



Administrative Policies and Procedures: 1.13

Subject:	Assignment, Use, Maintenance and Responsibilities of Operating State Owned/Leased Vehicles
Authority:	TCA 37-5-105(3),37-5-106, 39-17-1313(c)(3)
Standards:	COA: ASE 6.03.
Application:	To All Department of Children's Services Employees
Policy Statement:	
Department of Children's Services employees utilize state owned/leased vehicles for conducting official state business.	
Purpose:	
To provide guidelines for the appropriate use and maintenance of state owned and leased vehicles.	
Procedures:	
A. Appointment of transportation coordinators	<ol style="list-style-type: none"> 1. Regional Administrators, Directors, and the Youth Development Center Superintendent appoint an employee within their division/facility to serve as the Transportation Coordinator. 2. Written notification of the name of the staff person appointed as the Transportation Coordinator for each DCS facility is provided to the DCS Assistant Commissioner of Finance and Budget. 3. The DCS Assistant Commissioner of Finance & Budget appoints a staff person to serve as the Central Office Transportation Coordinator and to function as the department's liaison with the Department of General Services Motor Vehicle Management (MVM) Division.
B. Responsibilities of the regional/YDC transportation coordinators	<ol style="list-style-type: none"> 1. The transportation coordinators make regular inspections of vehicles, monitor, and schedule preventative maintenance services with designated vendors or Department of Transportation (DOT) facilities. 2. The transportation coordinator: <ol style="list-style-type: none"> a) Electronically submits Monthly Vehicle Mileage Report/Travel Log, for each vehicle assigned to their division/facility to the Central Office Transportation Coordinator no later than the fifth (5th) of each month for the prior month's use: b) Maintain for each vehicle: <ul style="list-style-type: none"> ◆ Maintenance schedule;

	<ul style="list-style-type: none"> ◆ Vehicle Accident Report-State Owned and Leased Vehicles, when applicable; and ◆ A copy of Monthly Vehicle Mileage Report/ Travel Log.
<p>C. Responsibilities of the Central Office transportation coordinators</p>	<p>The DCS transportation coordinators:</p> <ul style="list-style-type: none"> ◆ Ensure that regular inspections of vehicles occur; ◆ Monitor preventative maintenance services with designated vendors; ◆ Receive an electronic Monthly Vehicle Report/Travel Log for each vehicle assigned to individuals of DCS Central Office no later than the 5th of each month: ◆ Maintain the following: <ul style="list-style-type: none"> ○ Maintenance schedule; ○ Form Vehicle Accident Report-State Owned and Leased Vehicles, when applicable; and ○ The original copy of Monthly Vehicle Mileage Report/Travel Log. ◆ Receive requests from the Regions and Central Office for: <ul style="list-style-type: none"> ○ ALL requests for a vehicles to be assigned to a specific area; ○ ALL requests for a vehicles to be assigned to a specific individual; and ○ ALL requests for modifications to an assigned vehicle, including the removal of seats or security cages from secured vehicles. ◆ Manage the schedule and maintenance of the Central Office fleet.
<p>D. Responsibilities of vehicle operators</p>	<p>1. Vehicle operators must:</p> <ul style="list-style-type: none"> ◆ <u>Not smoke or permit anyone to smoke in any DCS vehicle;</u> ◆ Be a state employee and have a valid driver’s license in their immediate possession when operating a state-owned vehicle. The license must document the appropriate driver license classification(s) and necessary endorsement(s) appropriate to the type and purpose of vehicle to be operated in the performance of their official duties. ◆ Bear the classification(s) and necessary endorsement(s) appropriate to the type and purpose of vehicle to be operated in the performance of their duties; ◆ Bear responsibility for all costs associated with obtaining a driver’s license; ◆ Obey all traffic laws, seat belt and child restraint laws and operate the vehicle safely, consistent with local and state laws, traffic flow, and weather conditions. (Review DCS Policy 31.15, Transportation of Children/Youth by Regional and Field Employees);

	<ul style="list-style-type: none"> ◆ Complete Monthly Vehicle Mileage Report/Travel Log for each trip and submit the report to their Transportation Coordinator to be reported to Central Office Transportation Coordinator each month; ◆ Be responsible for any traffic citations issued; ◆ Act appropriately to protect the safety of all persons who are in the vehicles. Only authorized passengers engaged in official state/government business may be transported in a state owned/leased/rented vehicle. <p>2. An employee may receive a disciplinary action if the Department of Children’s Services is notified that the employee has committed a traffic violation and/or received a citation or is responsible for non-payment of a traffic citation.</p> <p>3. Supervisors discuss the abuse of vehicles with the vehicle operator immediately upon learning of any abuse, and report the incident to the Transportation Coordinator and head of their division/facility.</p> <p>4. Employees, volunteers, and youth found to be abusing state vehicles are subject to disciplinary action.</p>
<p>E. Assignment of Vehicles</p>	<p>1. Vehicle assignment is determined by the DCS Assistant Commissioner of Finance & Budget based on the various factors, including but not limited, to:</p> <ul style="list-style-type: none"> ◆ Mileage driven by the employee over the previous twelve (12) months as determined by expense reports; ◆ Job classification of employee; and ◆ Specific need for a vehicle (e.g., secure transportation or un-secure transportation needed by Regional Transportation Offices); <p>Note: No vehicle may be reassigned to another employee without the written approval of the DCS Central Office Transportation Coordinator</p> <p>2. All requests for new vehicle assignment, reassignment, or modification are sent, in writing, to the Central Office Transportation Coordinator.</p> <p>3. All requests going to the Central Office Transportation Coordinator are in the form of a DCS Memo from the Regional Transportation Coordinator and contain the following information:</p> <ul style="list-style-type: none"> ◆ <u>Individual Assignment or Reassignment of a vehicle</u> <ul style="list-style-type: none"> ○ Region Name; ○ Name, Contact Information and Driver’s License information of the individual employee to which the vehicle is to be assigned; ○ Expense reports for the previous twelve (12) months of the individual employee; ○ Job Classification and short description of job duties for the individual employee; and

