



West Virginia Division of Highways Policy: **Vehicle Management and Usage Policy**

Issued by the Commissioner of Highways

Policy No: DOH 4.2

Issue Date: 10/01/2006

Revised: 01/01/2019

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1.0 PURPOSE

State vehicles represent a significant capital investment and should always be assigned with mission, cost and the public trust in mind; therefore, the West Virginia Division of Highways (WVDOH) will abide and follow federal and state law, policy and guidance from the West Virginia Department of Administration (WVDOA) as applied to all WVDOH employees regarding State owned vehicle assignments.

On October 31, 2018, the West Virginia Administrative Motor Vehicle Policy was implemented by the West Virginia Governor's Office. ([Link to Governor's Office Policy](#))

2.0 SCOPE

The Administrative Motor Vehicle Policy supersedes and replaces all previous policies and memorandums related to vehicle assignment within the agency. Interpretations which tend to liberalize policy intent are not valid.

The following criteria supplement the West Virginia Administrative Motor Vehicle policy in areas specific to WVDOH. In instances where the WVDOH policy is more restrictive or not addressed in the West Virginia Administrative Motor Vehicles policy, the WVDOH policy applies.

3.0 GENERAL CRITERIA

- 3.1 All transportation vehicles assigned to an organization will be further assigned to an individual or designated as a pool vehicle.
- 3.2 All transportation vehicles used for non-commuting purposes will be parked at night at an assigned location, which will be the Capitol Complex, District Headquarters sites, County Headquarters sites, Interstate / Appalachian Headquarters sites, county substations, or other secure DOT facilities. All employees must park their assigned State vehicles at their official work station. However, District Engineers / Managers or Division Directors may permit pooling at another secure DOT facility if it reduces lost productivity because of drive time to obtain a vehicle. This arrangement must be beneficial to WVDOT. Any such permission must be documented in writing and may be made only by the District Engineer / Manager or Division Director. Employees who do not continually report to a variable work station may not park at a pool location to circumvent the IRS commuting guidelines.
- 3.3 Vehicles assigned to personnel (e.g. maintenance, right of way and construction personnel) who work at a project site or have predominantly field based assignments shall be pooled at a secure DOH facility which is nearest to the

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employee's domicile. District Engineers/Managers may permit pooling at a West Virginia State operated facility (if available) in cases where the distance from the employee's domicile to a DOH facility exceeds 50 miles. Any such permission must be documented in writing and may be made only by the District Engineer/Manager.

- 3.4 Personnel temporarily assigned to another District or Division may use an assigned State vehicle for transportation between permanently and temporarily assigned locations unless it is more cost effective to pay expenses for the employee to take up temporary residence in the new location.
- 3.5 When authorized, any employee engaged in approved travel away from their official work station assignment may utilize a State vehicle as necessary.
- 3.6 Employees engaged in approved travel that necessitates early departure or late arrival may seek permission, in advance, on a per trip basis from the District Engineer/Manager or Division Director to park the assigned vehicle at their home when doing so benefits DOH.

4.0 DRIVER RESPONSIBILITIES

- 4.1 All employees must have a valid driver's license in order to operate a State provided vehicle and are required to immediately notify the Human Resources contact of their district organization or division if there is a change in their driver's license status.
- 4.2 Drivers are required to complete defensive driving training. All Districts and Divisions are responsible for ensuring all WVDOH employees complete the Smith System Safe Driver Program before use of a state vehicle. A certificate of completion will be kept in each driver's personnel file.
- 4.3 All employees are required to sign the "Vehicle Use Agreement" Form.
- 4.4 Drivers will complete a Vehicle Log Sheet which shall contain information such as the date, driver name, odometer reading at fueling, amount of gas pumped, commuting mileage, business mileage, destination and purpose of each trip. Commuters and take-home vehicles, even if parking at a domicile, will submit this monthly to the Equipment Division.
- 4.5 All commuting drivers will send a copy of the completed Vehicle Log Sheet to the Equipment Division monthly. Equipment Division will compile the Vehicle Log Sheets and send to Fleet Management Division (FMD).
- 4.6 Drivers will complete form OE-28, Daily Inspection Checklist, prior to operating the vehicle.
- 4.7 Upon assignment of a state-owned vehicle, DOH employees must complete Form DOH-55.

