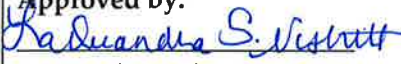
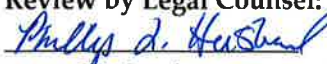




District of Columbia Department of Health 900.100 Use and Management of Vehicles		PROCEDURE 900.100 Implementing Office: OD Training Required: Yes Originally Issued: Revised/Reviewed:
Approved by:  LaQuandra Nesbitt MD, MPH Agency Director	Review by Legal Counsel:  Phillip Husband, Esq., General Counsel	Effective Date: <i>Nov. 23, 2015</i> Valid Through Date: <i>Nov. 23, 2018</i>

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 2009-210 December 7, 2009, Government and Personal Vehicle Operators Accountability Policy.
II. Reason for the Policy	To provide policy and procedural instructions for managing the Department of Health (DOH) vehicle fleet under a comprehensive centralized fleet management program; and to implement and maintain guidelines under which the DOH may acquire, assign, utilize, maintain and dispose of District Government owned or leased vehicles.
III. Applicability	This Policy shall extend to the use by DOH employees of all DOH-issued and operated vehicles, including all Fleet Share and rental vehicles. This Policy shall also apply to personal vehicles of DOH employees when such vehicles are being operated in order to conduct official DOH business. This Policy supersedes any and all previous DOH policies on Vehicle Accountability and Driving.
IV. Definitions & Acronyms	<p>DMV- acronym- The District of Columbia Department of Motor Vehicles.</p> <p>DPW- acronym- The Department of Public Works. A District Government Agency with specific jurisdiction over government owned and leased vehicles.</p> <p>FCO- acronym- Fleet Certifying Officer. An individual designated by the DOH Director to carry out specific oversight duties in the Agency-wide management of vehicles. See below for specific duties.</p> <p>FMA- acronym- Fleet Management Administration. The FMA is an administration under the Department of Public Works which oversees all responsibilities of that Department applicable to managing vehicles.</p> <p>Government vehicle- Unless otherwise stipulated, this phrase will refer to any vehicle the District of Columbia owns, leases or rents, including a ride-sharing vehicle (e.g. Zip Car, Car2Go) being used</p>

	<p>by a DOH employee in the carrying out of official government business.</p> <p>MPF- acronym- Maintenance Performance Foreman. The individual at the DPW tasked with oversight of vehicle maintenance.</p> <p>ORM- acronym- The District of Columbia Office of Risk Management</p> <p>Out-of-town travel- Any travel outside of the District of Columbia.</p> <p>State Driver’s License- A valid driver’s license issued by the District of Columbia or any state.</p> <p>VC- acronym- Vehicle Coordinator. A DOH employee tasked with overseeing the proper use of government vehicles within his/her administration. Every DOH administration shall have a primary and alternate VC.</p> <p>Vehicle Accident Investigation Team- The committee assembled to carry out internal investigations of vehicle accidents. The eight standing members of the team are the DOH Facilities Manager, the Fleet Certifying Officer, the DOH Risk Manager and one member representative from each DOH administration appointed by the respective Senior Deputy Director.</p>
<p>V. Contents</p>	<p>Policy Statement</p> <p>Procedures</p> <p>I. Responsibilities</p> <ul style="list-style-type: none"> A. DOH Director B. Senior Deputy Directors/Administrators/Managers C. DOH Fleet Certifying Officer D. Vehicle Coordinators E. DOH Risk Manager F. Authorized DOH drivers G. Vehicle Accident Investigation Team <p>II. Procedures for employees obtaining and maintaining driving privileges</p> <ul style="list-style-type: none"> A. Hiring for a position requiring vehicle use B. Extension of driving privileges to an existing employee C. Annual renewal of driving privileges D. Use of a private vehicle on official business E. Out-of-town travel <p>III. Procedures for vehicle maintenance</p> <ul style="list-style-type: none"> A. Preventive/scheduled Maintenance (PM)

