

**MEMORANDUM**

September 16, 2011

TO: Transportation, Infrastructure, Energy & Environment Committee

FROM: Susan J. Farag, Legislative Analyst *SJF*

SUBJECT: Agency Take-home Vehicle Policies

Today the Committee will review updated take-home vehicle information from County government and other local agencies. Representatives from Montgomery County Public Schools (MCPS), Washington Suburban Sanitary Commission (WSSC), Maryland-National Capital Park and Planning Commission (M-NCPPC), and Housing Opportunities Commission (HOC) are expected to attend and answer any questions the Committee might have.

**BACKGROUND**

During FY12 budget deliberations, the Committee reviewed various issues related to the County's take-home vehicle policies. The Committee stated that there should be a strong presumption against any take-home vehicle assignments. The Committee was concerned about various issues regarding justified assignments, reimbursement, and departmental oversight. Consequently, the Council required semi-annual reporting on the County's take-home vehicle policy. The Committee has expanded this review to include all outside agencies.

**AGENCY POLICIES**

The following chart provides a synopsis of agency take-home vehicle programs, including information on reimbursement for personal use, mileage logs, and audit or program reviews.

Agency	Number of Take-Home Vehicles	Employees Reimburse for Personal Use	Employees Taxed for Personal Use	Log Mileage	Audit or Review
County Government	233	Yes		No	Upcoming
WSSC	8	Yes		Yes	
MCPS	27	Yes		No	
Montgomery College	0	-	-	-	-
Housing Opportunities Commission	4	No		Yes	FY11
M-NCPPC	14		Yes		

*County*<sup>1</sup>: The County currently has 233 take-home vehicles. This number does not include public safety emergency vehicles. It has recently undergone a review of its policies, including assignment justification, payroll deduction, and general oversight. In general, employees must reimburse the County for any personal use of the vehicle. Vehicles are assigned on a permanent basis if the employee must frequently respond after hours and/or report to different worksites. The types of cars vary from Toyota Priuses to larger vehicles like Chevrolet Trailblazers and cargo vans. The County has a policy that discourages the assignments of SUVs unless justified.

*WSSC*: WSSC has eight take-home vehicles. Employees are required to reimburse WSSC for personal use, and employees must maintain a mileage log. All eight vehicles are SUVs, including Ford Escapes and Chevrolet Blazers. Seven of these are four wheel drive.

*MCPS*: MCPS has 27 take-home vehicles, primarily assigned to maintenance, plant operations, and transportation functions. Of these, 11 are hybrids or flex fuel vehicles. Employees are charged \$1.50 per one-way travel or \$3.00 per workday for personal commuting use. Most vehicles are SUVs or trucks.

*Montgomery College*: The College does not have any take-home vehicle assignments.

*HOC*: HOC has no permanently-assigned take-home vehicles. Instead, four vehicles are assigned to employees who are on duty for on-call emergency maintenance. Employees are on duty for a week at a time, and then the duty rotates to another employee. While non-business use is prohibited, staff still record mileage daily. Staff do not reimburse HOC for personal use, since it is prohibited. Most vehicles are maintenance trucks and vans.

*M-NCPPC*: The Commission has 14 take-home vehicle assignments. As of June 30, 2011, the Director of the Parks Department no longer has a 24 hour vehicle assignment. Most vehicles are trucks and some sedans, provided for maintenance. The Commission also has five van pool vehicles.

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<sup>1</sup>The Committee will have discussed the County take-home vehicle program in detail before this meeting. The packet includes a brief synopsis of the program for comparative purposes.

The Commission has not required mileage logs, although it is currently evaluating the best way to provide oversight. Employees do not reimburse the Commission for personal use; instead, they are taxed using IRS guidelines.

During FY11, the Commission's Audit Division performed a bi-county audit. The resulting changes in policy that are now in place or under active consideration are outlined in the Power Point presentation attached at © 62-79. Commission staff advise that the Commissioners have not approved the outside release of the audit report because it includes information that is protected under various legal privileges. Commission staff will provide a Power Point update on the audit, its findings, and steps the Commission is taking to change certain policies and practices.

**DISCUSSION ISSUES**

- 1) In light of current fiscal constraints, has your agency considered reducing the number of take-home vehicles?
- 2) What steps has your agency taken to reduce the environmental impact of vehicles?
- 3) What criteria do you use to determine the type of vehicle necessary for a particular position?

<u>This packet includes the following attachments</u>	<u>© Number</u>
County Take-Home Vehicle Information	1-17
WSSC	18-32
MCPS	33-39
HOC	40-44
M-NCPPC	45-61
M-NCPPC Power Point	62-79



DEPARTMENT OF GENERAL SERVICES

Isiah Leggett  
*County Executive*

David E. Dise  
*Director*

MEMORANDUM

September 14, 2011

TO: Roger Berliner, Chair, T&E Committee  
Nancy Floreen, Committee Member  
Hans Riemer, Committee Member

FROM: David E. Dise, Director *D*  
Department of General Services

SUBJECT: Update on non-Public Safety Take-Home Vehicle Assignments

This will provide you with an update on revisions to Montgomery County Administrative Procedure 1-4 (AP) 1-4 addressing the Assignment and Use of County Vehicles and subsequent take home vehicle assignments for the administrative fleet, which excludes all vehicles falling under the category of public safety use; police, fire, sheriff, corrections, and states attorney.

As you were informed in April, the AP was then under review to address issues relating to use of County vehicles while under the influence of alcohol or drugs. Subsequent review and revisions has also included how take home vehicles are managed. Over the past months Executive staff revised the criteria by which justification for year-round or seasonal take home use is justified, the review process by which requests are approved and regularly reviewed, and how taxes and charges are managed for those employees approved for such use.

The purpose of this review has been to make sure procedures drafted years ago governing the assignment and use of county vehicles were made more clear and manageable with better controls and more centralized oversight. Changes resulting from this review will ensure more consistency of practice across county departments and also continue to ensure that taxpayers do not bear the cost for take home use of a vehicle not directly related to the duties of the employee to whom the vehicle is assigned.

Administrative employees permitted to take a vehicle home are authorized under that permission to use the vehicle for commuting from their residence to work only, for which they may be subject to payroll deduction for personal commuting mileage, as well as tax reporting of imputed income for personal use as detailed in Sections 5.0 and 5.4 of the AP.

The new revisions to AP 1-4 were approved by the Chief Administrative Officer. Very shortly, the CAO's office will issue an interim AP, which will be finalized in 30 days subsequent to receipt of comments from departments, employees and other impacted parties. The most significant revision was to Section 4.2 of the AP, delineating the criteria under which take home use of a vehicle may be justified. The revised criteria are:

1. The employee is regularly subject to being called back to work during off-duty hours.
2. The employee travels frequently after hours on behalf of the county to provide service to client populations.
3. The employee travels after hours on behalf of the County to the point that there is an economic benefit to the County for the employee to have a vehicle assigned instead of the County reimbursing the employee for use of their personal vehicle.
4. The employee supervises field personnel who are also assigned county vehicles and visits different locations to and from the employee's office location.
5. The employee regularly starts and ends the work day at different locations and spends their day at different field locations.
6. The employee holds a position considered essential in responding to winter storms. In this case the employee is authorized to take a vehicle home beginning December 1<sup>st</sup> and continuing through February 28<sup>th</sup>. During the rest of the year the employee is not authorized to take a county-owned vehicle home.

Other revisions include clarifications to tax reporting responsibilities and protocols for the approval of assignments and quarterly reporting of non-public safety vehicle usage to the CAO.

#### Take Home Assignments - Senior Administrative Staff

The list first distributed to Council and the general public was dated June 27, 2011 and covered all department directors, deputies and MLS staff with authorization for year-round Take Home (TH) and Take Home Seasonal (THS) vehicle use. Note that for the THS authorization the AP defines seasonal as the period beginning December 1<sup>st</sup> of each year and ending February 28<sup>th</sup> of the following year. Based on the June 27<sup>th</sup> list, a total of 25 positions were authorized for TH (19) or THS (6) use. Subsequently, some departments reviewed these assignments and voluntarily removed vehicles from take home use. Including these changes and after applying the AP new criteria to Vehicle Assignment Forms submitted by departments, the CAO approved changes are summarized as follows and new assignments detailed on the attached Table 1:

Report Date	Total Vehicles	Take Home (TH)	Seasonal (THS)	Rescinded
As of 06/27/2011	25	19	6	
As of 09/07/2011	15	3	12	10

The three authorized take home assignments include DOT Director Holmes, and two managers. The CAO volunteered to cease taking his assigned vehicle home and Mr. Holmes will pay for his commuting costs based on established mileage rates so as to ensure no cost to the

County for this use. The two managers supervise field staff requiring them to travel to different locations each day to and from their office or home.

#### All Non-represented Administrative Staff

A list of non-represented administrative staff was not reviewed with the T&E Committee in June. However, after drafting the revised AP criteria staff applied these to the then-current list of assignments. As of August 9, 2011 there were 63 non-represented administrative positions (which includes directors, deputies and senior managers noted above) driving vehicles with some type of take-home authorization; 29 were approved for seasonal use (THS) and 34 approved for year-round take home use (TH). A few of the positions supervise field personnel and whose job requires that they report to different locations at the start and end of every day. However, many of the 63 positions warranted some change in their take-home status.

The final CAO-approved list of non-represented administrative staff vehicle authorizations includes the changes noted above for senior administrative staff, which is a subset of this larger group. As also noted above with the senior administrative staff, some departments reviewed assignments and voluntarily removed some vehicles from take home use. Other vehicle assignments were changed from year round take home status to seasonal take home status, befitting the duties of the position to which the vehicle is assigned. Including these changes and after applying the AP new criteria to Vehicle Assignment Forms submitted by departments, the CAO approved changes are summarized as follows and new assignments detailed on the attached Table 2:

Report Date	Total Vehicles	Take Home (TH)	Seasonal (THS)	Rescinded
As of 08/09/2011	63	34	29	
As of 09/07/2011	51	5	46	12

#### All Represented Administrative Staff

Staff reviewed the list of represented administrative (non-public safety) positions with take-home or seasonal take-home authorization and determined these assignments were in compliance with the revised AP criteria. As of September 7, 2011 there are 157 represented administrative positions driving vehicles with some type of take-home authorization; 16 approved for seasonal use (THS) and 141 approved for year-round take home use (TH). These positions cover maintenance and construction workers, case workers, building inspectors and health inspectors. In keeping with requirements of the updated AP, these assignments, together with the non-represented positions will be reviewed every six months for compliance with the approved criteria.

#### Disposition of vehicles with rescinded authorization

This review and the changes noted above apply only to authorization to take a County-assigned vehicle home. It is not related to whether a vehicle is assigned to a position for County use during normal work hours. Vehicles that are no longer being taken home will either revert to the respective department motor pool or remain assigned to the position. Over the next year use

of each vehicle will be monitored to determine if the vehicle is underutilized (driven less than 5,000 miles per year) and can then be redistributed elsewhere in the administrative fleet, thereby reducing the need to purchase new vehicles.

#### Tax Reporting and Payroll Deduction

The AP also includes revised language in Sections 3.4(A) and 5.4(A) on the payroll deduction requirements for employees to clarify for which category of employees the reimbursement requirement is for and the process by which the deductions will be taken. We have revised the text in Sections 3.4(B) and 5.4(B) to clarify the tax reporting requirements and procedures for TH vehicles. In addition, the Department of Finance has conducted a comprehensive review of the current payroll deduction and tax reporting requirements for all County employees with TH vehicles and is notifying all employees of the payroll deduction and tax reporting requirements that apply to them. All payroll records will be appropriately modified when necessary to accurately reflect the payroll deduction amount for employees who must reimburse the County for personal commuting mileage and the applicable amount of imputed income related to personal use.

**TABLE 1**  
**CAO Approved Take Home Vehicles - MLS, Director, Deputy Director**  
**9/07/2011**

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition
<b>DGS</b>								
	Facilities		061371	2006	CHEVROLET	COBALT		Manager III
	Facilities		091870	2009	FORD	ESCAPE		Manager II
	Fleet Management		028144	2002	JEEP	LIBERTY		Manager III
	Fleet Management		067158	2006	CHEVROLET	PICKUP		Manager III
	Fleet Management		079178	2007	CHEVROLET	TRAILBLAZER		Manager III
<b>Vehicle Count: 5</b>								
<b>DHCA</b>								
	Code Enf.	TH	097113	2009	FORD	F-150		Manager III
<b>Vehicle Count: 1</b>								
<b>DOT</b>								
	Director Office - DOT	TH	038148	2003	FORD	EXPLORER		Director
	Director Office - DOT		081866	2008	CHEVROLET	TRAILBLAZER		sp. Director
	Div of Highway Services		071833	2007	CHEVROLET	TRAILBLAZER		Manager III
	Div of Highway Services		091621	2009	NISSAN	ALTIMA		Manager III
	Div of Highway Services		091681	2009	NISSAN	ALTIMA		Manager III
	Div of Highway Services		108257	2010	FORD	ESCAPE		Manager III
	Div of Traffic Engineering & Ops		021815	2002	JEEP	LIBERTY		Manager II
	Div of Traffic Engineering & Ops		021841	2002	JEEP	LIBERTY		Manager III
<b>Vehicle Count: 8</b>								
<b>Permitting Services</b>								
	Building Constr.	TH	108255	2010	FORD	ESCAPE		Manager III
<b>Vehicle Count: 1</b>								

**Total Vehicle Count: 15**  
**Permanent Take-Home: 3**  
**Seasonal Take-Home: 12**

NOTE: This list was compiled based on job titles in AP 1-4

Legend:

Department Director  
Management

**TABLE 2**  
**CAO Approved Take Home Vehicles - Non Represented**  
**9/07/2011**

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition
<b>DEP (Env. Protection)</b>								
	Watershed Mgt.	THS	021658	2002	CHEVROLET	CAVALIER 4D		Program Manager
	Watershed Mgt.	THS	058175	2005	JEEP	LIBERTY		Inspector & Enforcement Field Supervisor

**Vehicle Count: 2**

<b>DGS</b>								
	Facilities		008136	2000	JEEP	CHEROKEE		Property Manager
	Facilities		021394	2002	CHEVROLET	CAVALIER 4D		Property Manager
	Facilities		031501	2003	CHEVROLET	CAVALIER 4D		Property Manager
	Facilities		061371	2006	CHEVROLET	COBALT		Manager III
	Facilities		091577	2009	FORD	FOCUS		Property Manager
	Facilities		091870	2009	FORD	ESCAPE		Manager II
	Fleet Management		028144	2002	JEEP	LIBERTY		Manager III
	Fleet Management		041795	2004	CHEVROLET	PICKUP 4X4		Program Manager
	Fleet Management		048114	2004	JEEP	LIBERTY		Equipment Services Coordinator
	Fleet Management		058169	2005	CHEVROLET	BLAZER 4X4		Equipment Services Coordinator
	Fleet Management		067158	2006	CHEVROLET	PICKUP		Manager III
	Fleet Management		079178	2007	CHEVROLET	TRAILBLAZER		Manager III

