



DFS FLEET MANAGEMENT POLICY AND PROCEDURES

I. Policy

This policy outlines the operation and maintenance of the Department of Forensic Sciences' (DFS) fleet program and follows the Mayor's Order 2009-160.

The operation of a department vehicle is both a privilege and a responsibility and authorized drivers are responsible for operating fleet vehicles in a manner that ensures individual safety and the safety of others while in full compliance with all federal and local traffic laws and regulations. DFS authorized drivers recognize and agree to adhere to the rules governing fleet usage when operating a motor vehicle. These rules include but are not limited to:

- Authorized drivers of fleet vehicles shall be DFS employees only.
- Use of vehicles is available solely for the purpose of conducting District of Columbia government business.
- Operation of vehicles will be in accordance with traffic laws, and ordinances.
- Safe driving practices will be observed at all times while operating a vehicle and any behavior that would otherwise be a distraction to the safe operation of a vehicle is prohibited.
- All fines and other legal penalties arising out of ticketed offenses are the responsibility of the driver.

II. Guidelines

A. DFS personnel eligible for authorization to drive fleet vehicles must meet the following minimum requirements:

- Possess a valid driver's license issued within the United States.
- Non-US Citizens who possesses an unexpired Out-of-Country driver license may be eligible for a DC REAL ID driver license, if they meet eligibility requirements.
 - Proof of Identity - full legal name, date of birth and lawful presence in the US (must be at least 16 years of age)
 - Proof of DC Residency (2 required)
 - Proof of Social Security Number
 - Proof of Ability to Drive
 - A licensed driver who moves to the District of Columbia from another country is required to obtain a DC driver license, if residing in DC for more than 30 days and is not in the US on visiting visa.
 - A DC REAL ID driver license is valid for up to eight years for US citizens and may vary for non-US citizens depending on visa classification and duration of stay.

- If you possess a valid out-of-country driver license, you will be required to take and pass the driver knowledge test prior to obtaining a DC REAL ID driver license.
 - You will be allowed to keep your out-of-country driver license along with your DC REAL ID driver license. We do not accept International Driver Licenses as proof of ability to drive.
 - If you possess a non-English language driver license from a foreign country, you must attach an English translation from your embassy or from a certified translator. The embassy translation must be on official embassy letterhead. The date of the translation must be on or after the actual date of the non-English language driver license. Certified translator copies must have a certification stamp.
 - Maintain a safe, clean and acceptable driving record.
 - Acknowledge and agree to fully comply with the DFS fleet program policies and procedures.
- B. DFS personnel must complete an Application for Authorization to Operate Government Leased/Owned Vehicles. The application and a copy of applicant's driver's license must be submitted to the applicant's supervisor for approval and signature and referred to the fleet program coordinator for disposition on an annual basis. (Beginning of each fiscal year).

III. Administration

- A. The DFS fleet program coordinator will administer controls of the fleet program.
- B. Authorized drivers will request access to DFS vehicles through the fleet program coordinator.
- C. Authorized drivers will obtain vehicle keys from the fleet program coordinator. All vehicle keys are to be returned to the program coordinator after vehicle use or upon the close of business each day. Drivers are prohibited to take vehicles home.
- D. Authorized drivers are responsible for documenting vehicle usage on the Vehicle Utilization Log.
- E. Authorized drivers are responsible for the inspection of the vehicle's interior and exterior, as well as ensuring maintenance and cleanliness of vehicles. In addition, drivers must report any mechanical malfunction of vehicles to the fleet program coordinator.
- F. Authorized drivers are responsible for the refueling of vehicles prior to but no later than a residual one quarter tank of fuel. (Instructions on where and how to refuel the vehicles are provided in the Vehicle Utilization Log). Employees that refuel a fleet vehicle outside of the set policy and procedures will **not** be eligible for reimbursement.
- G. Authorized drivers are required to immediately report fines for parking and moving violations to their supervisor and to the fleet program coordinator.

- H. Authorized drivers will ensure that vehicles are parked in designated fleet parking areas.

Authorized drivers will immediately report any property damage or vehicle involved in an accident. The driver will follow the DC Government Motor Vehicle Accident Report Form found in Qualtrax for any vehicle damage. Personal injury will be reported on the DFS Accident Investigation form, in adherence to the DFS Incident Reporting System Program. Both the program and form can be found in Qualtrax.

Any exception to these rules requires advance written approval. Personnel who willfully violate these rules may be subject to suspension, restriction or loss of authorization of driving privileges.

The following forms can be found by going to Qualtrax< DFS Policies< DFS Fleet Policies and Procedures:

- DC Government Motor Vehicle Accident Report Form
- DFS Application for Fleet Operation Authorization
- DFS Fleet Tracking Log
- DFS Fleet Vehicle Operators Acknowledgement
- Vehicle Utilization Log

Department of Forensic Sciences Fleet Program Management

Fleet Coordinating Official (FCO): Warren C. Washington

- The FCO is responsible for submitting to the Department of Motor Vehicles (DMV) information concerning the agency's fleet program that the DMV mandates for the operation of the District's Multi-Owner Fleet Program.
- Serve as chief custodian of all vehicular citations issued by the DMV, Metropolitan Police Department, or other authorized law enforcement official, with respect to the Department of Forensic Sciences (DFS) fleet vehicles.

Fleet Program Coordinator (FPC): Herbert B. Thomas

The FPC is responsible for maintaining a daily registry recording the following:

- Identification of authorized employees having custody of all DFS fleet vehicles.
- Identification of the purpose for employee use of fleet vehicles, including date, time and mileage.
- Identification of physical condition of the fleet vehicle before and after use.
- Reported accidents, incidents, citations and summons issued during use.

Back-up Fleet Program Coordinator: Alyce Ferguson

In the event that the FPC is not available for the personal management of the fleet program, Alyce Ferguson will be the secondary point of contact for program management. Warren Washington will be the third point of contact in the absence of Herb and Alyce and Yi-Ru Chen will be the final back-up in the event Herb, Alyce, and Warren are not available.