	<p>B. Unscheduled maintenance C. Maintenance funding</p> <p>IV. Procedures for vehicle accidents and damage</p> <p>A. Vehicle replacement B. Vehicle registration/inspection C. Maintaining logs</p>
<p>VI. Policy</p>	<p>District government-owned, leased or rented vehicles shall only be operated by authorized District employees with valid State Driver's Licenses and with current DOH authorized driving privileges. Only District government employees or other persons necessary to be transported in connection with pending official District government business shall travel in District Government Vehicles.</p> <p>Vehicle use shall be for official government business only. A violation of this provision may result in disciplinary action. Vehicles assigned for the exclusive use of an employee shall revert to the agency vehicle pool at the discretion of the relevant Senior Deputy Director. The DOH Director's vehicle shall be exempt from this provision. The DPW/FMA Administrator must be notified of any reassignment of vehicles within DOH. No assigned vehicle may be kept at or driven to or from the assignee's place of residence. Additionally, a government vehicle may not be used for a DMV driver's test.</p> <p>In accordance with Executive Order 12566, dated September 1986, seat belts shall be worn while operating or riding in District government owned, leased or rented vehicles. The driver of the vehicle shall be responsible for passenger adherence to this Policy.</p> <p>Smoking is prohibited in all District government vehicles.</p> <p>The DOH Risk Manager, in coordination with the FCO or his/her designee shall investigate all allegations of improper use of District government owned, leased, or rented vehicles and may recommend such disciplinary action as deemed appropriate.</p> <p>Only DOH clients or DC government employees shall be transported in DOH-owned or assigned vehicles.</p> <p>For safety purposes, infants and children must be properly secured in a car seat or booster seat.</p>

As required by District law, only hands-free devices may be used while driving in the District of Columbia. This includes cellular phones as well as other electronic devices. Any DOH employee ticketed or involved in an accident while talking or texting on a cellular phone shall be subject to immediate disciplinary action up to and including termination.

An employee may use a private vehicle for government business if so approved through the procedure enumerated below. Employees who do so are not entitled to reimbursement from the District of Columbia for damages sustained to their vehicle during their tour of duty. Such damages must be resolved through the claims process with the employee's own insurance company, or that of another involved party. Claims for personal injury or property damage will be addressed by the District's Office of Risk Management.

An employee approved to use a private vehicle for government business is eligible for mileage and toll reimbursement from DOH. It is the employee's responsibility to supply written documentation to receive reimbursement. Mileage must be documented using the Daily Field Itinerary Form (DHS 614). The request for reimbursement must include the Travel and Related Expense Voucher (FMS 432). DOH will follow District-wide policy on reimbursement rates and any additional applicable guidelines for such reimbursement.

An employee is responsible for prompt and full payment of all fines resulting from parking citations, moving violations, or any other legal infraction incurred while conducting government business regardless of whether the vehicle is a DOH vehicle or a privately owned vehicle. If the vehicle cited is a DOH vehicle, the employee must provide full payment to DOH within fifteen (15) days of the employee's receipt of the notice of violation. Failure to comply with this Policy may result in suspension or revocation of driving privileges.

In the event of an accident while operating any vehicle during an employee's tour of duty, he/she must immediately notify the immediate supervisor, and complete and file an Unusual Incident Report Form and a Motor Vehicle Accident Report Form, with the DOH Facilities Manager and the DOH Office of Risk Management.