**Vehicle Count: 12**

<b>DHCA</b>								
	Code Enf.	TH	097113	2009	FORD	F-150		Manager III

**Vehicle Count: 1**

<b>DOT</b>								
	Director Office - DOT	TH	038148	2003	FORD	EXPLORER		Director
	Director Office - DOT		081866	2008	CHEVROLET	TRAILBLAZER		Dep. Director
	Div of Highway Services	THS	021890	2002	JEEP	LIBERTY		District Supervisor
	Div of Highway Services	THS	022197	2002	FORD	P/U 4X4 CC		Work Force Leader
	Div of Highway Services	THS	022199	2002	FORD	P/U 1T 4X4		Work Force Leader
	Div of Highway Services	THS	028142	2002	JEEP	LIBERTY		District Supervisor
	Div of Highway Services	THS	032123	2003	CHEVROLET	P/U 4X4 CC		Work Force Leader
	Div of Highway Services	THS	032135	2003	CHEVROLET	PICKUP 4X4		Work Force Leader
	Div of Highway Services		041775	2004	FORD	PICKUP 4X4		Work Force Leader
	Div of Highway Services		042137	2004	FORD	PICKUP/4X4		Work Force Leader
	Div of Highway Services		042143	2004	FORD	PICKUP 4X4		Work Force Leader
	Div of Highway Services		042146	2004	FORD	PICKUP/4X4		Work Force Leader
	Div of Highway Services		042151	2004	CHEVROLET	PICKUP 4X4		Work Force Leader
	Div of Highway Services	THS	042158	2004	CHEVROLET	PICKUP 4X4		Work Force Leader
	Div of Highway Services	THS	042161	2004	CHEVROLET	PICKUP 4X4		Work Force Leader

	Div of Highway Services		042185	2004	FORD	PICKUP/4X4		Work Force Leader
	Div of Highway Services		061880	2006	FORD	ESCAPE		District Supervisor
	Div of Highway Services		062104	2006	CHEVROLET	PICKUP 4X4		Work Force Leader
	Div of Highway Services		062175	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader
	Div of Highway Services		062177	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader
	Div of Highway Services		062178	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader
	Div of Highway Services		071833	2007	CHEVROLET	TRAILBLAZER		Manager III
	Div of Highway Services		082180	2008	CHEVROLET	P/U 1T 4X4		Work Force Leader
	Div of Highway Services		082182	2008	CHEVROLET	P/U 1T 4X4		Work Force Leader
	Div of Highway Services		082183	2008	CHEVROLET	P/U 4X4 CC		Work Force Leader
	Div of Highway Services		091621	2009	NISSAN	ALTIMA		Manager III
	Div of Highway Services		091681	2009	NISSAN	ALTIMA		Manager III
	Div of Highway Services		091728	2009	FORD	F350		District Supervisor
	Div of Highway Services		098103	2009	FORD	ESCAPE		District Supervisor
	Div of Highway Services		099213	2009	FORD	F-150		HWY Const Field Supervisor
	Div of Highway Services		108257	2010	FORD	ESCAPE		Manager III
	Div of Traffic Engineering & Ops		021815	2002	JEEP	LIBERTY		Manager II
	Div of Traffic Engineering & Ops		021841	2002	JEEP	LIBERTY		Manager III

**Vehicle Count: 33**

<b>DTS (Tech Services)</b>								
	Enterprise Infra.	TH	111944	2011	FORD	VAN CARGO		Equipment Services Coordinator

**Vehicle Count: 1**

<b>Liquor Control</b>								
	BLC	TH	091509	2009	TOYOTA	PRIUS		Program Manager

**Vehicle Count: 1**

<b>Permitting Services</b>								
	Building Constr.	TH	108255	2010	FORD	ESCAPE		Manager III

**Vehicle Count: 1**

**Total Vehicle Count: 51**  
**Permanent Take-Home: 5**  
**Seasonal Take-Home: 46**

NOTE: This list was compiled based on job titles in AP 1-4

Legend Department Director  
Management  
Non Management, Non Represented  
Heavy Fleet





OFFICE OF THE COUNTY EXECUTIVE

Isiah Leggett  
County Executive

Timothy L. Firestine  
Chief Administrative Officer

MEMORANDUM

September 14, 2011

TO: Roger Berliner, Chair, T&E Committee  
Nancy Floreen, Committee Member  
Hans Riemer, Committee Member

FROM: Timothy L. Firestine, Chief Administrative Officer

SUBJECT: Response to Request for Detailed Information on County Take-Home Vehicle Assignments dated August 24, 2011

RECEIVED  
MONTGOMERY COUNTY  
GENERAL  
2011 SEP 15 PM 1:48

The information provided below is in response to the request from the T&E Committee for updated information on the County's take-home vehicle program.

For most of the questions posed in your August 24 request, the County government provided responses, originally in a memo dated April 11, 2011 from the Directors of DGS and Finance to Hans Riemer, and updated in a memo dated September 14 from the Director of DGS to the T&E Committee.

Remaining responses are provided below.

- The make, model, year, and purchase price of the vehicle

See the attached Take-Home Vehicle Report – CAO Approved – as of September 7, 2011. This information is an update of the report provided as an attachment to our memo to Mr. Riemer dated April 11.

- Has your agency conducted an audit of your take-home vehicle program in the past three years? If so, please provide a copy.

The Motor Pool Internal Service Fund, as one of the many funds of County government, is subject to the external audit performed over the County's Comprehensive Annual Financial Report (CAFR). As part of the external audits and the reports issued by the auditors over the last three years, there have been no recommendations related to the take-home vehicle program.

As part of management's internal controls and ongoing monitoring, review, and verification procedures, the last internal review conducted by Fleet Management Services began on December 15, 2010, when a memorandum was sent to all Directors. Subsequent memos were sent to Department Directors, Division Chiefs and Fleet Coordinators with the results of the review or requests for action. The results consisted of approvals for permanent take-home status, approvals for seasonal take-home status, conditional approvals, or denials. The requests for action included requests for additional justification or information, requests for Vehicle Assignment System update, requests for missing forms, or requests for review by a new Director. This was an iterative approach until all responses were received. Going forward, this review and verification process will be conducted semi-annually and will be subject to changes and/or provisions in AP 1-4.

- Have you proposed any changes to your program in the past year and/or based on any audit findings? If so, please provide information on the changes, including proposed implementation dates.

As noted above, there have been no external or other audit findings from which program changes were made. However, a number of changes, and proposed changes, to the program have been made since executive branch staff last met with Council on this topic. These changes are included in a September 14<sup>th</sup> memo from David Dise to Councilmembers Berliner, Floreen, and Riemer.

If you require additional information, please let me know.

Attachments: Take-Home Vehicle Report – CAO Approved – September 7, 2011  
April 11, 2011 Memo  
September 14, 2011 Memo

cc: David Dise, Director of DGS  
Joseph Beach, Director of FIN  
Keith Stickley, DGS  
Lenny Moore, FIN  
Karen Hawkins, FIN

## Take Home Vehicle Report - CAO Approved - as of 9/07/2011

Dept Name	Employee Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
	Director Ofc Corrections	TH	077641	2007	CHEVROLET	MALIBU 4DR	Director	13,896.00
	DOCF/PRC	TH	011630	2001	CHEVROLET	CAVALIER 4D	Manager II	11,091.00
	DOCF	TH	071521	2007	FORD	TAURUS	Manager II	12,206.00
<b>Vehicle Count: 3</b>								
	Pol. & Compl.	TH	001808	2000	CHEV/ALTEC	BLAZER 4X4	Environmental Health Specialist	21,590.00
	Pol. & Compl.	TH	021685	2002	TOYOTA	PRIUS	Environmental Health Specialist	19,648.00
	Pol. & Compl.	TH	057131	2005	CHEVROLET	PICKUP	Environmental Health Specialist	15,098.00
	Pol. & Compl.	TH	058182	2005	FORD	ESCAPE	Environmental Health Specialist	26,777.00
	Pol. & Compl.	TH	082000	2008	CHEVROLET	UPLANDER	Environmental Health Specialist	14,662.75
	Pol. & Compl.	TH	087135	2008	FORD	PICKUP/4X4	Environmental Health Specialist	24,873.69
	Pol. & Compl.	TH	991820	1999	JEEP	CHEROKEE	Environmental Health Specialist	18,349.00
	Solid Waste	TH	031764	2003	FORD	RANGER 4X2	Program Specialist	14,220.00
	Solid Waste	TH	067191	2006	CHEVROLET	PICKUP	Program Specialist	19,661.00
	Solid Waste	TH	081709	2008	CHEVROLET	COLORADO	Code Enforcement Inspector	16,567.42
	Solid Waste	TH	087116	2008	FORD	PICKUP/4X4	Code Enforcement Inspector	24,873.69
	Solid Waste	TH	091768	2009	FORD	F-150	Code Enforcement Inspector	20,736.41
	Solid Waste	TH	099221	2009	FORD	RANGER 4X2	Code Enforcement Inspector	16,222.97
	Watershed Mgt.	THS	021658	2002	CHEVROLET	CAVALIER 4D	Program Manager	10,921.00
	Watershed Mgt.	TH	021713	2002	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	20,087.00
	Watershed Mgt.	THS	058175	2005	JEEP	LIBERTY	Inspector & Enforcement Field Supervisor	18,049.00
	Watershed Mgt.	TH	062004	2005	CHEVROLET	VAN	Permitting Services Inspector	17,060.00
	Watershed Mgt.	TH	067159	2006	CHEVROLET	PICKUP	Permitting Services Inspector	16,198.00
	Watershed Mgt.	TH	099229	2009	CHEVROLET	VAN	Permitting Services Inspector	25,306.33
<b>Vehicle Count: 19</b>								
	Capital Dev.	TH	011596	2001	CHEVROLET	CAVALIER 4D	Construction Rep III	11,091.00
	Capital Dev.	TH	067156	2006	CHEVROLET	PICKUP	Construction Rep III	15,203.00
	Capital Dev.	TH	101726	2010	FORD	F-150	Construction Rep III	21,679.25
	Facilities	THS	008136	2000	JEEP	CHEROKEE	Property Manager	19,222.00

Dep Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Facilities	THS	021394	2002	CHEVROLET	CAVALIER 4D	Property Manager	10,921.00
Facilities	THS	031501	2003	CHEVROLET	CAVALIER 4D	Property Manager	10,118.00
Facilities	THS	061371	2006	CHEVROLET	COBALT	Manager III	10,728.00
Facilities	THS	091577	2009	FORD	FOCUS	Property Manager	12,770.52
Facilities	THS	091870	2009	FORD	ESCAPE	Manager II	27,796.83
Fleet Management	THS	028144	2002	JEEP	LIBERTY	Manager III	22,697.00
Fleet Management	THS	031758	2003	CHEVROLET	PICKUP 4X4	Facil Maint Scheduler	20,653.00
Fleet Management	THS	041795	2004	CHEVROLET	PICKUP 4X4	Program Manager	18,754.00
Fleet Management	THS	048114	2004	JEEP	LIBERTY	Equipment Services Coordinator	18,238.00
Fleet Management	THS	058169	2005	CHEVROLET	BLAZER 4X4	Equipment Services Coordinator	18,849.00
Fleet Management	THS	067158	2006	CHEVROLET	PICKUP	Manager III	15,203.00
Fleet Management	THS	079178	2007	CHEVROLET	TRAILBLAZER	Manager III	19,909.00

Vehicle Count: 16

Code Enf.	TH	001723	2000	CHEVROLET	PICKUP/4X4	Code Enforcement Inspector	19,154.45
Code Enf.	TH	001725	2000	CHEVROLET	PICKUP/4X4	Code Enforcement Inspector	19,402.40
Code Enf.	TH	021664	2002	CHEVROLET	CAVALIER 4D	Code Enforcement Inspector	10,921.00
Code Enf.	TH	031756	2003	CHEVROLET	PICKUP TRK	Code Enforcement Inspector	12,499.00
Code Enf.	TH	031770	2003	CHEVROLET	PICKUP 4X4	Code Enforcement Inspector	17,586.00
Code Enf.	TH	041717	2004	FORD	PICKUP 4X4	Code Enforcement Inspector	14,784.00
Code Enf.	TH	057127	2005	CHEVROLET	PICKUP	Code Enforcement Inspector	15,098.00
Code Enf.	TH	061727	2006	CHEVROLET	COLORADO	Code Enforcement Inspector	13,310.38
Code Enf.	TH	067138	2006	CHEVROLET	PICKUP	Code Enforcement Inspector	14,303.00
Code Enf.	TH	067182	2006	CHEVROLET	PICKUP	Code Enforcement Inspector	16,501.00
Code Enf.	TH	081318	2008	FORD	FOCUS	Housing Code Enforcement Inspector	13,691.61
Code Enf.	TH	081747	2008	FORD	TRUCK	Code Enforcement Inspector	17,920.71
Code Enf.	TH	081748	2008	FORD	TRUCK	Code Enforcement Inspector	17,920.71
Code Enf.	TH	091335	2009	FORD	FOCUS	Code Enforcement Inspector	12,770.52
Code Enf.	TH	091353	2008	FORD	FOCUS	Code Enforcement Inspector	13,480.51
Code Enf.	TH	091629	2009	NISSAN	ALTIMA	Code Enforcement Inspector	24,110.00
Code Enf.	TH	097113	2009	FORD	F-150	Manager III	18,807.77
Comm. Dev.	TH	051329	2005	CHEVROLET	COBALT	Planning Specialist	10,728.00
Rehab. Assist.	TH	001498	2000	CHEVROLET	CAVALIER 4D	Program Specialist	11,091.00



Dept Name	Time	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Reliab. Assist.		TH	041693	2004	CHEVROLET	CAVALIER 4D	Planning Specialist	10,063.00