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- 4.8 Employees, at the end of assignment will refuel the vehicle, clear all trash, provide the ending mileage with all fuel receipts, report any condition/operation issues, and return the motor pool vehicle's keys and fuel card to the pool manager. Either the motor pool manager or the employee will return the pool vehicle to the motor pool.

5.0 VEHICLE ASSIGNMENT

- 5.1 Form DOH-55 is to be used to document the circumstances and to solicit the necessary approval for each "individually assigned vehicle." Specific justification for each assignment must be documented on each Form DOH-55. It is a single-part form, which is normally completed, signed by the employee's supervisor, and transmitted to the District Engineer / Manager or Division Director for approval. Provisions for higher-level managers and DOH Commissioner's or his or her designee's authorization is also provided on the form. All approved original Forms DOH-55 are to be retained at the District or Division headquarters with a photocopy being sent to and retained at the assigned employee's organization.
- 5.2 The maximum assignment period for any approved Form DOH-55 is one calendar year. All assignments will automatically expire on December 31st requiring a new form to be submitted on January 1st should the assignment need to be extended.
- 5.3 As noted on the bottom of Form DOH-55, any change in the specifics of the approved assignment (that is, parking location, assignment period, reassignment of employee, etc.) will require the completion of another Form DOH-55 and resubmission for approval should there be a continued need for an employee to drive a state-owned vehicle.

6.0 SNOW REMOVAL/ICE CONTROL & EMERGENCY SITUATIONS

This section of the policy applies to WVDOH employees during emergency situations and the Snow Removal/Ice Control season (SRIC) which begins on November 1 and ends on March 31 each year.

Employees who commute occasionally shall report only the dates that vehicles are used to commute to and/or from their homes by using Form DOH-55.

- 6.1 The District Engineer / Manager or Division Director may authorize the use of a State vehicle to any employee during Emergency Codes "Blue," "Yellow," or "Red." During Snow Removal / Ice Control (SRIC), the District Engineer / Manager may authorize continuous temporary 24-hour assignment. A Form DOH-55 must be completed and sent to the Finance and Administration Division.
- 6.2 During SRIC, the agency may require any employee to commute from his or her home to their official work station in a state vehicle including but not limited to Emergency Codes "Blue," "Yellow," or "Red." The agency shall make a

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determination based upon maintaining adequate employee coverage and ensuring appropriate response times.

7.0 MOTOR POOL MANAGEMENT PROCESS

Motor pool managers must keep all vehicles assigned to their pool in proper working condition at all times. In addition to this responsibility, pool managers will grant temporary use of motor pool vehicles to authorized Highway personnel. The following procedures provide a helpful guideline for motor pool managers.