	<p>Employees unable to carry out these tasks due to injury should carry them out as soon as their condition permits.</p> <p>Employees injured as a result of an accident while driving and carrying out official government/agency business may file a worker's compensation claim with the District of Columbia Office of Risk Management.</p>
<p>VII. Procedures</p>	<p>I. Responsibilities</p> <p>A. The DOH Director, or designee, shall:</p> <ol style="list-style-type: none"> 1. Designate an employee to serve as the DOH Fleet Certifying Officer (FCO). 2. Submit to the Office of Risk Management, the Department of Public Works, and the Department of Motor Vehicles (DMV) the name, work address, and telephone number of its Fleet Certifying Officer no later than January 2nd of each calendar year. 3. Ensure the proper use of District government vehicles; 4. Establish policies and procedures to govern the use of District government vehicles. 5. Exercise overall authority to realign budgetary requirements for vehicle funding, to include lease renewals, maintenance, and repairs. 6. Ensure participation in the Office of Risk Management's "How Am I Driving?" Program. <p>B. Senior Deputy Directors/Administrators/Managers shall:</p> <ol style="list-style-type: none"> 1. Ensure that all DOH employees who drive vehicles on official government business are thoroughly aware of and comply with the provisions set forth in this Policy by distributing this Policy to each driver on their staff. 2. Identify an employee (and alternate) to serve as Vehicle Coordinator (VC) from their Administration/Office. 3. Request (through the Chief Operating

	<p>Officer) and monitor all funding for government owned, leased or rented vehicles.</p> <ol style="list-style-type: none">4. Appoint a senior manager to serve as a rotating member of the Vehicle Accident Task Force.5. Monitor employees under their charge who operate District government-owned or leased vehicles.6. Incorporate compliance with this Policy into the annual Employee Performance Plans of every employee under their supervision whose job duties require the use of a government vehicle.7. Ensure that all drivers complete the Vehicle Operator's Acknowledgement Form annually and coordinate with their respective VC to ensure that the forms are submitted to the FCO in a timely manner.8. Fully cooperate with any investigating authority including, but not limited to, the Office of the Inspector General (OIG) and the DOH Office of Risk Management, including providing all requested documentation.9. Fully investigate all tickets received for moving traffic and parking ticket violations, where the driver cannot be determined due to incomplete vehicle log information in order to determine the responsible employee. <p>C. The DOH Fleet Certifying Officer (FCO) shall:</p> <ol style="list-style-type: none">1. Establish a Vehicle Fleet Registry for all vehicles assigned to DOH and submit the registry to DMV no later than September 30th of each calendar year. The registry shall identify the vehicles by tag number, make, model and year, and shall include the status of the vehicle (leased or owned). If leased, the name and address of the leasing company shall be provided.2. Ensure the DOH Fleet Management System includes a daily record of vehicle custody, miles driven, purpose, physical condition before and after assignment and reported accidents, incidents, citations or summons occurring during assignment.3. Coordinate with the DOH Administrations to ensure annual completion of the Vehicle Operator's Acknowledgement Form by all employees who are authorized to operate a vehicle on authorized
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	<p>government business.</p> <ol style="list-style-type: none">4. Ensure that all payments for leased vehicles are processed in a timely manner.5. Recommend to the Chief Operating Officer the approval or denial of any out-of-town travel utilizing a District government vehicle and notify DPW of the authorization for out-of-town travel.6. Coordinate with the DOH Risk Manager the availability and utilization of vehicles for emergency and critical uses, including social work, child protective services, inspections, or direct patient care services.7. Recommend to the appropriate supervisor and DOH Risk Manager disciplinary actions to be taken against any DOH employee improperly using a District government vehicle.8. Maintain a copy of all Motor Vehicle Accident Report Forms and submit these forms to ORM within forty-eight (48) hours of receipt from the employee.9. Prohibit continued use of any District government vehicle by any driver involved in a vehicle accident until such time an investigation is completed by the Vehicle Accident Investigation Team, and written reauthorization for use is provided by the FCO.10. Submit to DMV information about the agency's fleet that DMV requires for the operation of its Government Multi-Owner Fleet Program. This program enables DMV and District agencies to track citations for parking and other violations issued with respect to District government vehicles.11. Serve as a permanent member of the Vehicle Accident Investigation Team charged with investigating all accidents/incidents involving District government-owned, leased or rented vehicles.12. Consolidate and disseminate quarterly and annual reports on vehicle usage, maintenance and status of repair to each Administration and the Chief Operating Officer.13. Coordinate with the DOH Risk Manager both scheduled and unscheduled audits of fleet vehicle registries and logs.14. Ensure that all authorized DC Government drivers
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receive and sign a statement certifying that they have read and agree to:

- a. Submit to the FCO copies of a valid State Driver's license annually, and upon request in the event of an accident/incident involving a District government vehicle;
- b. Comply with the policies and procedures outlined in this Policy. (The authorization and reauthorization to operate a District government vehicle is contingent upon having a valid State Driver's License and a satisfactory performance review of compliance with the policies and procedures outlined in this Policy);
- c. Ensure timely payment of all moving traffic and parking tickets received during operation of vehicle. Tickets must be paid within fifteen (15) days of receipt of the ticket or traffic infraction. This includes any ticket received in the mail for a moving traffic violation; and
- d. Report all known vehicle accidents and damage to the DOH Risk Manager using the Unusual Incident Report Form (DOH01-04) and cooperate in all investigations of accidents or incidents involving the vehicle during the employee's operation of the vehicle.

D. The Vehicle Coordinators shall:

1. Enforce the rules and regulations governing the use, assignment and operation of District government vehicles as outlined in this Policy.
2. Ensure the effective utilization of assigned vehicles by providing the FCO with the Vehicle Daily Utilization Log weekly.
3. Verify that current individual driver's licenses are valid prior to authorizing any person to operate a District government vehicle.
4. Ensure that all drivers of District government-owned, leased vehicles conduct an operator's check each time the vehicle is refueled. See procedure below.

	<ol style="list-style-type: none">5. Ensure that all assigned vehicles are delivered to DPW whenever maintenance or repair services are scheduled and when the vehicle is due for District inspection.6. Ensure that established office procedures for handling parking and moving violation tickets issued to employees are followed. All employees must be made aware of their responsibilities associated with parking and moving violation tickets issued to government vehicles while under their use.7. Provide fiscal year cost estimates upon request.8. Maintain a list of authorized drivers for each program/administration and identify and report any unauthorized operation of a vehicle. This list should include those authorized to use their personal vehicle for government business.9. Report any potential violations of this Policy to management. <p>E. DOH Risk Manager shall:</p> <ol style="list-style-type: none">1. Work to ensure DOH compliance with Mayor's Order 2009-210, Vehicle Operators Accountability Policy.2. Receive and investigate all unusual incident reports involving vehicle accidents in accordance with the Unusual Incident Reporting Policy (DOH01-04).3. Serve as a coordinator and permanent member of the Vehicle Accident Investigation Team.4. Work to ensure that all required vehicle accident information and reports are received and logged for the purpose of submitting to the D.C. Office of Risk Management and for defending the department against any Tort Liability Claims resulting from such accidents.5. Recommend to the FCO and Chief Operating Officer the approval or denial of any employee's continued use of any District government vehicle if it is determined that the employee is a risk exposure to the department.6. Coordinate both scheduled and unscheduled audits of vehicle use logs with the FCO.
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7. Work to ensure timely payment of all moving violation and parking tickets in accordance with the annual Risk Management Accountability Requirements.

F. Authorized DOH drivers shall:

1. Complete and submit to the FCO a signed copy of the Vehicle Operator's Acknowledgement Form annually or upon request.
2. Operate District government vehicles on authorized District government business only.
3. Operate any District government vehicle in a safe manner and in full compliance with the applicable laws, rules and regulations of the jurisdiction in which the vehicle is operated, including, without limitation, the Distracted Driving Safety Act of 2004 and DPW Department Order No. 2004-04.
4. Submit annually, and upon request, a copy of a valid State Driver's License to their supervisor. The employee shall have this license in his/her possession while on duty and operating the vehicle.
5. Notify their immediate supervisor and the FCO of any changes in the status of, suspension or revocation of their State vehicle operator privileges. In the event the State license is revoked or suspended, the FCO shall immediately notify the driver's supervisor, and further use of any District government vehicle by the employee shall be prohibited.
6. Remit within 15 days of receipt of a notice of infraction for a moving or parking violation the payment required for such infraction that resulted from operating, or having custody of, a vehicle on government business. Disciplinary action may result from failure to remit payment or the timely filing of an appeal. A walk-up administrative hearing is encouraged to challenge any ticket issued to an employee.
7. Be responsible for any damage or injury to other persons and their property while operating District government vehicles outside the scope and course of employment and assigned duties (including illegal activities).