Vehicle Count: 20

Director Office - DOT		TH	038148	2003	FORD	EXPLORER	Director	29,384.57
Director Office - DOT		THS	081866	2008	CHEVROLET	TRAILBLAZER	Dep Dir Pub Works & Tran	27,450.27
Div of Highway Services		THS	021661	2002	CHEVROLET	CAVALIER 4D	Program Specialist	10,921.00
Div of Highway Services		THS	021700	2002	CHEVROLET	PICKUP 4X4	Highway Inspector	15,807.00
Div of Highway Services		THS	021744	2002	CHEVROLET	PICKUP/4X4	Highway Inspector	16,397.00
Div of Highway Services		THS	021746	2002	CHEVROLET	PICKUP/4X4	Highway Inspector	16,397.00
Div of Highway Services		THS	021749	2002	CHEVROLET	PICKUP/4X4	Highway Inspector	16,397.00
Div of Highway Services		THS	021890	2002	JEEP	LIBERTY	District Supervisor	19,007.00
Div of Highway Services		THS	022197	2002	FORD	P/U 4X4 CC	Work Force Leader	34,069.00
Div of Highway Services		THS	022199	2002	FORD	P/U 1T 4X4	Work Force Leader	30,929.00
Div of Highway Services		THS	028142	2002	JEEP	LIBERTY	District Supervisor	19,007.00
Div of Highway Services		THS	032123	2003	CHEVROLET	P/U 4X4 CC	Work Force Leader	30,311.00
Div of Highway Services		THS	032135	2003	CHEVROLET	PICKUP 4X4	Work Force Leader	27,031.00
Div of Highway Services		THS	041775	2004	FORD	PICKUP 4X4	Work Force Leader	19,218.00
Div of Highway Services		THS	042137	2004	FORD	PICKUP/4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	042143	2004	FORD	PICKUP 4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	042146	2004	FORD	PICKUP/4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	042151	2004	CHEVROLET	PICKUP 4X4	Work Force Leader	24,831.00
Div of Highway Services		THS	042158	2004	CHEVROLET	PICKUP 4X4	Work Force Leader	27,031.00
Div of Highway Services		THS	042161	2004	CHEVROLET	PICKUP 4X4	Work Force Leader	30,661.60
Div of Highway Services		THS	042185	2004	FORD	PICKUP/4X4	Work Force Leader	21,902.00
Div of Highway Services		THS	061880	2006	FORD	ESCAPE	District Supervisor	26,352.00
Div of Highway Services		THS	062104	2006	CHEVROLET	PICKUP 4X4	Work Force Leader	30,881.22
Div of Highway Services		THS	062175	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader	45,803.85
Div of Highway Services		THS	062177	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader	45,812.52
Div of Highway Services		THS	062178	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader	45,791.67
Div of Highway Services		THS	067160	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00
Div of Highway Services		THS	067161	2006	CHEVROLET	PICKUP	Arborist	16,388.00
Div of Highway Services		THS	067162	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00
Div of Highway Services		THS	067163	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00



Dep Name	Vehicle	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Div of Highway Services		THS	067164	2006	CHEVROLET	PICKUP	Highway Inspector	16,388.00
Div of Highway Services		THS	071833	2007	CHEVROLET	TRAILBLAZER	Manager III	19,909.00
Div of Highway Services		THS	082180	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader	38,222.51
Div of Highway Services		THS	082182	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader	38,222.51
Div of Highway Services		THS	082183	2008	CHEVROLET	P/U 4X4 CC	Work Force Leader	38,222.51
Div of Highway Services		THS	091621	2009	NISSAN	ALTIMA	Manager III	24,110.00
Div of Highway Services		THS	091681	2009	NISSAN	ALTIMA	Manager III	24,110.00
Div of Highway Services		THS	091728	2009	FORD	F350	District Supervisor	22,340.04
Div of Highway Services		THS	098103	2009	FORD	ESCAPE	District Supervisor	27,796.83
Div of Highway Services		THS	099213	2009	FORD	F-150	HWY Const Field Supervisor	19,331.99
Div of Highway Services		THS	099214	2009	FORD	F-150	Highway Inspector	19,331.99
Div of Highway Services		THS	099215	2009	FORD	F-150	Highway Inspector	19,331.99
Div of Highway Services		THS	099216	2009	FORD	F-150	Highway Inspector	19,331.99
Div of Highway Services		THS	099217	2009	FORD	F-150	Highway Inspector	19,331.99
Div of Highway Services		THS	099218	2009	FORD	F-150	Highway Inspector	19,331.99
Div of Highway Services		THS	108257	2010	FORD	ESCAPE	Manager III	29,488.92
Div of Highway Services		TH	981224	1998	FORD	TAURUS 4DR	Highway Inspector	13,987.00
Div of Traffic Engineering & Ops		THS	021815	2002	JEEP	LIBERTY	Manager II	19,942.00
Div of Traffic Engineering & Ops		THS	021841	2002	JEEP	LIBERTY	Manager III	19,007.00
Div of Traffic Engineering & Ops		TH	029144	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
Div of Traffic Engineering & Ops		TH	029147	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
Div of Traffic Engineering & Ops		TH	029148	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
Div of Traffic Engineering & Ops		TH	029149	2002	CHEVROLET	VAN CARGO	Trans Syst Technician	15,798.00
Div of Traffic Engineering & Ops		TH	031978	2003	CHEVROLET	VAN CARGO	Trans Syst Technician	17,569.00
Div of Traffic Engineering & Ops		TH	032016	2003	CHEVROLET	VAN CARGO	Trans Syst Technician	15,777.00
Div of Traffic Engineering & Ops		TH	092057	2009	FORD	VAN CARGO	Trans Syst Technician	20,900.00
DTE - DOT		TH	011819	2001	JEEP	CHEROKEE	Construction Rep III	19,394.00
DTE - DOT		TH	011827	2001	JEEP	CHEROKEE	Construction Rep III	19,394.00
DTE - DOT		TH	011835	2001	JEEP	CHEROKEE	Construction Rep III	19,394.00
DTE - DOT		TH	021703	2002	CHEVROLET	PICKUP EXT	Construction Rep III	16,587.00
DTE - DOT		TH	048155	2004	CHEVROLET	BLAZER/UTL	Construction Rep III	21,587.00
DTE - DOT		TH	048167	2004	JEEP	LIBERTY	Construction Rep III	16,864.00
DTE - DOT		TH	057128	2005	CHEVROLET	PICKUP	Construction Rep III	15,098.00

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Dep Name	Time	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
DOT		TH	091862	2009	FORD	ESCAPE	Construction Rep III	27,796.83
Vehicle Count: 64								
Enterprise Infra.		TH	111944	2011	FORD	VAN CARGO	Equipment Services Coordinator	25,484.10
Telephone		TH	019119	2001	CHEVROLET	VAN CARGO	Equipment Operator	17,739.00
Telephone		TH	029143	2002	CHEVROLET	VAN CARGO	Equipment Operator	15,798.00
Vehicle Count: 3								
Human Services								
Env. & Reg. Serv.		TH	001530	2000	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
Env. & Reg. Serv.		TH	001559	2000	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
Env. & Reg. Serv.		TH	011569	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
Env. & Reg. Serv.		TH	011571	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
Env. & Reg. Serv.		TH	011595	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	11,091.00
Env. & Reg. Serv.		TH	021331	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
Env. & Reg. Serv.		TH	021615	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
Env. & Reg. Serv.		TH	021640	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
Env. & Reg. Serv.		TH	021648	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
Env. & Reg. Serv.		TH	021660	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,921.00
Env. & Reg. Serv.		TH	031654	2003	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,118.00
Env. & Reg. Serv.		TH	041673	2004	CHEVROLET	CAVALIER 4D	Environmental Health Specialist	10,063.00
Env. & Reg. Serv.		TH	061372	2006	CHEVROLET	COBALT	Environmental Health Specialist	10,728.00
Env. & Reg. Serv.		TH	071519	2007	CHEVROLET	COBALT	Environmental Health Specialist	10,728.00
Env. & Reg. Serv.		TH	071551	2007	CHEVROLET	COBALT	Environmental Health Specialist	10,728.00
Env. & Reg. Serv.		TH	091376	2009	NISSAN	ALTIMA	Environmental Health Specialist	24,110.00
Env. & Reg. Serv.		TH	091518	2009	NISSAN	ALTIMA	Environmental Health Specialist	24,110.00
Env. & Reg. Serv.		TH	091534	2009	FORD	FOCUS	Environmental Health Specialist	12,770.52
Env. & Reg. Serv.		TH	091662	2009	NISSAN	ALTIMA	Environmental Health Specialist	24,110.00
PHS (Public Health Services)		TH	051903	2005	DODGE	CARAVAN 7	Public Service Worker	16,573.00
PHS (Public Health Services)		TH	052097	2005	DODGE	CARAVAN 7	Planning Specialist	16,573.00
Street Outreach Network		TH	081378	2008	FORD	FOCUS	Community Services Aide	13,082.37
Street Outreach Network		TH	081390	2008	FORD	FOCUS	Community Services Aide	13,082.37
Street Outreach Network		TH	974993	1997	FORD	12 PASS VA	Community Services Aide	0.00
TB Control		TH	021568	2002	CHEVROLET	CAVALIER 4D	Community Services Aide	10,921.00

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Dept Name	Vehicle Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
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Vehicle Count: 25

BLC		TH	001513	2000	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist	11,091.00
BLC		TH	021345	2002	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist	10,921.00
BLC		TH	021399	2002	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist	10,921.00
BLC		TH	091509	2009	TOYOTA	PRIUS	Program Manager	21,609.00
BLC		TH	091593	2009	TOYOTA	PRIUS	Alcohol/Tobacco Enforcement Specialist	21,609.00
BLC		TH	101632	2010	HUNDAI	ELANTRA	Alcohol/Tobacco Enforcement Specialist	13,836.00

Vehicle Count: 6

MCER (Fire/Rescue)		TH	057125	2005	CHEVROLET	PICKUP	Equipment Services Coordinator	28,894.16
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Vehicle Count: 1

Animal Serv.		TH	021902	2002	CHEVROLET	VAN CARGO	Code Enforcement Inspector	31,884.69
Animal Serv.		TH	021914	2002	CHEVROLET	VAN CARGO	Code Enforcement Inspector	31,884.69
Animal Serv.		TH	021981	2002	CHEVROLET	VAN CARGO	Code Enforcement Inspector	15,798.00
Animal Serv.		TH	031838	2003	FORD	EXPEDITION	Code Enforcement Inspector	25,404.00
Animal Serv.		TH	099225	2009	FORD	VAN CARGO	Code Enforcement Inspector	21,812.00
Animal Serv.		TH	099226	2009	FORD	VAN CARGO	Code Enforcement Inspector	21,812.00
Animal Serv.		TH	099236	2009	FORD	VAN CARGO	Various Operators (Dept Motorpool)	21,879.00
Crime Lab		TH	011697	2001	CHEVROLET	CAVALIER 4D	Manager II	10,921.00
Forensic Serv.		TH	001901	2000	CHEVROLET	VAN CARGO	Evidence Technician	17,030.00
Forensic Serv.		TH	021923	2002	CHEVROLET	VAN CARGO	Evidence Technician	15,798.00
Forensic Serv.		TH	029152	2002	CHEVROLET	VAN CARGO	Evidence Technician	15,798.00
Forensic Serv.		TH	032032	2003	CHEVROLET	VAN CARGO	Evidence Technician	15,777.00
Forensic Serv.		TH	061973	2006	CHEVROLET	VAN ECONO	Evidence Technician	14,340.00
Forensic Serv.		TH	079100	2007	FORD	VAN	Evidence Technician	16,638.27
Forensic Serv.		TH	089211	2008	CHEVROLET	VAN	Evidence Technician	19,906.09
Forensic Serv.		TH	111930	2011	FORD	VAN CARGO	Evidence Technician	20,088.10
Media		TH	021325	2002	CHEVROLET	CAVALIER 4D	Program Specialist	10,921.00

Vehicle Count: 17

Building Constr.		TH	031760	2003	CHEVROLET	PICKUP/4X4	Permitting Services Inspector	17,586.00
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Dept Name	Equip Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
Building Constr.		TH	041675	2004	HONDA	CIVIC	Permitting Services Inspector	21,099.05
Building Constr.		TH	041790	2004	CHEVROLET	PICKUP TRK	Permitting Services Inspector	13,709.00
Building Constr.		TH	047108	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
Building Constr.		TH	047115	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
Building Constr.		TH	051682	2005	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	058177	2005	JEEP	LIBERTY	Permitting Services Inspector	18,049.00
Building Constr.		TH	061356	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061385	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061393	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061500	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061545	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	061546	2006	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071300	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071505	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071522	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071523	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071548	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	071549	2007	CHEVROLET	COBALT	Permitting Services Inspector	10,728.00
Building Constr.		TH	081812	2008	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
Building Constr.		TH	081850	2008	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
Building Constr.		TH	089196	2008	CHEVROLET	TRAILBLAZER	Permitting Services Specialist	19,909.00
Building Constr.		TH	089198	2008	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
Building Constr.		TH	091301	2009	FORD	FOCUS	Permitting Services Inspector	12,770.52
Building Constr.		TH	091391	2009	NISSAN	ALTIMA	Permitting Services Inspector	24,110.00
Building Constr.		TH	091537	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091570	2009	TOYOTA	PRIUS	Permitting Services Specialist	21,609.00
Building Constr.		TH	091585	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091587	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091594	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091598	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091601	2009	TOYOTA	PRIUS	Permitting Services Inspector	21,609.00
Building Constr.		TH	091605	2009	TOYOTA	PRIUS	Permitting Services Inspector	22,359.00
Building Constr.		TH	091633	2009	NISSAN	ALTIMA	Permitting Services Inspector	24,110.00

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Dep Name	Job Name	TH/THS	Eq#	Year	Make	Model	OpPosition	Acquire Cost
	Building Constr.	TH	091689	2009	FORD	FOCUS	Permitting Services Inspector	12,770.52
	Building Constr.	TH	091869	2009	FORD	ESCAPE	Permitting Services Inspector	27,796.83
	Building Constr.	TH	108255	2010	FORD	ESCAPE	Manager III	20,066.19
	Building Constr.	TH	111542	2011	FORD	FOCUS	Permitting Services Inspector	14,658.73
	Land Devel.	TH	031762	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	031772	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,496.00
	Land Devel.	TH	031773	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	031783	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	031785	2003	CHEVROLET	PICKUP 4X4	Permitting Services Inspector	17,586.00
	Land Devel.	TH	041791	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
	Land Devel.	TH	047101	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
	Land Devel.	TH	047114	2004	FORD	PICKUP 4X4	Permitting Services Inspector	16,434.00
	Land Devel.	TH	048153	2004	CHEVROLET	BLAZER/UTL	Permitting Services Inspector	21,587.00
	Land Devel.	TH	048154	2004	CHEVROLET	BLAZER/UTL	Environmental Health Specialist	21,587.00
	Land Devel.	TH	057129	2005	CHEVROLET	PICKUP	Permitting Services Specialist	15,098.00
	Land Devel.	TH	058176	2005	JEEP	LIBERTY	Permitting Services Inspector	18,049.00
	Land Devel.	TH	061893	2006	JEEP	LIBERTY	Permitting Services Inspector	18,496.00
	Land Devel.	TH	068194	2006	JEEP	LIBERTY	Permitting Services Inspector	18,496.00
	Land Devel.	TH	079170	2007	CHEVROLET	TRAILBLAZER	Permitting Services Inspector	19,909.00
	Land Devel.	TH	091895	2009	FORD	ESCAPE	Permitting Services Inspector	27,796.83
	Land Devel.	TH	098263	2009	FORD	ESCAPE	Permitting Services Inspector	27,796.83

Vehicle Count: 55

SAO		TH	042094	2004	FORD	VAN ECONO	Demonstr. Evidence Specialist	15,560.00
SAO		TH	061541	2006	FORD	TAURUS	Deputy State Attorney	12,206.00
SAO		TH	077635	2007	DODGE	CHARGER	State Attorney	19,736.00
SAO		TH	077640	2007	CHEVROLET	MALIBU 4DR	Deputy State Attorney	13,896.00

Vehicle Count: 4

Total Vehicle Count: 233

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# Washington Suburban Sanitary Commission

14501 Sweitzer Lane • Laurel, Maryland 20707-5901

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COMMISSIONERS  
Dr. Roscoe M. Moore, Jr., Chair  
Chris Lawson, Vice Chair  
Gene W. Counihan  
Melanie Hartwig-Davis  
Antonio L. Jones  
Hon. Adrienne A. Mandel

GENERAL MANAGER  
Jerry N. Johnson

September 9, 2011

The Honorable Roger Berliner, Chair  
and Members of the Transportation, Infrastructure,  
Energy & Environment Committee  
Montgomery County Council  
100 Maryland Avenue, 6<sup>th</sup> Floor  
Rockville, MD 20850

Re: Request for Detailed Information on County Take-Home Vehicle Assignments

Dear Chairman Berliner and Members of the Committee:

I am in receipt of your August 24, 2011 memorandum requesting detailed information regarding The Washington Suburban Sanitary Commission's (WSSC's) take-home vehicle policy.