- 7.1 WVDOH employees may request the temporary use of a motor pool vehicle(s) for work purposes by contacting the Division/District motor pool manager. The request must contain specific dates of use and the accounting information to be charged. Unless additional information is required, the motor pool manager will provide details to the employee, on securing the vehicle's key.
- 7.2 Procedurally, (see [Volume IV, Chapter 7 of the DOT Administrative Procedures](#)) a preventive maintenance report is printed weekly for each motor pool vehicle. Pool managers will ensure that preventive maintenance is performed and documented in an official system of record. Copies of the vehicle maintenance request(s) and any additional documentation must be retained for a period of two years.
- 7.3 Motor pool managers will prepare and submit Form OE-28, Equipment Repair Requests, and report, in an official system of record, the equipment down time during all necessary repairs to motor pool vehicles.
- 7.4 Every Wednesday, odometer readings of all pool vehicles must be recorded on the [Form DOT-12](#), Daily Work Report, and entered in an official system of record. In order to collect and/or confirm these readings, the pool manager may be required to take a physical meter reading of the vehicle(s) in question.
- 7.5 Drivers should obtain fuel for vehicles at a DOH fueling location when possible. If this is not possible, the motor pool manager will request receipts for fuel purchases be turned in upon return which shall be signed by the employee and list the corresponding ED number on receipt. These receipts are to be retained for a two-year period. In situations where a receipt is lost, damaged or not legible, the pool manager will request an e-mail from the employee providing all necessary information (amount charged, fuel grade, station name, location, etc.).
- 7.6 The motor pool manager designee must provide every motor vehicle with registration and insurance information. Every vehicle will contain Highways' current insurance contacts, phone number and accident information.
- 7.7 If a motor pool vehicle is involved in an accident, the employee assigned the vehicle will complete and submit a copy of [Form AR-13](#), Report of Motor Vehicle Accident, and provide any available police report to the motor pool manager. The accident report must then be forwarded to the District Equipment

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Supervisor for processing. Also, motor pool managers will retain a photocopy of the employee's driver's license.

- 7.8 The Districts and Divisions will update the transportation vehicle inventory with the assigned driver or with the person responsible for managing the vehicle pool during the semi-annual inventory in March and September. Assigned users of each vehicle must be reported to the Equipment Division.

8.0 EQUIPMENT DIVISION RESPONSIBILITIES

- 8.1 Equipment Division will submit monthly odometer readings for all transportation vehicles to FMD.
- 8.2 Equipment Division will monitor monthly mileage requirements (1,100 miles per month) and submit mileage exemption forms to FMD. Justification from the Divisions and Districts may be necessary for the completion of this process.
- 8.3 Equipment Division will submit monthly commuting miles per vehicle to FMD.
- 8.4 Equipment Division will report the total amount of fuel usage for each transportation vehicle.
- 8.5 Equipment Division will report all maintenance events and costs associated with each vehicle.
- 8.6 Equipment Division will report the assigned user of each vehicle to FMD.
- 8.7 Vehicle log sheets will be provided to FMD.
- 8.8 The location that each vehicle is parked overnight and where it is assigned will be provided to FMD.
- 8.9 The Equipment Division will provide an accident log to FMD.
- 8.10 The Equipment Division will provide a complaint and violation log to FMD.

9.0 ENFORCEMENT & AUTHORITY

Violations of this policy may result in the termination of the assignment of a vehicle to the employee and/or subject to disciplinary actions up to and including dismissal.

10.0 PLACEMENT OF POLICY IN STATE MOTOR VEHICLES

A copy of the statewide administrative policy and this policy shall be placed and kept in all state motor vehicles.

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11.0 RELEVANT MATERIALS/DOCUMENTS

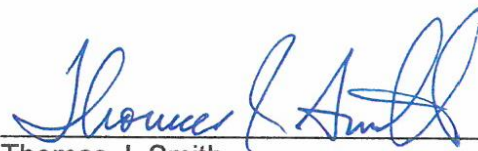
- 11.1 [DOH-55 Form](#) Request for Assignment of a DOH Transportation Vehicle
- 11.2 [DOT-129](#) Payroll/Benefits Transaction Form
- 11.3 [DOH-56](#) WVDOH Vehicle Log Sheet
- 11.4 [DOH-57](#) Vehicle Use Agreement Form
- 11.5 [Link to Governor's Office Policy](#)

12.0 CHANGE LOG

January 1, 2019

- Changed format per Policy and Procedure work group
- Developed policy to adopt Governor's Office Administrative Motor Vehicle Policy.

Approved by:



Thomas J. Smith
Secretary of Transportation/Commissioner of
Highways

Dec 17, 2018
Date