8. Be responsible for any injury to an unauthorized occupant in a District government vehicle. The driver must have any plan to transport passengers in a vehicle approved first by his or her direct supervisor and FCO.
9. Report any notice of infraction received as a result of operating, or having custody of, a vehicle on government business, as well as any vehicular accidents, incidents, or damage, to his/her immediate supervisor, the FCO, and DOH Risk Manager within twenty-four (24) hours of occurrence. He/she shall submit a completed Motor Vehicle Accident Report Form to the applicable VC no later than forty-eight hours following an accident.
10. Discontinue operation of any District government vehicle after an accident has occurred until such time as an investigation is completed by the Vehicle Accident Investigation Team and permission for continued use is granted by the FCO.
11. Conduct an operator's check each time the vehicle is refueled. See procedure below.

G. The Vehicle Accident Investigation Team shall:

1. Be established by the DOH Director to investigate all accidents and incidents involving District government vehicles, including post-incident follow-up in the Department.
2. Consist of eight (8) permanent members: Facilities Manager, Fleet Certifying Officer, Risk Manager, and a senior manager assigned from each DOH Administration
3. Each Administration will designate an alternate team member in the event an investigation is undertaken while the primary representative is on leave, or otherwise unable to serve on the Team.
4. The Team will:
 - a. Investigate all accidents and incidents involving the use of District government vehicles by authorized or unauthorized DOH employees;
 - b. Recommend mitigation strategies, disciplinary actions, corrective action plans, or other proposed

actions as a result of a vehicle accident investigation;

- c. Make recommendations for improvement in fleet management processes;
- d. Provide training on vehicle safety; and
- e. Brief the Director/COO at least quarterly on critical issues involving fleet management.

II. Procedures for employees obtaining and maintaining driving privileges

A. Hiring for a position requiring vehicle use.

1. The prospective employee will submit to DOH a Confidential Request for Motor Vehicle Records Form following a conditional offer of employment from DOH.
2. For employees with a DC, MD, or VA driver's license, within two (2) business days of receipt, DOH shall submit the form to the DC Office of Risk Management for verification of the prospective employee's driver's license and official driver's record. For employees with a driver's license issued by any other state, the verification will be handled through MPD, not ORM.
3. Results of the check shall be forwarded to the Facilities Management and the DOH Human Resources Officer for a determination of the prospective employee's suitability for employment.
4. If a finding of any of the following legal issues emerge from an official review of the prospective employee's driving record, DOH shall review the prospective employee's offer in accordance with Section 3 of the Fair Criminal Record Screening Amendment Act of 2014:
 - i. Any convictions in the past five (5) years for Driving While Intoxicated (DWI) or Driving under the Influence (DUI).
 - ii. A charge of driving with a suspended or revoked driver's license within the past three (3) years.
 - iii. Any conviction for hit-and-run.
 - iv. Any felony conviction involving a vehicle.

B. Extension of driving privileges to an existing employee

1. The employee will confirm he/she possesses a valid State driver's license not currently under suspension. The employee will provide a driver's background check available from DC DMV, or corresponding authority if the employee resides outside the District.
1. The employee will submit to DOH the Confidential Request for Motor Vehicle Records Form.
2. Within two (2) business days of receipt, DOH shall submit the form to the DC Office of Risk Management for verification of the employee's driver's license and official driver's record.
3. Results of the check shall be forwarded to Facilities Management and the DOH Human Resources Officer for a determination of the employee's suitability for driving privileges.
4. If a finding of any of the following legal issues emerge from an official review of the employee's driving record, DOH shall review the request in accordance with Section 3 of the Fair Criminal Record Screening Amendment Act of 2014:
 - i. Any convictions in the past five (5) years for DWI or DUI.
 - ii. A charge of driving with a suspended or revoked driver's license within the past three (3) years.
 - iii. Any conviction for hit-and-run.
 - iv. Any felony conviction involving a vehicle.