Please see the WSSC Take Home Vehicle Listing (Attachment I) for the following information:

- The position and department (by division) of each employee who is assigned a take-home vehicle;
- The make, model, year and purchase price of the vehicle;
- The length of time each employee has had a take-home vehicle; and
- Whether the employee parks outside the County at night.

Additional requested information:

- **What are the specific criteria used to determine which employees are assigned take-home vehicles?**

The specific criteria are contained in Standard Procedure (SP) Number 07-01 WSSC Motor Vehicle and Equipment Assignment Regulations, pages 4 and 4 (see Attachment II).

- **How often does the agency review take-home assignments?**

The current policy for take-home assignments was approved by the General Manager on July 27, 2007. The first review for this policy will be performed in calendar year 2012. There is not a regular review of take-home assignments.

- **Do employees reimburse the agency for the vehicle cost when not used for official purposes? If so, at what rate?**

Yes, employees are required to reimburse WSSC for vehicle cost when not used for official purposes. WSSC uses the reimbursement rate as established by the State of Maryland's Department of Budget and Management (see Attachment III).

- **Is after-hour usage of take-home vehicles tracked or logged? If so, how?**

Yes after-hour usage is being tracked in accordance to the approved policy that states; Employees having designated take-home assignment vehicles are required to maintain a log of all responses to "after-hour" situations/events. The log is reviewed periodically to help document the continued need for such assignments(s).

- **Has your agency conducted an audit of take-home vehicle program in the past three year? If so, please provide a copy.**

No

- **Have you proposed any changes to your program in the past year and /or based on any audit findings? If so, please provide information on the changes, including proposed implementation dates.**

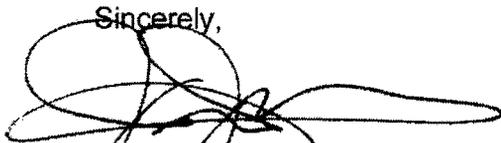
No changes have been made since the policy was updated in 2007. However, in calendar year 2012, we will review and re-evaluate the justification for vehicle assignments and the established policy.

Chair Berliner and Members of the  
Transportation, Infrastructure, Energy  
& Environment Committee

September 9, 2011  
Page 3

I trust that your request has been adequately addressed. If there is a need for any additional information or should you have any further questions please do not hesitate to contact me at (301) 206-8777 or my e-mail at [GMCEO@wsscwater.com](mailto:GMCEO@wsscwater.com).

Sincerely,



Jerry N. Johnson  
General Manager/CEO

Attachments

- c: Kathleen Boucher, Assistant Chief Administrative Officer, Montgomery County
- Steve Farber, Council Staff Director, Montgomery County Council
- Cindy Gibson, Chief of Staff for Chairman Berliner, Montgomery County Council
- Judy Jablow, Chief of Staff for Councilmember Floreen, Montgomery County Council
- Adam Pagnucco, Chief of Staff for Councilmember Riemer, Montgomery County Council

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**Washington Suburban Sanitary Commission  
Take-Home Vehicle Listing  
As of September 6, 2011**

**Attachment I**

<b>Position Title</b>	<b>Team/Group</b>	<b>Assignment Type</b>	<b>Yr/Make/Model of Vehicle</b>	<b>Vehicle Purchase Price</b>	<b>Length of time Employee Authorized for a Vehicle</b>	<b>Over Night Parking Location</b>
Group Leader	Piscataway Plant	Designated Take Home	2011, Ford Escape (2WD)	\$17,780	4 yrs 2 mos	Charles County
Group Leader	Western Branch Plant	Designated Take Home	2007, Ford Escape (4WD)	\$19,973	6 yrs 8 mos	Prince George's County
E/M Supervisor	Western Branch Plant	Designated Take Home	1997, Chevrolet Blazer (4WD)	\$21,594	2 yrs 4 mos	Anne Arundel County
Group Leader	Customer Care	Designated Take Home	2007, Ford Escape (4WD)	\$19,973	5 yrs 9 mos	Montgomery County
Customer Advocate	Customer Care	Designated Take Home	2008, Ford Escape (4WD)	\$18,660	2 yrs 1 mo	Prince George's County
Customer Advocate	Customer Care	Designated Take Home	2011, Ford Escape (4WD)	\$20,860	11 yrs 2 mos	Prince George's County
Customer Advocate	Customer Care	Designated Take Home	2003, Chevrolet Blazer (4WD)	\$21,798	1 yr 10 mos	Howard County
Customer Advocate	Customer Care	Designated Take Home	2004, Chevrolet Blazer (4WD)	\$20,659	1 yr 10 mos	Montgomery County

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SP NUMBER LOG 07-01

WSSC STANDARD PROCEDURES

PAGE 1 OF 10

**STANDARD PROCEDURES  
OF THE  
WASHINGTON SUBURBAN SANITARY COMMISSION**

ORIGINATOR & POSITION	SP NUMBER LOG 07-01	APPROVED BY/DATE <i>8/27/07</i>	EFFECTIVE DATE	PAGE 1 OF 10
 William R. Bauwarth Fleet Services Group Leader	SUPERCEDES PORTIONS OF GEN 94-01	 Andrew D. Brunhart General Manager	Revised : July 27 , 2007	

**SUBJECT: WSSC MOTOR VEHICLE AND EQUIPMENT ASSIGNMENT REGULATIONS**

**TABLE OF CONTENTS**

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After-hour Log Requirements	Page 6
Use of Private Vehicles	Page 8

**ATTACHMENTS**

Take-Home Vehicle After-Hour Response Log	Attachment 1
Vehicle Assignment Request Form	Attachment 2

**I. Purpose**

- A. To revise Commission Standard Procedure GEN 94-01, Section III. Regulations, relative to the assignment and use of vehicles and equipment.
- B. To provide a uniform system for efficient and economical fleet assignment management.
- C. To clarify guidelines for the after hour use of WSSC vehicles.

**II. Policy Statements**

- A. The assignment to an employee to operate WSSC vehicles and equipment represents the placement of a high level of trust and responsibility in the employee.

(22)

- B. An employee who: has consumed or is under the influence of alcohol; has consumed a non-prescription controlled substance; is consuming (or using) or has consumed (or used) any drug, medicine or medication the use or consumption of which is incompatible with operating a vehicle; or who for any reason is impaired, shall not operate WSSC vehicles or equipment.
- C. The Commission shall furnish a vehicle to an employee who requires transportation to perform his/her job duties. If a Commission vehicle cannot be provided or other circumstances require that an employee uses his/her personal vehicle in the performance of Commission business, the employee will be provided mileage reimbursement in accordance with the official Travel Expense Reimbursement Standard Procedure.
- D. The Commission shall furnish its Production, Customer Care, and Engineering & Construction Teams, and other Teams, Groups, Units and Offices with a variety of vehicles and equipment as necessary to the performance of each unit's assigned tasks.
- E. The administration of assignment of vehicles and equipment shall be the sole responsibility of the Fleet Services Group. Using Groups are not permitted to unilaterally modify vehicle assignments.
- F. WSSC vehicles may be operated only by an employee who is licensed to do so by the Commission and may be used only in connection with the conduct of official Commission business except as noted in Section II.G. below.
- G. WSSC vehicles may be used to transport only Commission employees or individuals conducting official business with the Commission. However, an employee who is provided vehicle "Take-Home" authorization on a year-round basis or occasional overnight use is permitted under certain prescribed circumstances to transport a family member in a WSSC vehicle. (See Section III.B.4.)
- H. Authorized vehicles will be assigned to a position or job assignment rather than the individual filling the position, as stated in Section III.A. Transfer, promotion, or reassignment of the employee, within the Commission, does not authorize the transfer of the vehicle to the new position. Should the new position require a vehicle, Section III.A. applies. Should the position remain vacant for thirty (30) calendar days, the vehicle must be returned to the closest Fleet Services Group Garage Pool.
1. Pool cars are available for temporary assignment at the Richard G. Hocevar Building, Security Control Station, and the Anacostia Service Center (Anacostia Garage).
  2. Pool cars, in addition to large and small trucks, are available at each of the Commission garages, in limited supply, as replacements for vehicles turned in for service, or on a temporary basis (not to exceed 3 days).



## WSSC STANDARD PROCEDURES

3. Pool vehicles requested for three or more consecutive days must be approved in advance by the Fleet Services Group Leader.
  4. Pool vehicle operators are responsible for keeping the vehicle interior clean and free of debris, for checking and re-filling fuel, coolant levels, tire pressure, and for changing flat tires.
- I. As a minimum, 500 miles per month of official business travel is normally required to justify the permanent assignment of a vehicle to an individual driver or Organization (except Plant On-site Vehicles). Usage requirements less than that amount should be satisfied through the use of pool vehicles.
- J. An employee may not operate a WSSC vehicle for personal use except under the following conditions:
1. A Team Chief or Director has approved the personal use for an employee to attend a retirement celebration or the funeral of a current or former employee within the Washington-Baltimore Metropolitan Area.
  2. The General Manager has approved the personal use of an employee to attend a funeral outside the Washington-Baltimore Metropolitan Area or outside of the State.
  3. The General Manager, Team Chief or Director has approved the personal use for an employee to operate a WSSC vehicle for non-WSSC purposes on a case-by-case basis.
  4. The approving authority under 1, 2 and 3 above shall file written reports of approved trips with the Fleet Services Group Leader.

**III. Regulations****A. Vehicle/Equipment Assignments**

Permanent assignment of a Commission vehicle shall be made in accordance with the following criteria:

1. Any employee who, in the performance of official business, requires a permanent vehicle assignment shall submit a Vehicle Assignment Request Form through his/her Team Chief/Director to the Office of the General Manager for a decision.
2. Team Chiefs/Directors are responsible for coordinating with the Fleet Services Group the assignment of all vehicles within their Team. The Fleet Services Group shall make all vehicle assignments, transfers, etc., in conjunction with the user Team's stated requirements. All requests for such assignments, transfers, etc., shall be forwarded in writing to the Fleet Services Group Leader who will take the

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necessary action to effect such changes in a manner that is most beneficial to the Commission. New vehicles received from the Fleet Services Group shall be assigned to the operator(s) of the vehicle(s) that was actually replaced, unless an exception to this rule has been approved by the Director, Logistics, or designee. Individual unit managers may not reassign new replacement vehicles within the organization.

3. Team Chiefs/Directors shall review their vehicular and equipment assignments during May of each year, to reconcile past usage with requests for additional or replacement vehicles made by subordinates during the budget process.
4. The Fleet Services Group shall be responsible for identifying and reassigning vehicles and/or equipment that are underutilized, or that are assigned to locations where transportation needs may be met by pooling vehicle/equipment at that facility.
5. When an employee to whom a vehicle is assigned is not using the vehicle, he/she shall make the vehicle readily available to other employees in his/her organizational unit upon request.
6. Commission personnel responsible for assigning vehicle or equipment operators are encouraged to make long term assignment where minimum usage criteria have been met, as this has a positive bearing on vehicle/equipment operation and can lead to reduced maintenance costs.
7. The Fleet Services Group is responsible for the operation of vehicle/equipment pools at a variety of locations with the assistance of pool coordinators. These coordinators receive pool vehicle requests from authorized persons and assign such vehicles as are available for use.
8. Authorized persons within a Unit are responsible to sign requests for pool vehicles.

B. Take-Home Vehicle Authorization

1. An employee whose regular job duties require the use of a WSSC vehicle after normal working hours may be granted take-home authorization, that is, permitted to retain the vehicle seven (7) days a week, 24 hours a day. Vehicle take-home assignments forms (Vehicle Assignment Request Form) can be found in Public Folders/Forms/Fleet Services) require adequate justification, the recommendation of the employee's Team Chief/Director and the approval of the General Manager or Deputy General Manager. Approval of a vehicle take-home assignment request covers only the position's incumbent employee. When the position is vacated, the appropriate Team Chief/Director will re-justify the need to continue to provide the position with a take-home vehicle. The re-justification (new assignment) must be submitted on the Vehicle Assignment Request Form through the appropriate

Team Chief/Director, for approval by the General Manager. Fleet Services Group must also be informed within 48 hours of any action taken by the Team to end, discontinue, or suspend the vehicle take-home authorization of any employee or position.

2. An employee whose job duties require assignment to the Operations Team "24 Hour Emergency Duty" roster will also be granted vehicle take-home authorization during the period the employee is actually assigned emergency duty. Fleet Services Group must be informed within 48 hours in writing of any employee additions or deletions to the Emergency Duty roster.
3. Occasional overnight use of a WSSC vehicle for Commission business purposes may be authorized by the employee's Group Leader who must notify the Fleet Services Group Leader of such an authorization prior to the close of the day's business.
4. Employees granted year-round take-home authorization or occasional overnight use of a WSSC vehicle are allowed incidental personal use of the vehicle while commuting to and from work and during meal periods. Incidental personal use includes only use that the employee would normally make of a personal vehicle when the personal vehicle is driven for commuting to and from the work/personal residence locations (hereinafter "normal commuting"). An employee assigned a WSSC vehicle, as a result of assignment to the "Emergency Duty" roster (see Section III.B.2.), is not permitted personal use (other than normal commuting) of the WSSC vehicle during off-hours. A take-home vehicle may not be used to transport other than Commission employees or individuals conducting official business with the WSSC, except that a take-home vehicle may be used to transport family members during normal commuting. A take-home vehicle shall be used at all times in a manner consistent with the provisions of this Section III.B.4.
5. Part-Time Take-Home Assignment: Employees in this classification are required to have a WSSC take-home vehicle, during their assigned after-hour duty shift, as a condition of employment. After-hour responsibilities are as determined by WSSC. Approvals in this category are based upon a demonstrated benefit to the mission of the WSSC. Employees having designated take-home assignment vehicles are required to maintain a log of all responses to "after-hour" situations/events as necessary to document the continued need for such assignment(s). Occurrences of "after-hour" responses are to be recorded on the Take-Home Vehicle After-Hour Response Log. That log is to be submitted monthly through the appropriate Team Chief to the Fleet Services Group Leader. Periodic review of "log" activities will be conducted by the Fleet Services Group Leader as appropriate to prepare recommendations on the continuance of all after-hour vehicle assignments.

