series G010.001, Vehicle Management Records.
  - (3) Attend periodic agency automotive liaison meetings.
  - (4) Disseminate Commonwealth Fleet information to operators in a timely manner.
  - (5) Ensure all vehicle and operator information changes are provided in a timely manner.
  - (6) Report all instances of violations of the Commonwealth Fleet Policy promptly to BVM and respective agency head.
- d. **Operators of Commonwealth Fleet Vehicles** shall comply with the Commonwealth Fleet Policy and procedures as outlined herein and in [Manual 615.3, Commonwealth Fleet Procedures Manual](#). Failure to comply may result in the following:
- (1) Any operator found to have operated Commonwealth Fleet vehicles in a careless manner or in violation of law or the Commonwealth Fleet Policy may be subject to disciplinary action and/or loss of operating privileges.
  - (2) Any operator failing to timely submit completed automotive forms or intentionally falsifying data included on any form may be subject to forfeiture of the privilege to operate a Commonwealth Fleet vehicle and to discipline and/or criminal prosecution.
  - (3) Any operator found using the Voyager Fuel Card for non-fuel purchases or for fuel purchases for non-commonwealth vehicles may be subject to forfeiture of privileges to operate a Commonwealth Fleet vehicle and will be subject to disciplinary action and possibly criminal prosecution.
  - (4) Any operator involved in an accident resulting from unauthorized use of a Commonwealth Fleet vehicle or intentional misconduct may be held financially liable for the costs of repairs to or replacement of the vehicle and/or all third party damages incurred.

- (5) Any operator found to have physically abused a Commonwealth Fleet vehicle may be held financially liable for costs to repair or replace the vehicle.

## 7. REFERENCES/GUIDELINES.

- a. [Manual 615.3, Commonwealth Fleet Procedures Manual.](#)
- b. [Management Directive 615.1, Temporary Assignment of Commonwealth Automotive Fleet Vehicles.](#)

**This directive replaces, in its entirety, *Management Directive 615.2*, dated June 17, 1996; *Management Directive 615.3*, dated October 12, 2005; *Management Directive 615.6*, dated June 30, 1997; *Management Directive 615.7*, dated October 12, 2005; *Management Directive 615.8*, dated March 26, 1980; *Management Directive 615.9*, dated October 12, 2005; *Management Directive 615.12*, dated May 1, 2006; and *Management Directive 615.13*, dated September 26, 1997.**