C. Annual renewal of driving privileges

1. Every employee with driving privileges will complete the Confidential Request for Motor Vehicles Records Form annually and submit to a background check of his/her driving record for the preceding year.
2. This background check will coincide with the employee's annual performance evaluation.
3. A finding of any relevant infraction (relevant infraction defined as any of those listed in the above section) within the previous year will result in a review of the employee's suitability to retain driving privileges.

D. Use of a private vehicle on official business

1. The employee will obtain written authorization from his/her supervisor to use one personal vehicle for government business.
2. The employee will confirm he/she possesses a valid State driver's license not currently under suspension. The employee will provide a driver's background check available online from DC DMV, or corresponding authority if the employee resides outside the District.
2. The employee will provide verification of automobile insurance covering the vehicle to be used for government business (declaration page) to his/her supervisor who will ensure it is routed through the proper channels to the Fleet Management Administration (FMA) at the Department of Public Works (DPW). To transport clients in a personal vehicle, the insurance policy must extend coverage to vehicle passengers.
3. An employee must notify his/her supervisor and FMA within three (3) days of any change in automobile insurance coverage or compliance with other requirements.
4. The employee will provide verification to his/her supervisor that the vehicle to be used for government business has a valid registration and current vehicle inspection.
5. The administration shall inform the employee that District government employees authorized to operate their personal vehicles for government business are covered by the District of Columbia Employee Non-Liability Act, approved July 14, 1960 (74 Stat. 519; D.C. Official Code § 2-411 *et seq.*), which generally provides that a District employee is not personally liable for property damage or personal injury to a third party resulting from a motor vehicle accident occurring while the employee is acting within the scope of his or her employment. The notice shall require the employee's agreement that the District government's liability for property damage to his or her personal vehicle shall be limited to any settlement the District may make of a

claim made under the Military Personnel and Civilian Employees Claim Act of 1964 (Act), approved August 31, 1964 (78 Stat. 767; 31 U.S.C. § 3721). If an employee makes a claim under this Act and the loss did not result from the employee's negligent or wrongful conduct, ORM may, in its discretion and in accordance with the Act and any applicable rules, settle such a claim for an amount that does not exceed \$10,000. Finally, the notice shall specify that if the employee is injured while carrying out District government business, the employee shall be limited to making a claim under the Disability Compensation Program established by the District of Columbia Government Comprehensive Merit Personnel Act, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-623.01 *et seq.*).

E. Procedure for out-of-town travel with a government vehicle

1. A request to use a government owned, leased or rented vehicle for out-of-town travel (see definition above), must be made using the Out-of-Town Travel Approval Form and submitted to the employee's immediate supervisor no later than thirty (30) days prior to the proposed use. The levels of approval within the Department of Health which must be obtained are:
 - i. The employee's immediate supervisor
 - ii. The FCO
 - iii. The Chief Operating Officer of the Department of Health
 - iv. The Director of the Department of Health
2. Following the above approvals, the Out-of-Town Travel Approval Form is routed to the Department of Public Works for approval by the FMA at DPW. This step requires 15 days' notice.
3. An out-of-town travel request may be denied by the FCO if there is insufficient notice given for the proposed use.