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	<ul style="list-style-type: none"> ○ Justification for the vehicle assignment or reassignment; and ○ Name of employee that was previously assigned and justification for removing that employee’s assigned vehicle. ◆ Vehicle requested for a specific need such as secured transportation <ul style="list-style-type: none"> ○ Region Name; ○ Job duties for those who will be operating the requested vehicle; ○ Justification for the vehicle request to include details on any specific request such as a need for a secure vehicle or a need for a 4-Wheel Drive (SUV) due to severe weather conditions or terrain; and ○ Detailed justification for any modification request to vehicles currently assigned to a region or a YDC. <p>Note: No modifications are made to existing vehicles without the written approval of the DCS Central Office Transportation Coordinator. This includes the removal or modification of secure cages inside the secure transportation vehicles.</p> <p>4. The Central Office Transportation Coordinator submits the request to the DCS Assistant Commissioner of Finance & Budget for approval prior to vehicle being assigned, re-assigned or altered.</p>
<p>F. To Schedule and reserve state vehicles</p>	<p>State owned/leased vehicles are available for official state business from the Central Office/regional facility Transportation Coordinators. If no state owned/leased vehicle is available, the employee is directed to follow DCS Policy <u>31.15, Guidelines for Transportation of Child/Youth by Regional Employees, Section A, 1-3</u>, regarding rented/personal vehicles.</p>
<p>G. Fuel</p>	<p>Each state owned/leased vehicle has an assigned fuel card. Operators must obtain gasoline using the fuel card associated with each state owned/leased vehicle.</p>
<p>H. Security of State vehicles</p>	<p>1. All state owned/leased/rented vehicles must be kept locked when not in use:</p> <p>2. <u>For DCS Youth Development Center only:</u></p> <ul style="list-style-type: none"> a) All vehicles must be parked in a centralized location on the facility grounds. b) Keys must be kept at a locked centralized location within the facility.
<p>I. Accidents</p>	<p>1. The vehicle operator or their supervisor completes and submits an Incident Report (<i>Vehicle Accident Report-State Owned and Leased Vehicles</i>), within twenty-four (24) hours for any accident or incident involving a state owned/leased vehicle. This includes:</p> <ul style="list-style-type: none"> ◆ Vehicle accident, road incident, or any damage (including minor damage); ◆ Theft;

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	<ul style="list-style-type: none"> ◆ Vandalism to an unoccupied or unattended vehicle; or ◆ Any damage to a vehicle due to the willful neglect or destruction caused by any DCS client being transported. <ol style="list-style-type: none"> 2. A copy of the Incident Report is emailed to the Regional Transportation Coordinator and Central Office Transportation Coordinator at Motor-Vehicle.El-DCS@tn.gov. 3. The Central Office Transportation Coordinator contacts the DCS employee involved in the incident or their supervisor to obtain further information if needed. 4. The Central Office Transportation Coordinator immediately reports the accident to the Wreck Coordinator at the Division of MVM, Department of General Services and follows up with a written memo explaining the circumstances of the accident. 5. The Division of Motor Vehicle Management determines the severity of the damage. 6. The Central Office Transportation Coordinator contacts the Transportation Coordinator for the Region that filed the Incident Report with instructions on any assessments or repairs needed to the damaged vehicle. 7. DCS Employees follow Tennessee Department of General Services Motor Vehicle Management Division OPERATOR'S GUIDE for the safe operation and maintenance of state owned/leased vehicles.
<p>J. Prohibition of Firearms and Ammunition</p>	<p>Employees may not store or transport firearms or ammunition in state owned/leased/rented vehicles.</p>
<p>Forms:</p>	<p><i>(These are <u>not</u> DCS forms but can be obtained from the links below, the Transportation Coordinators or Division of Motor Vehicle Management.)</i></p> <p><u>Monthly Vehicle Mileage Report/Travel Log</u></p> <p><u>Vehicle Accident Report-State Owned and Leased Vehicles</u></p>
<p>Collateral documents:</p>	<p><u>MVM Motor Vehicle Operator's Guide</u> <i>(MVM owned-see Forms instruction above, if needed).</i></p>