



**Administrative Policies and Procedures: 30.5**

<b>Subject:</b>	<b>Use, Maintenance and Responsibilities of Operating State Vehicles</b>
<b>Authority:</b>	TCA 37-5-105(3),37-5-106, 39-17-1313(c)(3)
<b>Standards:</b>	<b>ACA:</b> 4-JCF-1C-17, 4-JCF-2A-24; <b>COA:</b> ASE 6.03.
<b>Application:</b>	To All Department of Children's Services Employees

**Policy Statement:**

The Department of Children's Services shall utilize state vehicles for conducting official state business.

**Purpose:**

To ensure that DCS employees understand when it is appropriate to utilize state vehicles and be aware of their responsibilities regarding the maintenance and safekeeping of the vehicles while in the employee's possession.

**Procedures:**

**A. Appointment of transportation coordinators**

1. Regional Administrators, Directors, and Youth Development Center Superintendents will 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 will be provided to the Director of Facilities and Support Services.
3. The Director of Facilities and Support Services will appoint 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.

**B. Responsibilities of the regional/YDC transportation coordinators**

1. The transportation coordinators will make regular inspections of vehicles, monitor, and schedule preventative maintenance services with designated vendors or Department of Transportation (DOT) facilities.
2. The transportation coordinator will:
  - a) Electronically submit form **GS-0483, Monthly Vehicle Mileage Report/Travel Log**, for each vehicle assigned to their division/facility to the Central Office Transportation Coordinator no later than the 5th of each month for the prior month's use.
  - b) Maintain for each vehicle:

	<ul style="list-style-type: none"> <li>◆ Maintenance schedule</li> <li>◆ Tennessee Operator’s Reports (accident report), Form TDS-SR-1A, when applicable</li> <li>◆ A copy of form <b>GS-0483, Monthly Vehicle Mileage Report/ Travel Log</b></li> </ul>
<p><b>C. Responsibilities of the Central Office transportation coordinators</b></p>	<ol style="list-style-type: none"> <li>1. The DCS transportation coordinators will:             <ol style="list-style-type: none"> <li>a) Ensure regular inspections of vehicles occur; and</li> <li>b) Monitor preventative maintenance services with designated vendors.</li> </ol> </li> <li>2. Receive an electronic <b>Monthly Vehicle Report/Travel Log (GS-0483)</b> for each vehicle assigned to individuals of DCS Central Office no later than the 5th of each month.</li> <li>3. Maintain the following:             <ol style="list-style-type: none"> <li>a) Maintenance schedule;</li> <li>b) Form <b>TDS-SR-1A, Tennessee Operator’s Reports</b> (accident report) when applicable; and</li> <li>c) The original copy of form <b>GS-0483, Monthly Vehicle Mileage Report/Travel Log</b></li> </ol> </li> </ol>
<p><b>D. Responsibilities of vehicle operators</b></p>	<ol style="list-style-type: none"> <li>1. Vehicle operators must:             <ol style="list-style-type: none"> <li>a) <b><u>Not smoke or permit anyone to smoke in any DCS vehicle;</u></b></li> <li>b) 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.</li> <li>c) 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.</li> <li>d) Bear responsibility for all costs associated with obtaining a driver’s license.</li> <li>e) 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 <b><u>31.15, Transportation of Children/Youth by Regional and Field Employees.</u></b>)</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>f) Complete form <b>GS-0483, Monthly Vehicle Mileage Report/Travel Log</b>, for each trip, and will submit the report to their Transportation Coordinator to be reported to Central Office Transportation Coordinator each month.</li> <li>g) Be responsible for any traffic citations issued.</li> <li>h) 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.</li> </ul> <ol style="list-style-type: none"> <li>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.</li> <li>3. Supervisors will discuss the abuse of vehicles with the vehicle operator immediately upon learning of any abuse, and will report the incident to the transportation coordinator and head of their division/facility.</li> <li>4. Employees, volunteers, and youth found to be abusing state vehicles will be subject to disciplinary action.</li> </ol>
<p><b>E. To schedule and reserve state vehicles</b></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 will be directed to follow DCS Policy regarding rented/personal vehicles.</p>
<p><b>F. Fuel</b></p>	<p>Operators must obtain gasoline using the gas card associated with each state owned/leased vehicle.</p>
<p><b>G. Security of state vehicles</b></p>	<ol style="list-style-type: none"> <li>1. All state owned/leased/rented vehicles must be kept locked when not in use:</li> <li>2. <b><u>For DCS Youth Development Centers only:</u></b> <ul style="list-style-type: none"> <li>a) All vehicles must be parked in a centralized location on the facility grounds.</li> <li>b) Keys must be kept at a locked centralized location within the facility.</li> </ul> </li> </ol>
<p><b>H. Accidents</b></p>	<ol style="list-style-type: none"> <li>1. The vehicle operator will Immediately report:             <ul style="list-style-type: none"> <li>a) Each accident or incident involving state vehicles coming in contact with any object, whether it is another vehicle, person, post, tree, animal, or building, to law enforcement officials.</li> <li>b) The accident or incident, in writing, to the Central Office Transportation</li> </ul> </li> </ol>

	<p>Coordinator.</p> <ol style="list-style-type: none"> <li>2. The Central Office Transportation Coordinator will immediately report the accident to the Wreck Coordinator at the Division of MVM, Department of General Services and will follow up with a written memo explaining the circumstances of the accident.</li> <li>3. The Division of Motor Vehicle Management will determine the severity of the damage.</li> <li>4. The Transportation Coordinator will submit a copy of all reports to the Central Office Transportation Coordinator, DCS Facilities Management and Support Services division.</li> </ol>
<p><b>I. Prohibition of Firearms and Ammunition</b></p>	<p>Employees may not store or transport firearms or ammunition in state owned/leased/rented vehicles.</p>
<p><b>Forms:</b></p>	<p><i>(These are <u>not</u> DCS forms but can be obtained from the Transportation Coordinators or Division of Motor Vehicle Management.)</i></p> <p><b>GS-0005 Dispatch Assignment</b></p> <p><b>GS-0483 Monthly Vehicle Mileage Report/Travel Log</b></p>
<p><b>Collateral documents:</b></p>	<p><b><i>MVM Motor Vehicle Operator's Reference Manual</i></b></p>