Employees who are assigned the use of a Commission vehicle and use that vehicle

to go back and forth to work have a taxable benefit. This benefit will be calculated in accordance with the Internal Revenue Service fringe benefit guidelines and reported on the employee's W-2. Federal and State regulations require that WSSC report the fringe benefit value of employer provided vehicles. Federal and State taxes will not be withheld on this benefit. However, FICA taxes will be withheld in accordance with regulations. Any employee who may be riding to and from work with the employee having take-home authority is also considered as having a taxable benefit and is required to report the same.

6. **Directed Take-Home and Full-Time Take-Home Assignments:** The Commission has determined that for vehicular assignments in these two classifications the employee should reimburse the WSSC for the value of his or her commuting. The reimbursement rate by the employee to the Commission will be based upon a structure/rate identical to the rate charged by the State of Maryland to commuting drivers.

These two classifications reflect separate bases for assigning a full-time take-home vehicle to a particular employee, namely:

- a. Directed Take-Home vehicle assignments the Commission deems necessary because of 24-hour operation of Commission facilities (water reservoirs, wastewater plants, dams, etc.)
- b. Full-Time Take-Home vehicle assignments the Commission deems necessary due to an employee's level of responsibility and the Commission's desire to have such employees respond directly from their residence to any particular incident or situation.

Assignment of "take-home" vehicles will not be justified solely upon the position of the incumbent. Approvals in this category are based upon a demonstrated benefit to the mission of the WSSC and the frequency of "after-hour" responses to WSSC business needs. Employees having designated take-home assignment vehicles are required to maintain a log of all responses to "after-hour" situations/events as necessary to document the continued need for such assignment(s). Occurrences of "after-hour" responses are to be recorded on the Take-Home Vehicle After-Hour Response Log. That log is to be submitted monthly through the appropriate Team Chief to the Fleet Services Group. The Fleet Services Group Leader will perform periodic review of "log" activities as appropriate to prepare recommendations on the continuance of all after-hour vehicle assignments.

7. Vehicles that are ordinarily parked at an employee's home shall be left at a Commission parking lot during planned employee absences of more than five (5) days if necessary for:
- a. Any required maintenance services (contact Garage Unit Coordinator);

- and,  
b. Use by other employees.

8. No vehicles will be assigned to "partial-commuting" use, unless such assignment has been approved by the General Manager or the Deputy General Manager through the normal Vehicle Assignment Request process.

C. Vehicle/Equipment Transfer

1. The Fleet Services Group recognizes the need for supervisors at the Group Leader level and above to be able to transfer on a temporary basis, vehicles/equipment from one location to another, as expeditiously as possible in order to accomplish assigned tasks.

A Group Leader may temporarily transfer a vehicle or piece of equipment to another location or Group but must notify Fleet Services Group no later than the start of the next scheduled working day.

Temporary transfers of vehicles or equipment may not exceed two weeks.

All users should restrict transfers to a minimum number of vehicles or equipment necessary to be consistent with the workload requirements.

2. Requests covering permanent transfers of vehicles/equipment must be forwarded to the Fleet Services Group with justification, via the requestor's Team Chief.

D. Storage/Parking

1. All vehicles, not driven to an employee's residence at night, are to be parked at the assigned storage site with windows closed and doors locked. The assigned storage site is defined as the closest available WSSC approved parking area to the driver's assigned work site, suitable for the storage of vehicles. No "partial commuting" is permitted, unless approved by the General Manager or Deputy General Manager. If approved, partial commuting will be subject to charges as determined by the Finance Office. Parking spaces or sites for the storage of Commission vehicles under the above guidelines will be assigned by the appropriate Group, and Fleet Services Group advised accordingly.
2. Off-street parking should be provided, if possible, for Commission vehicles stored at the employee's residence.
3. Operators of Commission equipment who find it necessary to leave their assigned equipment at a field location overnight must assure the following:
- a. Vandalism covers, if provided, are in place and locked.
  - b. All fluid fill covers, if provided with locking caps, must be in place and locked.
  - c. Window covers, if provided, are in place and secured.

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- d. Safety ignition disconnect switch, if provided, must be secured properly.
- e. During freezing weather, tracked vehicles must be parked on timbers or rough stone to prevent tracks from being frozen to the ground and damaged at the next move.

E. Disciplinary Action

Violation of these regulations will be just cause for disciplinary action under the Commission Personnel Policies, including, but not limited to, the loss and/or suspension of an employee's Commission operator's license.

F. Use of Private Vehicles

- 1. Private automobiles shall be used when:
  - a. An assigned car or pool vehicle is not available.
  - b. The use of a Commission vehicle would be impractical, or in any way hamper the employee's job performance.
  - c. In the opinion of the Team Chief/Director, Staff Officer, or Deputy General Manager, it is more feasible to use a private vehicle.
- 2. Reimbursement will be made at the established rate as approved by the Commission and according to the Standard Procedures for Travel and Petty Cash.

IV. Vehicle Assignment Request Form (copy attached)

V. Take-Home Vehicle After-Hour Response Log (copy attached)

Distribution List:

MASTER VOLUME LIST:

- General Manager's Office
- Commissioners Office/Corporate Secretary's Office
- Human Resources Office

OTHER DISTRIBUTION:

- |  |  |
|--|--|
| General Counsel's Office                 | Customer Care Team Office              |
| Director, Logistics Office               | Engineering & Construction Team Office |
| Finance Office                           | Production Team Office                 |
| Strategic Systems Management Team Office | Public Communications Office           |
| Information Technology Team Office       | Intergovernmental Relations Office     |
| All Group Leaders                        | All Unit Coordinators                  |

Attachment 1

Take-Home Vehicle After-Hour Response Log

Employee: \_\_\_\_\_, ID # \_\_\_\_\_, Group \_\_\_\_\_  
For: Month \_\_\_\_\_, Year \_\_\_\_\_

Date	Time	Responded to:	Return Time:	Requested By:	Comments/Reason/Result:
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Submitted By: \_\_\_\_\_ Approved By: \_\_\_\_\_

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DBM/FAU Commute Deduction Chart for FY 2012

If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:	If your one day round trip commute mileage is:	Your bi-weekly commute deduction for a sedan will be:	for a LTV:
1	\$2.72	\$3.66	38	\$103.36	\$138.89	75	\$204.00	\$274.13	112	\$304.64	\$409.36
2	\$5.44	\$7.31	39	\$106.08	\$142.55	76	\$206.72	\$277.78	113	\$307.36	\$413.02
3	\$8.16	\$10.97	40	\$108.80	\$146.20	77	\$209.44	\$281.44	114	\$310.08	\$416.67
4	\$10.88	\$14.62	41	\$111.52	\$149.86	78	\$212.16	\$285.09	115	\$312.80	\$420.33
5	\$13.60	\$18.28	42	\$114.24	\$153.51	79	\$214.88	\$288.75	116	\$315.52	\$423.98
6	\$16.32	\$21.93	43	\$116.96	\$157.17	80	\$217.60	\$292.40	117	\$318.24	\$427.64
7	\$19.04	\$25.59	44	\$119.68	\$160.82	81	\$220.32	\$296.06	118	\$320.96	\$431.29
8	\$21.76	\$29.24	45	\$122.40	\$164.48	82	\$223.04	\$299.71	119	\$323.68	\$434.95
9	\$24.48	\$32.90	46	\$125.12	\$168.13	83	\$225.76	\$303.37	120	\$326.40	\$438.60
10	\$27.20	\$36.55	47	\$127.84	\$171.79	84	\$228.48	\$307.02	121	\$329.12	\$442.26
11	\$29.92	\$40.21	48	\$130.56	\$175.44	85	\$231.20	\$310.68	122	\$331.84	\$445.91
12	\$32.64	\$43.86	49	\$133.28	\$179.10	86	\$233.92	\$314.33	123	\$334.56	\$449.57
13	\$35.36	\$47.52	50	\$136.00	\$182.75	87	\$236.64	\$317.99	124	\$337.28	\$453.22
14	\$38.08	\$51.17	51	\$138.72	\$186.41	88	\$239.36	\$321.64	125	\$340.00	\$456.88
15	\$40.80	\$54.83	52	\$141.44	\$190.06	89	\$242.08	\$325.30	126	\$342.72	\$460.53
16	\$43.52	\$58.48	53	\$144.16	\$193.72	90	\$244.80	\$328.95	127	\$345.44	\$464.19
17	\$46.24	\$62.14	54	\$146.88	\$197.37	91	\$247.52	\$332.61	128	\$348.16	\$467.84
18	\$48.96	\$65.79	55	\$149.60	\$201.03	92	\$250.24	\$336.26	129	\$350.88	\$471.50
19	\$51.68	\$69.45	56	\$152.32	\$204.68	93	\$252.96	\$339.92	130	\$353.60	\$475.15
20	\$54.40	\$73.10	57	\$155.04	\$208.34	94	\$255.68	\$343.57	131	\$356.32	\$478.81
21	\$57.12	\$76.76	58	\$157.76	\$211.99	95	\$258.40	\$347.23	132	\$359.04	\$482.46
22	\$59.84	\$80.41	59	\$160.48	\$215.65	96	\$261.12	\$350.88	133	\$361.76	\$486.12
23	\$62.56	\$84.07	60	\$163.20	\$219.30	97	\$263.84	\$354.54	134	\$364.48	\$489.77
24	\$65.28	\$87.72	61	\$165.92	\$222.96	98	\$266.56	\$358.19	135	\$367.20	\$493.43
25	\$68.00	\$91.38	62	\$168.64	\$226.61	99	\$269.28	\$361.85	136	\$369.92	\$497.08
26	\$70.72	\$95.03	63	\$171.36	\$230.27	100	\$272.00	\$365.50	137	\$372.64	\$500.74
27	\$73.44	\$98.69	64	\$174.08	\$233.92	101	\$274.72	\$369.16	138	\$375.36	\$504.39
28	\$76.16	\$102.34	65	\$176.80	\$237.58	102	\$277.44	\$372.81	139	\$378.08	\$508.05
29	\$78.88	\$106.00	66	\$179.52	\$241.23	103	\$280.16	\$376.47	140	\$380.80	\$511.70
30	\$81.60	\$109.65	67	\$182.24	\$244.89	104	\$282.88	\$380.12	141	\$383.52	\$515.36
31	\$84.32	\$113.31	68	\$184.96	\$248.54	105	\$285.60	\$383.78	142	\$386.24	\$519.01
32	\$87.04	\$116.96	69	\$187.68	\$252.20	106	\$288.32	\$387.43	143	\$388.96	\$522.67
33	\$89.76	\$120.62	70	\$190.40	\$255.85	107	\$291.04	\$391.09	144	\$391.68	\$526.32
34	\$92.48	\$124.27	71	\$193.12	\$259.51	108	\$293.76	\$394.74	145	\$394.40	\$529.98
35	\$95.20	\$127.93	72	\$195.84	\$263.16	109	\$296.48	\$398.40	146	\$397.12	\$533.63
36	\$97.92	\$131.58	73	\$198.56	\$266.82	110	\$299.20	\$402.05	147	\$399.84	\$537.29
37	\$100.64	\$135.24	74	\$201.28	\$270.47	111	\$301.92	\$405.71	148	\$402.56	\$540.94





September 9, 2011

Transportation Infrastructure, Energy & Environment Committee  
Montgomery County Council  
Stella B. Werner Council Office Building  
100 Maryland Avenue, 6<sup>th</sup> Floor  
Rockville, Maryland 20850

Dear Members of the Transportation Infrastructure, Energy & Environment Committee:

This is in response to your memorandum dated August 24, 2011, requesting detailed information relative to County Take-Home Vehicle Assignments for Montgomery County Public Schools (MCPS). The answers to your questions are as follows:

**Question**

Please provide the position and department (by division) of each employee who is assigned a take-home vehicle.

**Answer**

Please see enclosed chart (Columns A, B, and C).

**Question**

Please provide the make, model, year, and purchase price of the vehicle.

**Answer**

Please see enclosed chart (Columns F, G, J and H).

**Question**

Please provide the length of time each employee has had a take-home vehicle.

**Answer**

Please see enclosed chart (Column D).

**Question**

Please provide information on whether the employee parks outside the County at night.

**Answer**

Please see enclosed chart (Column E).

**Question**

What are the specific criteria used to determine which employees are assigned take-home vehicles?

**Answer**

Please see enclosed MCPS Regulation DIE-RC, *MCPS Staff Vehicles*, page 3, section B, Assignments.

**Question**

How often does the agency review take-home assignments?

**Answer**

MCPS reviews take-home assignments for vehicles annually.

**Question**

Do employees reimburse the agency for vehicle costs when not used for official purposes? If so, at what rate?

**Answer**

Please see enclosed MCPS Regulation DIE-RC, *MCPS Staff Vehicles*, page 3, section B, Assignments.

**Question**

Is after-hour usage of take-home vehicles tracked or logged? If so, how?

**Answer**

No, MCPS currently does not track or log after-hour usage of take-home vehicles.

**Question**

Has your agency conducted an audit of your take-home vehicle program in the past three years? If so, please provide a copy.

**Answer**

No, MCPS has not conducted an audit of our take-home vehicle program in the past three years.

**Question**

Have you proposed any changes to your program in the past year and/or based on any audit findings? If so, please provide information on the changes, including proposed implementation dates.

**Answer**

This program currently is being examined, but no specific changes have been proposed at this time.

September 9, 2011

If you have any questions, please contact Mr. Todd M. Watkins, director, Department of Transportation, at 301-840-8130.