III. Procedures for vehicle maintenance

A. Preventive/Scheduled Maintenance (PM)

	<ol style="list-style-type: none">1. All District-owned or leased vehicles will receive PM every four (4) months.2. The Vehicle Coordinator (VC) shall coordinate scheduling of PM with the Maintenance Performance Foreman (MPF).3. It is a requirement to bring government owned/leased vehicles to the FMA shop when notified by the PM service scheduler. The VC of the applicable Administration is responsible for ensuring this occurs.4. Vehicles owned by the General Services Administration (GSA) shall be brought to the DPW Transportation Section for scheduled PM. <p>B. Unscheduled maintenance</p> <ol style="list-style-type: none">1. In the event of a mechanical breakdown, the employee shall immediately contact his/her supervisor and the FMA. If the breakdown occurs after 10:30 pm, the employee will contact the Emergency Command Center.2. The MPF will make a case-by-case decision on how best to move the vehicle to the FMA at DPW. The employee will not drive the vehicle unless authorized to do so by the MPF.3. Upon completion of the maintenance by the FMA, DOH may pick up the vehicle once cleared to do so by the MPF.4. Vehicles owned by the GSA shall be brought to the DPW Transportation Section for service.5. In the case of a flat tire, if the employee cannot safely drive the vehicle to a DOH facility, he/she will contact FMA. If the vehicle is GSA-owned, he/she will notify the DPW Transportation Section. <p>C. Maintenance Funding</p> <ol style="list-style-type: none">1. The Vehicle Coordinator within each Administration will annually submit to the FCO no later than October 15th its funded budgetary obligations for vehicle maintenance for the current fiscal year.2. Cost estimates for vehicle maintenance shall be based upon the average maintenance expenditures over the preceding three years.
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3. The VC is responsible for ensuring that all expenses for vehicle maintenance are paid in a timely manner.
4. New vehicles shall be assessed a preventive maintenance cost of \$1000.00 per vehicle in the first year only.

IV. Procedures for vehicle accidents and damage

A. Immediate aftermath of the accident

1. In the event of any vehicle accident, the employee shall immediately call the local police, his/her supervisor, and the Maintenance Performance Foreman (MPF).
2. The employee shall cooperate fully with first responders and any on-site investigation of the accident as well as any subsequent, or follow-up, investigation.
3. The employee will not move the vehicle until the completion of the on-site investigation or until directed to do so by first responders.
4. The vehicle operator and supervisor must complete the Unusual Incident Report Form and follow the Unusual Incident Reporting Policy (DOH01-04) and the Motor Vehicle Accident Report Form. (GSA owned vehicles also require completion of the GSA Form SF-91, Operator's Report of Motor Vehicle Accident Report).
5. The completed report(s) must be submitted to the driver's supervisor within 24 hours of the accident, who will ensure it is routed to the FCO. The FCO shall review the report for completeness and forward the completed report to the DOH Risk Manager.
6. In the case of damage not caused by accidents, the supervisor shall initiate an Unusual Incident Report, notifying the FCO and local police.
7. Failure to submit the above listed forms and reports may be cause for suspension or revocation of driving privileges and/or disciplinary action in accordance with District Personnel Manual, Chapter 16.

B. Vehicle Accident Investigation Team

	<ol style="list-style-type: none"> 1. The Vehicle Accident Investigation Team will convene a meeting within 24 hours of the accident or the following business day. 2. The Vehicle Accident Investigation Team will review all information available on the accident, including the police report, the assessment of the damage to the vehicle, and the statement of the employee(s) involved in the accident. 3. The Vehicle Accident Investigation Team will submit a report to the DOH Director at the conclusion of its investigation which shall include: <ol style="list-style-type: none"> a. A detailed summary of available information on the accident b. Recommendations for disciplinary action, if any, against the employee(s) involved in the accident. c. Recommendations for changes in policy and procedures as regards vehicle use and/or fleet management as a result of the accident. d. Recommendations for additional training to Vehicle Coordinators and/or authorized drivers. e. Any other information deemed relevant to the accident by the Vehicle Accident Investigation Team. f. Proof that the employee was eligible to operate the vehicle at the time of the accident. <p>V. Procedure for traffic tickets</p> <ol style="list-style-type: none"> 1. The FCO shall, after receiving notification of outstanding ticket(s), respond to the tickets in one of two ways: by identifying those tickets eligible for administrative dismissal or by identifying by name, address and driver's permit number of the vehicle operator those tickets that will not be recommended for dismissal. 2. The FCO shall submit to DMV those tickets identified for administrative dismissal and those tickets that are eligible to be transferred to the operator of the vehicle within thirty (30) calendar days. 3. The FCO shall notify the vehicle operator of tickets that are not eligible for administrative dismissal and the appropriate procedure to address the ticket within
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fifteen (15) calendar days of receipt of notification of ticket(s).