Sincerely,



Larry A. Bowers  
Chief Operating Officer

LAB:rl

Enclosures

Copy to:

Dr. Starr  
Mr. Edwards  
Mr. Watkins  
Mr. Farber

CY 2011 MCPS Take-Home Vehicle Report

As of >>

9/8/11 1:28 PM



Average Vehicle Age (Yrs)

4.2

Oldest Vehicle

2001

Vehicle Assignment

Vehicle Statistical Information

A	B	C	D	E	F	G	H	I	J	K
EMPLOYEE VEHICLE ASSIGNMENT	DEPARTMENT -or- DIVISION	POSITION	LENGTH OF TIME (Yrs)	PARKS OUTSIDE THE COUNTY?	MAKE	MODEL	PURCHASE PRICE	HYBRID, FLEX FUEL?	YEAR	VEH. AGE
1	Maintenance	Depot Manager	6	YES	Chevy	Blazer	18,849		2005	6
2	Maintenance	Depot Manager	9	YES	Chevy	Blazer	18,849		2005	6
3	Maintenance	Depot Manager	1	YES	Chevy	Blazer	19,905		2007	4
4	Maintenance	Director	9	YES	Chevy	Equinox	25,667		2010	1
5	Schl Plant Opns	Area Supervisor	9	YES	Ford	F-350	24,738		2006	5
6	Schl Plant Opns	Area Supervisor	5	YES	Ford	F-350	25,213		2006	5
7	Schl Plant Opns	Area Supervisor	1	YES	Ford	F-150	21,818		2006	5
8	Schl Plant Opns	Area Supervisor	3 months	NO	Ford	F-350	25,213		2006	5
9	Schl Plant Opns	Area Supervisor	21	YES	Ford	F-250	31,562		2006	5
10	Schl Plant Opns	Area Supervisor	8	NO	Ford	F-350	25,094		2006	5
11	Schl Plant Opns	Assistant to the Director	1	YES	Ford	Escape	28,953	YES	2009	2
12	Schl Plant Opns	Director	13	NO	Chevy	T. Blazer	24,999		2003	8
13	Security	Director	10	NO	Ford	Expedition	25,612		2007	4
14	System Wide Safety	Director	17	NO	Ford	Escape	26,550	YES	2008	3
15	Telecom. Services	IT Systems Specialist	23	NO	Ford	Expedition	28,187		2004	7
16	Transportation	Assistant Director	3	NO	Chevy	Tahoe	34,199	YES	2007	4
17	Transportation	Depot Manager	2	NO	Ford	Escape	26,550	YES	2008	3
18	Transportation	Depot Manager	21	NO	Ford	Escape	28,953	YES	2009	2
19	Transportation	Depot Manager	3	YES	Ford	Escape	29,234	YES	2010	1
20	Transportation	Depot Manager	7	NO	Ford	Escape	28,953	YES	2009	2
21	Transportation	Depot Manager	1	YES	Chevy	Blazer	27,132		2001	10
22	Transportation	Depot Manager	13	YES	Ford	Escape	26,550	YES	2008	3
23	Transportation	Depot Manager	2	YES	Ford	Escape	29,234	YES	2010	1
24	Transportation	Director	15	YES	Chevy	Tahoe	34,199	YES	2007	4
25	Transportation	Fleet Maintenance Manager	12	YES	Chevy	Silverado1500	26,623	YES	2008	3
26	Transportation	Operations Manager	9	YES	Chevy	T. Blazer	24,360		2006	5
27	Transportation	Safety Supervisor	4	NO	Chevy	Blazer	24,360		2006	5

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# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** DIE-RB, EBI-RA, EEB-RA, GJD-RB  
**Responsible Office:** Chief Operating Officer  
Department of Transportation

### MCPS Staff Vehicles

#### I. PURPOSE

To establish procedures and operational guidelines for the assignment and use of MCPS-owned vehicles

#### II. DEFINITIONS

- A. *MCPS Staff Vehicle - Office* is a staff vehicle permanently assigned to a designated employee or an office, department, division, or unit for MCPS purposes only during regular duty hours. Staff vehicles-office will not be taken home on a regular basis.
- B. *MCPS Staff Vehicle - Individual* is a staff vehicle permanently assigned to a designated employee whose MCPS assignments require that the vehicle be taken home during off-duty hours in order to be used for MCPS purposes. MCPS is reimbursed for personal commuting use based on Internal Revenue Service (IRS) regulations.
- C. *A frequent-emergency use* is defined as unexpected work-related accidents or incidents that occur several times per month during off-duty hours that require the employee's attention and use of a vehicle to provide that attention. Examples of such accidents or incidents are major water leaks or no heat in buildings.

#### III. PROCEDURES

##### A. Responsibilities

- 1. The Chief Operating Officer is responsible for:
  - a) Authorizing the assignment of MCPS staff vehicles to individual employees or offices/departments/divisions/units

- b) Effecting a payroll deduction plan where employees who are assigned a staff vehicle-individual, as detailed in IIB, are charged for personal commuting use
2. The director, Department of Transportation:
- a) Administers the motor pool program
  - b) Is responsible for daily control of the vehicles assigned to the Shady Grove, Clarksburg, Bethesda, Randolph, and West Farm transportation depots
  - c) Recommends the retirement and replacement of vehicles
3. Directors of offices/departments/divisions/units that have permanently assigned staff vehicles - office should have internal procedures for controlling their use that include:
- (a) Safeguarding cars and keys
  - (b) Documenting and reviewing use including dates and purpose for use
  - (c) Requiring approval of the appropriate administrator before the vehicle is used by employees other than those who are regularly authorized
  - (d) Prohibiting personal use
  - (e) Communicating procedures to staff
  - (f) Requiring the employees using the vehicles to certify on an annual basis that they have read and will follow this regulation and the internal procedures for use of these vehicles
  - (g) Making internal procedures and employee certifications available for internal audit review
  - (h) Returning vehicles no longer required to the MCPS motor pool

## B. Assignments

1. Assignment of Staff Vehicles - Individual to Staff Members
  - a) Permanent assignment of staff vehicles - individual will be made annually by the chief operating officer.
    - (1) No vehicle will be assigned as a benefit of employment.
    - (2) Vehicles are furnished for official business only and are not to be used for other purposes.
  - b) The permanent assignment of staff vehicles - individual is based on the employee's need to handle frequent emergencies and/or meetings during off-duty hours, including:
    - (1) Emergency callback
    - (2) Specialized equipment requirements, including emergency radio communications
    - (3) Distance between work locations for supervision of staff
    - (4) Security of after school events, buildings, and grounds
  - c) The individual assigned a staff vehicle will be charged \$1.50 per one-way travel or \$3.00 per workday for personal commuting use in accordance with IRS regulations.
2. Assignment of MCPS Staff Vehicles - Office
  - a) A staff vehicle is normally assigned to an office, department, division, or unit that needs a vehicle to conduct MCPS business. Criteria for assignment of vehicles are maintained by the Department of Transportation.
  - b) No provision in this procedure is to be interpreted as precluding an office/department/division/unit from authorizing the temporary use of a staff vehicle on a take-home basis for employees whose duties include emergency stand-by or call-back status.



- c) Offices/departments/divisions/units that are permanently assigned staff vehicles - office are encouraged to have employees under their supervision use the assigned vehicle for MCPS business in lieu of using personal vehicles and requesting reimbursement.

C. Guidelines for the Use of an Assigned Vehicle

1. No persons other than MCPS personnel or those persons directly associated with MCPS business will travel in MCPS vehicles. However, car pools with MCPS employees using assigned vehicles (as determined according to the criteria for assignment) are *strongly* encouraged whenever feasible.
2. The employee to whom an MCPS vehicle is assigned should keep the vehicle in reasonably clean condition.
3. Employees will not install or have installed any items of equipment (personal or MCPS) in MCPS vehicles. Specialty equipment must be approved by the Department of Transportation. Two-way radios and cell phones required for the performance of duties will be installed by the Department of Transportation or by one of its approved vendors.
4. The employee will deliver the vehicle to the appropriate transportation depot for servicing, in accordance with a schedule established by the Department of Transportation, and pick up the vehicle upon completion of the servicing.

If mechanical failure occurs to the vehicle within a 35-mile radius of an MCPS transportation depot, the Department of Transportation should be notified. Otherwise, a nearby local garage should be contacted for assistance.

5. Drivers of county-owned vehicles must be employees of the school system and must be holders of an appropriate operator's permit.
6. Hitchhikers are not to be transported.
7. Periodically, vehicles will be reassigned or rotated for better utilization of the fleet by assigning low mileage vehicles to higher mileage users.
8. A driver of an MCPS vehicle involved in an accident must immediately contact the police and the MCPS Department of Transportation.

9. Smoking is not permitted in MCPS vehicles.
10. Operators and passengers in MCPS vehicles must use seat belts.

D. Accident Review and Disciplinary Action

1. The Accident Review Board, as established in Regulation EBI-RA: *Review of Preventable Accidents and the Bus Accident Review Committee (BARC)*, will determine preventability of accidents involving all vehicles owned by MCPS and operated by employees of the school system. Recommendations of the Accident Review Board will be forwarded to the Chief Operating Officer for action by the appropriate supervisor.
2. Notification of disciplinary action will be made to supporting services employees in accordance with procedures set forth in Regulation GJD-RB: *Discipline or Discharge of Supporting Services Employees*. Notification to professional employees will be made by the Chief Operating Officer.

*Administrative History:* New Regulation, May 5, 1989; revised April 28, 2000; revised December 28, 2000.

*Note:* Parts of this regulation formerly existed in Regulation DIE-RA: Local Travel.



September 9, 2011

The Honorable Roger Berliner  
Chair, Transportation, Infrastructure, Energy & Environment Committee  
Montgomery County Council  
100 Maryland Avenue  
6<sup>th</sup> Floor  
Rockville, MD 20850

VIA EMAIL

Dear Mr. Berliner:

In response to your inquiry dated August 24, 2011 regarding take-home vehicles, this letter serves as HOC's official report.

Most of the vehicles that HOC owns are maintenance trucks. The maintenance vehicles range in size from small pickups with a gross weight of 3,700 pounds to large trucks with a gross weight of 12,000 pounds. These vehicles are used by staff when responding to the maintenance and rehab needs of our units. HOC also owns a small bus that is used to transport some of our residents to various activities.

The information you have requested is listed below:

- **The position and department (by division) of each employee who is assigned a take-home vehicle**

HOC maintains a staff of 21 property maintenance staff who provide overnight, on-call emergency maintenance. Throughout the year, a rotation of four people are assigned maintenance vehicles to respond to service calls at HOC-managed residential properties.

- **The make, model, year and purchase price of the vehicle**

Please see the attached schedule of all HOC owned vehicles. The first two digits in the truck number represent the year of the vehicle, i.e. 92-6188 is a 1992 vehicle. All HOC vehicles are purchased new, so the year of the vehicle should coincide with the year purchased.

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- **The length of time each employee has had a take-home vehicle**

HOC has never assigned a take-home vehicle to a specific employee. All take-home vehicles are assigned to the employee on duty for on-call emergency maintenance. Employees are on duty for a week, then the duty rotates to another employee.

- **Whether the employee parks outside the County at night**

Some of the on-call employees live outside of the County. In light of the need for them to respond quickly to off- hours maintenance demands, HOC policy permits them to park their assigned vehicle at their homes outside of Montgomery County.

- **What are the specific criteria used to determine which employees are assigned take-home vehicles?**

Of the 21 property maintenance staff, rotations of four employees are assigned vehicles to respond to service calls at HOC-managed residential properties.

- **How often does the agency review take-home assignments?**

The take-home vehicle/on-call staff rotation is modified every four to six weeks.

- **Do employees reimburse the agency for vehicle costs when not used for official purposes? If so, at what rate?**

None of these employees is required to reimburse the Agency for take-home vehicles. Non-business usage of these vehicles is prohibited. However, the Agency does have a policy, should the need arise, wherein the current IRS rate would be applied.

- **Is after-hour usage of take-home vehicles tracked or logged? If so, how?**

Non-business usage of these vehicles is prohibited. However, staff is still required to record mileage daily.

- **Has your agency conducted an audit of your take-home vehicle program in the past three years? If so, please provide a copy?**

There has not been an audit of the on-call emergency maintenance program in the past three years.

- **Have you proposed any changes to your program in the past year and/or based on any audit findings? If so, please provide information on the changes, including proposed implementation dates.**

No changes have been proposed or made to the on-call emergency take-home vehicle program in the past year.

If you or your staff have any further questions, please feel free to contact our Internal Auditor, Jim Atwell, directly at 240-773-9026.

Sincerely,



Jerry Robinson  
Acting Executive Director

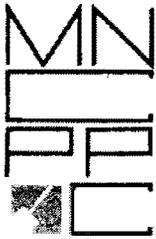
enclosure:

TRUCK #	MAKE	DESCRIPTION	SERIAL NUMBER	PURCHASE PRICE	TITLE #	TAG #	GVW
92-6188	FORD	E-350 CLUBWAGON XL	1FBJS31H5NHB25190	\$ 16,235.00	21838004	LG38647	7000
96-6158	FORD	F-250 PICK UP	1FTHF26H9TLB92709	\$ 24,042.00	25664136	LG48914	8600
96-6159	FORD	F-250 PICK UP	1FTHF26H5TLB92710	\$ 24,042.00	25664138	LG48915	8600
97-6196	FORD	E-350 CLUBWAGON XL	1FBJS31L5VHA24610	\$ 21,885.00	26358106	LG49424	9100
98-6183	FORD	RANGER PICK UP 4X4	1FTZR15UXWTA16342	\$ 16,815.00	27009413	LG51239	7000
99-6199	FORD	RANGER PICK UP 4X4	1FTYR11V4XTB05724	\$ 16,847.00	28591066	LG53918	7000
01-6167	GMC	SAVANNA 3500	1GJHG39R211215059	\$ 21,499.00	60762084	LG62084	3700
00-6170	FORD	E-350 ECONOLINE	1FBSS31S9YHB52042	\$ 24,423.40	29622941	LG58462	3700
00-6172	FORD	EXPLORER 4X4	1FMDU75E6YZA65067	\$ 30,444.00	29327071	LG64940	5340
01-6177	CHEVY	G-30 VAN	1GCHG35R811124441	\$ 21,954.88	30762082	LG62083	9500
01-6180	GMC	SAVANNA 3500	1GJHG39R911215592	\$ 21,499.00	60762081	LG62082	9500
04-6112	CHEVY	3/4 SILVERADO P/UP	1GBHC24UX4E179017	\$ 17,696.00	34004989	LG69129	9200
04-6113	CHEVY	SPARTAN VAN	1GBJG31U641158138	\$ 28,316.48	34003291	LG69122	12000
04-6119	CHEVY	3/4 SILVERADO P/UP	1GBHC24U44E177019	\$ 17,696.00	34004988	LG69128	9200
04-6131	CHEVY	SPARTAN VAN	1GBJG31U241158119	\$ 28,316.48	34004987	LG69127	12000
04-6133	CHEVY	3/4 SILVERADO LIFTGATE	1GBHC24U54E176185	\$ 19,896.00	34148029	LG69141	9200
04-6132	CHEVY	3/4 SILVERADO LIFTGATE	1GBHC24U54E175621	\$ 19,896.00	34148035	LG69143	9200
04-6134	CHEVY	3/4 SILVERADO LIFTGATE	1GBHC24U74E176849	\$ 19,896.00	34148031	LG69142	9200
05-6135	FORD	15 PASSANGER VAN	1FBSS31LX5HB11536	\$ 19,180.00	35415475	LG72479	9100
05-6136	CHEVY	Van	1GCGG25V151199703	\$ 15,258.00	35561904	LG72487	8600
05-6137	CHEVY	Van	1GCGG25VO51197313	\$ 14,560.00	35563456	LG72492	8600
05-6139	CHEVY	SILVERADO 2500 4X4	1GCHK24U35E250980	\$ 21,120.00	36331620	LG74194	9200
06-6141	FORD	15 PASSANGER VAN	1FBSS31L26HB23326	\$ 19,000.00	36313984	LG74923	
06-6140	FORD	16 PASSANGER VAN	1FBSS31L46HB23327	\$ 19,000.00	36313986	LG74924	7000
06-6142	CHEVY	UPLANDER 4 DOOR	1GNDU23L06D233988	\$ 14,444.00	36927239	LG74937	7000
06-6143	CHEVY	SILVERADO 2500 4X4	1GCHK24U16E265608	\$ 18,040.00	36931238	LG74943	7000
06-6144	CHEVY	Express Com	1GBHG31U761272408	\$ 32,602.13	37570140	LG74968	6460
07-6146	CHEVY	Van	1GCGG25V171185383	\$ 16,890.00	38183297	LG74989	7000
07-6147	CHEVY	Colorado pick up	1GCCS149778234203	\$ 9,804.00	38183299	LG74990	7000
08-6101	CHEVY	Express Com	1GBHG31K581105627	\$ 32,702.13	38741930	LG79803	9600
08-6149	CHEVY	Express Com	1GBHG31K681105135	\$ 32,702.13	38741929	LG79804	9600

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TRUCK #	MAKE	DESCRIPTION	SERIAL NUMBER	PURCHASE PRICE	TITLE #	TAG #	GVW
08-6150	CHEVY	Express Com	1GBHG31K681144131	\$ 31,887.43	39330591	LG79838	9600
08-6151	CHEVY	Colorado pick up	1GCCS14E988135719	\$ 15,615.40	39328900	LG79832	4850
08-6152	CHEVY	Express CARGO	1GCHG35K881116966	\$ 25,845.21	39328901	LG79833	9600
08-6153	CHEVY	SILVERADO 2500	1GBHC24K88E108676	\$ 30,243.82	39328902	LG79834	9200
08-6154	FORD	E250 VAN	1FTNE24W98DA81554	\$ 18,951.70	39853899	LG79849	7000
08-6155	FORD	F250	1FDNF20568EC93974	\$ 26,602.44	39853898	LG 79848	7000
08-6156	FORD	E350 CUTAWAY	1FDSE35L38DB57438	\$ 28,898.90	39853901	LG83450	10000
10-6161	FORD	Van E250	1FTNE2EW1ADBO3373	\$ 19,589.38	41646813	LG83479	8501
10-6162	FORD	E350 CUTAWAY	1FDSE3FL8ADB00978	\$ 29,221.38	41646811	LG83477	9600
11-6157	FORD	F250 4X4	1FDBF2B69BEA59585	\$ 26,241.49	41646812	LG83478	9001
11-6169	FORD	RANGER 4X4	1FTLR1FE8BPA06876	\$ 21,106.65	41647713	LG83481	3669
11-6173	FORD	RANGER 4X4	1FTLR1FEXBPA06877	\$ 21,106.65	41647714	LG83488	3669
00-6164	FORD Diesel	HI-CUBE CUTAWAY	1FDXE47FOXHB89628	\$ 23,005.00	29327058	LG56638	12000
99-6166	FORD	E-450 7.3 DIESEL V-8	1FDWE35L2YHA37480	\$ 28,986.00	29330297	LG56656	11000
00-6179	FORD Diesel	HI-CUBE CUTAWAY	1FDWE37F0XHC06126	\$ 27,083.00	29327056	LG56637	11500
01-6182	CHEVY	STAKE BODY DUMP	1GBKC34J9YF451042	\$ 35,103.62	30926028	LG62931	10000
01-6168	CHEVY	HI-CUBE CUTAWAY(Empty)	1GBJG31R811118120	\$ 27,291.81	30762085	LG62085	12000
05-6138	CHEVY	Express Com	1GBHG31V951236517	\$ 26,993.65	35970063	LG74181	9600
07-6148	CHAM	BUS	1FDWE35S07DA95102	\$ 47,078.00	38581525	LG74999	
07-6145	CHEVY	STAKE BODY DUMP	1GBJC34K77E589073	\$ 38,717.87	39091775	LG79821	70000

(15)



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

September 16, 2011

TO: Roger Berliner, Chair  
Nancy Floreen, Member  
Hans Riemer, Member  
Transportation, Infrastructure, Energy & Environment Committee

FROM: Patricia Barney, Executive Director 

SUBJECT: Request for Detailed Information on County Take-Home Vehicle Assignments

In response to the T&E Committee's request of August 24, 2011, we have provided background information on each requested area.

**1. T&E Committee: Please provide the following information for each take-home vehicle assignment:**

- The position and department (by division) of each employee who is assigned a take-home vehicle;
- The make, model, year, and purchase price of the vehicle;
- The length of time each employee has had a take-home vehicle; and
- Whether the employee parks outside the County at night.

*M-NCPPC Response: See attachment A.*

**2. T&E Committee: What are the specific criteria used to determine which employees are assigned take-home vehicles?**

*MNCPPC Response:* *Vehicle assignments are made when they are in the best interest of the agency and support business necessity. Areas which are considered include:*

- *Requirements for emergency response during evening hours and on weekends;*
- *Management and supervision of programs that fall outside of normal core hours making it difficult to use an onsite pool vehicle;*
- *Need to frequently report to multiple onsite and offsite work locations to attend meetings, dedications and special activities; and/or as a condition of employment.*

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*Policy requires all assignments to be reviewed and authorized by the respective Planning Board, or in the case of bi-county operations, the Executive Committee.*

*Any assignments below the Director level also include initial review by the Department Director. The Director must evaluate take home-assignments on the basis of business necessity through a review of assigned position responsibilities. The Director's recommendation to assign a vehicle to these positions must be forwarded to the Planning Board (or Executive Committee) for review and authorization.*

*Additional standards are presently being evaluated to provide greater guidance on the evaluation of business necessity. Areas being consideration include analysis of economic benefit to the agency, establishment of expected business mileage minimums, and standards related to applicable position duties.*

**3. T&E Committee: How often does the agency review take-home assignments?**

*MNCPPC Response: The agency recently conducted a comprehensive review of all existing take-home vehicles in July/August. Reviews are also conducted when vehicles are being newly assigned and any time there is a need to change or revoke a vehicle assignment.*

*The agency is presently updating its review process which will include at a minimum annual review of business necessity as well as additional areas such as applicable tax status, review of driving and license records, and confirmation of employee information related to the parking of the vehicle.*

**4. T&E Committee: Do employees reimburse the agency for vehicle costs when not used for official purposes? If so, at what rate?**

*Van pool riders reimburse the Commission each month. Attachment A provides the reimbursement amount per rider per month for each van. Other take-home assignments do not reimburse for commuting, but are taxed based on either the IRS Commuting Rule or Lease Value Rule.*

**5. T&E Committee: Is after-hour usage of take-home vehicles tracked or logged? If so, how?**

*MNCPPC Response: Logs have not been required for take-home vehicles; however total mileage is evaluated to ascertain business use. The agency is evaluating with a tax consultant, the best and most feasible method in maintaining logs for take-home vehicles. Control employees are now maintaining logs while we evaluate this policy.*

**6. T&E Committee: Has your agency conducted an audit of your take-home vehicle program in the past three years? If so, please provide a copy.**

*The Commission's Audit Division performed a bi-county audit during FY 2011. The resulting changes in policy that are now in place or under active consideration are outlined in*

the Power Point presentation we have provided for information to the Council. Our Commissioners have not approved the outside release of the audit report because it includes information that is protected under various legal privileges.

7. **T&E Committee: Have you proposed any changes to your program in the past year and/or based on any audit findings? If so, please provide information on the changes, including proposed implementation dates.**

MNCPPC Response: *The Power Point presentation outlines in general the major areas of change being implemented and/or considered.*

*Based on the comprehensive review/audit of the vehicle use program, the Commission has already begun implementing a number of changes over the past months:*

I. *Validation and Monitoring of Driving License/Record:*

*In August, the agency completed a review of all authorized drivers to ensure that each meets requirements for a having valid driver's license as well as additional driving requirements outlined by internal policy. The agency's requirements for driving include completion of Defensive Driving, completion of a Driver Requirements and Records Release Authorization Form, and maintenance of driving records which permit operation of an agency vehicle. The agency's internal standards are more stringent than those established by surrounding states. For example, employees with 5 points or more may have their M-NCPPC driving privileges suspended while the State of Maryland does not require suspension of driving at this level.*

*The following steps also are in place to ensure employee driving records are obtained and regularly monitored.*

- *At time of initial hire:* *All applicants to positions requiring driving must provide a copy of their valid driver's license and driving record as issued by the motor vehicle administration. These records are reviewed during the hiring process to ensure that the employee meets driving requirements outlined by M-NCPPC policy and by the specific duties of their position (for example, Park Maintenance Workers may require certain certifications such as a Commercial Driver's License). The final offer of employment/promotion is contingent upon meeting these requirements. All hired employees must complete an authorization form to allow the agency to enroll the employee in the License Monitoring Program. License information is maintained and monitored by the Risk Management and Safety (RMS) Office.*
- *Following employment:* *Employees who are not required to drive as a condition of their employment, but are authorized to use an M-NCPPC vehicle (i.e. 24 hour vehicle assignments and pool cars), must provide their driving license information and complete an authorization form allowing M-NCPPC to obtain copies of their driving record. Presently, the driving information and authorization form are*

collected from these employees upon their completion of the agency's Defensive Driving Course. Driver's licenses are entered by the RMS Office into the License Monitoring Program.

- Ongoing: In addition to regular monitoring of licenses by the RMS Office, M-NCPPC requires all employees who operate agency vehicles to immediately report any violation, revocation, expiration, or other concern that may affect driving privileges. The department reviews this information in conjunction with the RMS Office and Human Resources to determine whether driving privileges should be removed or other employment action is needed. Failure to follow policies is subject to disciplinary action, including termination of employment.
- The database of authorized drivers will be reviewed semi-annually with operating departments to ensure that all drivers have been accounted and are having their licenses monitored. If any employee is found to be driving without meeting driving requirements, the department will immediately revoke driving privileges until the driving record has been verified.

## II. License Monitoring Program

All authorized drivers must be enrolled into the License Monitoring Program. This Program allows the agency to monitor driving records by obtaining reports directly from the Motor Vehicle Administration responsible for issuing the employee's license.

- The RMS Office has had a standing partnership with the Maryland Motor Vehicle Administration to receive regular online alerts of moving violations, suspensions, restrictions, etc... for employees who have licenses issued by the State. The RMS Office reports all significant changes to the employee's department, typically within one business day of receiving the online alert. More than 85% of employees enrolled in M-NCPPC's License Monitoring Program have licenses issued by the State of Maryland.
- Electronic license tracking/monitoring is not offered by any out-of-state jurisdictions with the exception of Virginia. The following steps are in place to monitor out-of-state license holders.
  - The agency is presently working with the State of Virginia to implement an online reporting system by October 2011 pending Virginia's review of our application.
  - Manual record review is in place for licenses issued outside the State of Maryland. Under this system, the RMS Office sends a written request to the respective Motor Vehicle Administration issuing the license (i.e., Virginia, District of Columbia, Delaware, Pennsylvania, West Virginia, etc...). The jurisdiction mails or faxes information on the requested records. The RMS Office has established semi-annual monitoring with these jurisdictions.

## III. Monitoring Completion of Defensive Driving Course:

In August, the agency conducted a comprehensive review to verify that all drivers have met the requirement for completion of the agency's 8 hour Defensive Driving Course

(DDC). This training, which must be completed within 6 weeks of hire, is based on the National Safety Council's guidelines and includes review of the agency's driving policies/requirements. Training may be completed through classroom instruction or online training modules.

- To ensure ongoing verification of training completion, the agency implemented semi-annual reviews of its driver database to confirm that all drivers are accounted for and that each has met the training requirement.

III. Driving Requirements and Records Release Authorization Form:

In August, the agency issued an updated Driving Requirements and Records Release Authorization form which must be completed by all employees. All authorized drivers were required to complete the form to reauthorize their driving privileges.

- Describes what is considered a M-NCPPC vehicle;
- Provides for an employee acknowledgement that the privilege of operating a M-NCPPC vehicle is contingent on the possession of a valid driver's license;
- Outlines the employee's responsibility to adhere to Vehicle Use policies (as these exceed State driving requirements for a valid license);
- Communicates the employee's requirement to notify the agency of any changes to their license, violations or restrictions on driving records;
- Notifies employees that the M-NCPPC will monitor driving records to ensure that the employee meets driver qualifications established by the agency; and
- Describes consequences for non-compliance with requirements.

IV. Vehicle Use Program Review

The agency is presently conducting a comprehensive review of the agency's vehicle use program in an effort to improve standards for use, further strengthen internal controls, and ensure greater understanding of its application.

If you have any questions, please contact Susan Farag of the Council staff (x77921). Thank you for your assistance in this matter.

Attachments:

Attachment A – Take-Home Vehicles List

Attachment B – Practice 6-10: Policies and Procedures Governing Commission Passenger Vehicles

Attachment C – Notice 94-05: Guidelines for Drivers of Commission Vehicles

Attachment D – Driving Requirements and Record Release Authorization Form

cc: Françoise Carrier, Chair  
Mary Bradford, Director of Parks  
Rollin Stanley, Director of Planning  
Joe Zimmerman, Secretary-Treasurer  
Adrian Gardner, General Counsel

M-NCPPC

Attachment A

<u>Title</u>	<u>Parks Department</u>	<u>Unit #</u>	<u>Year/Make/Model</u>	<u>Purchase Price</u>	<u>Out of Mont. County</u>	<u>Approx. Years Assigned</u>
* Director	Directors Office	113	2009 FORD ESCAPE HYBRID	\$28,422.03	No	5
Deputy Director	Directors Office	100	2007 HONDA CIVIC HYBRID	\$22,895.00	Yes	4
Division Chief	Southern Region	101	2008 FORD ESCAPE HYBRID	\$25,378.54	Yes	3
Division Chief	Enterprise Division	68	2003 CHEVROLET MALIBU	\$12,515.00	Yes	4
Plumbing Trade Shop Supervisor II	Facilities Management	303	2001 CHEVROLET C2500	\$19,515.00	Yes	5
Electrician Trade Shop Supervisor II	Facilities Management	358	2004 CHEVROLET K1500	\$17,768.00	No	5
Construction Supervisor	Facilities Management	43	2000 GMC S15	\$21,804.00	No	2
Carpentry Trade Shop Supervisor II	Facilities Management	414	2007 CHEVROLET SILVERADO	\$15,953.49	Yes	2
HVAC Trade Shop Supervisor II	Facilities Management	406	2007 CHEVROLET SILVERADO	\$15,317.96	Yes	3
Construction Trade Shop Supervisor II	Facilities Management	415	2007 CHEVROLET SILVERADO	\$19,776.88	Yes	3
Park Police Comm. Sup.	Park Police	999	2001 CHEVROLET IMPALA	\$19,869.00	No	5
<u>CAS</u>						
Executive Director	Dept. Human Resources & Mgt	PA-41	2006 Chevy Impala	\$18,150.55	<u>Out of Bi-County</u> No	12
Building & Grounds Maint. Superintendent	Dept. Human Resources & Mgt	T-27	1997 Chevy 2500	\$28,600.00	No	4
Secretary-Treasurer	Finance Department	AA-27	1997 Chevy Lumina	\$16,200.00	Yes	1
General Counsel	Legal Department	T-473	2005 Chevy Tahoe	\$29,719.87	Yes	11

\* Vehicle no longer 24 hour assignment (as of 6/30/2011)

Van Pool Vehicles

<u>Vanpool Origin</u>	<u>Parks Department</u>	<u>Unit #</u>	<u>Year/Make/Model</u>	<u>Purchase Price</u>	<u>Out of Mont. County</u>	<u>Reimbursement Amount Per Rider Per Month</u>
Brunswick Sauder Rd.	Facilities Management	338	2003 CHEVROLET G3500	\$25,204.99	Yes	\$65.62
Frederick Sams Club	Facilities Management	207	2010 CHEVROLET G3500	\$24,334.08	Yes	\$49.61
Myersville P&Ride Rt.17	Facilities Management	208	2010 CHEVROLET G3500	\$24,334.08	Yes	\$54.17
New Market (Meely's)	Facilities Management	224	1997 GMC G3500	\$23,748.00	Yes	\$39.61
Thurmont Apples Church Rd.	Facilities Management	259	1999 GMC G3500	\$22,129.23	Yes	\$55.16

File:\ADHRM\MC and CAS Take-Home Vehicles list



## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**PRACTICE**

Authority

  
 Executive Director

No. 6-10 (rev.)