4. The FCO shall notify drivers who are identified as responsible for a vehicle when an infraction is issued to the vehicle of the options for answering a ticket.
5. If and when a driver has failed to comply with the requirement to make payment within fifteen (15) days of receiving notification that such payment is required, the FCO shall submit the employee's name to the Office of the Chief Financial Officer (OCFO) for referral to the Central Collections Unit (CCU).

VI. Fleet Management

A. Vehicle Replacement

1. Leased vehicles
 - i. At the conclusion of the lease, all maintenance issues are to be addressed, including tire replacement and body damage.
 - ii. Following the completion of maintenance, the vehicle will be turned in to the FMA.
2. DC Government-owned vehicles
 - i. The FCO will maintain records of the age and mileage of all government-owned vehicles.
 - ii. A vehicle shall be surveyed out of the DOH Fleet upon reaching either 8 years old, or 80,000 miles on the odometer.

B. Vehicle Registration/Inspection

1. The FCO will ensure that assigned vehicle tags and the registration tag are renewed annually for every vehicle in the fleet.
2. The FCO will ensure that every vehicle receives an annual vehicle inspection certification.
3. DOH is responsible for paying all inspection fees

C. Maintaining logs

	<ol style="list-style-type: none"> 1. Every employee using a government vehicle must fully complete a Vehicle Daily Utilization Log after every use of the vehicle. 2. The driver will submit this completed log to the VC of his/her Administration. 3. The VC will review the log for completeness and accuracy. 4. The driver must conduct an operator’s check every time a vehicle is refueled. The operator’s check will consist of, at a minimum, a check for body damage or obvious defects, proper tire inflation, and fluid levels (oil, anti-freeze, and transmission fluid). This check is to be completed in the indicated location on the back of the Vehicle Daily Utilization Log. 5. Any identified maintenance issues should be reported in writing immediately to the FCO. See Section III for procedures on vehicle maintenance. 6. The VC will maintain all Vehicle Daily Utilization logs and submit the original and an electronic copy (via email) to the FCO every 30 days. These logs must be submitted in numerical order by vehicle tag number. 7. The FCO will retain the Vehicle Daily Utilization Logs for 5 years.
<p>VIII. Contact Information</p>	<p>DOH Director: (202) 442-9366 DOH Chief Operating Officer: (202) 446-5863 DOH Facilities Manager: (202) 442-9205 DOH Risk Manager: (202) 442-5846</p>
<p>IX. Related Documents, Forms and Tools</p>	<p>Official forms referenced in this document:</p> <ul style="list-style-type: none"> • Confidential Request for Motor Vehicles Records Form • Daily Field Itinerary Form • Motor Vehicle Accident Report Form • Travel and Related Expense Voucher • Unusual Incident Report Form • Vehicle Daily Utilization Log • Vehicle Operator’s Acknowledgement Form • Out-of-Town Travel Approval Form <p>Additional supplemental documentation:</p> <ul style="list-style-type: none"> • Mayor’s Order 2009-210 • The Distracted Driving Safety Act of 2004, effective March 30, 2004 (D.C. Law 15-124; D.C. Official Code § 50-1731.01 <i>et seq.</i>)

	<ul style="list-style-type: none">• DPW Department Order No. 2004-04• District of Columbia Employee Non-Liability Act, approved July 14, 1960 (74 Stat. 519; D.C. Official Code § 2-411 <i>et seq.</i>)
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