Initially issued: mm/dd/yyyy

Last amended: 05/12/1997

Last reviewed: 02/17/1993

**POLICIES AND PROCEDURES GOVERNING  
COMMISSION PASSENGER VEHICLES**

- BACKGROUND** This practice was last revised by the Commission on 12 May 1987. At that time, the Commission approved Planning Board authorization of 24-hour vehicle assignments for command officers of the Park Police.
- In the last major revision on January 8, 1986, the Commission approved payroll deduction as a method of collecting commuting fees; designed an approval process for assigning 24-hour vehicles; approved a commuting fee structure; explained tax liability for use of vehicles; and amended the process for keeping logs of usage.
- REFERENCES**
- Practice 3-10, "Expense Reimbursement for Travel, Meetings, and Conferences."
- Practice 3-50, "Reporting Vehicle Accidents."
- Practice 2-22, "No Smoking Policy in Commission Offices, Facilities and Vehicles." Merit System Rules and Regulations, Section 1236.
- POLICY**
1. Official Business Use of Vehicles  
Commission vehicles are not perquisites. Commission vehicles may be used only for official business. Certain exceptions (discussed below) may be approved by the respective Planning Boards for the county operating departments, or by the Executive Committee for Central Administrative Services (CAS).
  2. 24-Hour Vehicle Assignments
    - A. When it best serves the interests of the Commission, the Planning Boards may approve the assignment by department heads of Commission vehicles on a 24-hour-per-day basis to employees, including Park Police Command personnel, under their jurisdiction. For CAS personnel, approval by the Executive Committee is required. Such approvals permit vehicle use only for home-to-work travel, and *de minimis* personal use such as a personal errand between the place of business and home.<sup>1</sup>
    - B. Occasional ad hoc use of vehicles by employees may be approved by department heads as determined necessary or desirable within the spirit of the vehicle policy stated above.

<sup>1</sup> Language derived from applicable IRS regulations to qualify for \$3.00 per day commuting rule. (See POLICY paragraph #5 below for details.)

- C. For Commission officers and other personnel whose terms of employment are governed by contract, the assignment of a 24-hour vehicle is controlled by the contract.

3. Employee Car Pools

If available, Commission vehicles may be assigned with Planning Board authorization by department heads to three or more persons for home-to-work car-pooling. Participants will be required to reimburse the Commission for this use in accordance with the general rule laid down in paragraph #4 below. The method of payment will be arranged with the Finance Department. Car pool vehicles must be made available for business use during the work day.

Smoking is not permitted in Commission vehicles. (See Practice 2-22.)

4. Charging for Commuting Mileage

Commission employees assigned vehicles on a 24-hour-per-day basis must reimburse the Commission for commuting mileage at a rate established annually by the Finance Department and announced by the Executive Director in a Commission Notice. In general, the charge to the employee is based on the age of the vehicle, the round trip distance between home and the normal worksite, and an assumed 228-day work year.

Exceptions: (a) Occasional or *ad hoc* assignments will not be subject to commuting fees. (b) Any employee required as a condition of employment to use a Commission vehicle will not be charged commuting mileage. (c) Charges to persons engaged by contract who are assigned Commission vehicles will be governed by the contract.

5. Taxable Income Resulting from Vehicle Use

Use of Commission vehicles is usually considered a taxable fringe benefit by the Internal Revenue Service. The so-called Special Commuting Valuation Rule is used in most cases. It values home-to-work commuting at \$3.00 per day if only *de minimis* personal use is permitted. This rule is not applicable to employee car pools. The appropriate amount will be shown as income on the W-2 forms of employees permitted 24-hour-a-day vehicle use.

Amounts already paid by employees under paragraph 3 above will be subtracted from the taxable fringe benefit amount. Amounts paid in excess of the taxable fringe benefit amount will not be refunded.

6. Qualified Drivers

- A. Drivers of Commission vehicles must hold valid drivers' licenses issued by the jurisdiction in which they reside.
- B. Drivers other than Commission employees may be permitted to drive Commission vehicles to carry out Commission business only if authorized in writing by a department head and in accordance with guidelines provided by the Executive Director.

7. Moving Violations  
Penalties for moving violations are the responsibility of drivers of Commission vehicles. Such violations must be reported to the department head.
8. Seat Belts  
Seat belts must be worn by occupants while traveling in Commission passenger vehicles and where practicable in other Commission vehicles.
9. Vehicle Logs  
Vehicle Logs (Finance Form 130D, copy attached) must be maintained by drivers for all Commission passenger vehicles, including pick-up trucks, vans, and other light trucks. The logs should be maintained in the department for three years. They are subject to audit.  
  
Exception: Logs are not required for 24-hour vehicles not used in pool assignment, and Park Police vehicles (which have other internal features to collect the same data).
10. Parking  
Free parking for Commission vehicles is allowed in parking lots operated by Montgomery County and in designated spaces at the County Administration Building in Prince George's County. Such arrangements may change from time to time.  
  
Parking violations must be reported to the department head. Fines for parking violations are the responsibility of the driver. When circumstances so justify, the department head may approve reimbursement by the Commission.  
  
Note: Fees for on-street parking meters must be paid. They may be reimbursed from petty cash. During non-work hours, unassigned Commission vehicles must be parked on Commission parking lots (property) or county-operated parking lots/facilities.
11. Accidents  
Instructions for reporting accidents involving Commission vehicles must be clearly displayed in the vehicles along with Park Police telephone numbers. (Details are contained in Practice 3-50.) Accidents must be reported promptly to the department head.
12. Maintenance Schedules  
Vehicle maintenance schedules must be established by Fleet Maintenance Supervisors.

## RESPONSIBILITIES

1. Planning Boards and Executive Committee  
Planning Boards approve 24-hour vehicle assignments for their employees. The Executive Committee makes such determinations for CAS employees.
2. Department Heads  
Make 24-hour assignments of vehicles; authorize occasional *ad hoc* assignments; authorize, when justified, payment for parking violations; and direct the administration of departmental car pools and maintenance in accordance with this practice.
3. Executive Director  
Set commuting rate per mile each year based on the recommendation of the Secretary-Treasurer; provide guidelines under which non-employees can be permitted to use Commission vehicles; make recommendations as deemed necessary to the Planning Boards and Commission on this practice's policies and procedures.
4. Finance Department  
Calculate and collect commuting charges for vehicles assigned on a 24-hour basis; calculate taxable fringe benefits charges resulting from 24-hour vehicle assignments (when such charges have not been offset by commuting mileage payments).

## PROCEDURES

1. Fuel Depots  
Fuel is available at Commission service centers. A list is attached. It should be kept in each vehicle.  
  
A green credit card is made available to drivers for use in the Commission's Prince George's fuel depots.  
  
If fuel must be bought commercially, only an amount sufficient to reach a Commission source should be purchased. The cost may be reimbursed from petty cash.
2. Vehicle Repairs and Other Difficulties  
Mechanical difficulties experienced at considerable distances from the Commission must be resolved by the employee. Documented repair expenses will be reimbursed by the Commission.

For assistance, the employee should place a collect or credit card call to the supervisor, or, after hours, place a collect call to the Park Police.

**RESPONSIBILITIES**

3. Marking of Vehicles  
Normally Commission vehicles will display a Commission decal and have local government ("LG") license plates. The Executive Committee may waive these requirements for Planning Board members and department heads; department heads may do so for their staff members.
4. Vehicle Cleanliness  
Commission vehicles are to be kept clean. Drivers are responsible for leaving the inside of vehicles clean. For car washing, a list of car wash companies with which the Commission has accounts is available in the Finance Department.

**ATTACHMENTS**

- A. Vehicle Log (Finance Form 130D)
- B. Locations of Commission Service Centers



**LOCATIONS OF COMMISSION SERVICE CENTERS**  
Fuel is available at Commission pumps in the following locations during work hours:

**MONTGOMERY COUNTY**

Cabin John Regional Park Maintenance  
Yard  
7700 Tuckerman Lane  
Rockville, Maryland

Rock Creek Regional Park  
Maintenance Yard  
15881 Beach Drive  
Rockville, Maryland

Meadowbrook Maintenance Facility  
8000 Meadowbrook Lane  
Chevy Chase, Maryland

Shady Grove Maintenance Facility  
Central Maintenance Division  
1664 Crabbs Branch Way  
Rockville, Maryland

Needwood Golf Course Maintenance Yard  
6724 Needwood Road  
Rockville, Maryland

Sligo Creek Golf Course Maintenance  
Sligo Creek Parkway & Omaha Drive  
Silver Spring, Maryland

Northwest Park Golf Course  
Maintenance Yard  
15711 Layhill Road  
Wheaton, Maryland

Wheaton Regional Park Maintenance Yard  
12012 Kemp Mill Road  
Wheaton, Maryland

**PRINCE GEORGE'S COUNTY**

Cosca Regional Park  
11000 Thrift Road  
Clinton, Maryland

Paint Branch Golf Complex  
4690 University Boulevard  
College Park, Maryland

Enterprise Golf Course Maintenance  
2910 Enterprise Road  
Mitchellville, Maryland

Prince George's Equestrian Center  
14955 Pennsylvania Avenue  
Upper Marlboro, Maryland

Fairland Maintenance Facility  
14110 Old Gunpowder Road  
Laurel, Maryland

Randall Farm  
4200 Ritchie-Marlboro Road  
Upper Marlboro, Maryland

Northern Area Maintenance  
Glenridge Service Center  
4800 Veteran's Parkway  
Hyattsville, Maryland

Southern Area Maintenance Yard  
7401 Bock Road  
Ft. Washington, Maryland

Watkins Regional Park Maintenance Yard  
301 Watkins Park Drive  
Upper Marlboro, Maryland

*This facility list may have changed since the publication date.  
Please check with your Fleet Management Office for any updates.*

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



# NOTICE

No. 94-05

Issue date: 03/16/1994

Revised Date 07/15/2004

## Guidelines for Drivers of Commission Vehicles

### Background

When the Commission on February 17, 1993, approved Practice 6-10 (Revised), "Policies and Procedures Governing Commission Vehicles," it charged the Executive Director with developing guidelines for the use of Commission vehicles by non-employees. The Commission indicated that the guidelines for driving Commission vehicles should be the same for employees and non-employees. Accordingly, these guidelines apply to both.

### General Guidelines

The guidelines that follow have been coordinated with the Commission's Department Heads and approved by the Commission. The guidelines represent best practice in protecting the safety and interests of both drivers and the Commission. This notice becomes a part of the Practice 6-10 (Rev.) and the guidelines it contains become effective upon approval of this Notice.

1. Drivers must have a valid driver's license issued by the jurisdiction in which they reside.
2. Drivers who must drive special class vehicles must have a license which authorizes them to drive such vehicles.
3. By July 1, 1994, all presently employed drivers of Commission vehicles must have completed the Commission's Defensive Driving Course (DDC). Departments should contact the Risk Management and Safety Office to schedule this training. DDC can be given in one full workday or in two half-days.
4. Employees hired after the date of this Notice and who must drive Commission vehicles should complete the next available Defensive Driving Course, not more than six weeks following employment.
5. Drivers must notify their supervisors immediately if their driver's licenses are suspended or revoked or restricted in such a way that it requires the use of equipment not readily available on Commission vehicles.
6. Drivers must notify their supervisors of all citations received while operating or parking a Commission vehicle.
7. The Risk Management and Safety Office will maintain records of all drivers' license numbers, the issuing jurisdiction, and expiration dates. The Risk Management and Safety Office will notify Department Heads of any expired or revoked licenses, and of any driver who has violations, when this information is received from the Motor Vehicle Administration.

### Eligible Drivers:

The general rule is that all drivers of Commission vehicles must have completed the Commission's Defensive Driving Course or its equivalent. (Certain exceptions to this rule are listed under the heading "Exceptions" later in this Notice.) The persons listed below may drive Commission vehicles when on Commission business, provided they comply

with General Guidelines #1 through #6 above, and have completed the Commission's Defensive Driving Course or its equivalent.

1. Employees:
  - A) All Career categories
  - B) All contract categories
2. Non-employees:
  - A) Volunteers
  - B) Employees of "temp" agencies under contract to the Commission.
  - C) Other individuals, on a temporary basis, when necessary in the judgment of a Department Head.

Exceptions to requirement for Defensive Driving Course:

1. Current employees until July 1, 1994.
2. Employees hired after March 16, 1994 until Defensive Driving Course can be scheduled, but not more than six weeks after employment.
3. Other individuals, including non-employees, on a short-term basis not to exceed five working days, when necessary in the judgment of a Department Head. An example is a public official from another government agency.
4. Employees of garages or auto dealerships who are diagnosing problems or repairing vehicles.

Procedures to Deal with Violations

Upon receipt of violation information from the driver or the Risk Management and Safety Office, each Department must:

1. Review the type of violation(s) reported and, if appropriate, monitor the employee's driving.
2. For Drivers with five points but fewer than eight, ensure that the supervisor discusses the violation(s) with the driver, consider suspending driving privileges, and, if appropriate, refer the driver to the Commission's Defensive Driving Program for retraining; document these actions.
3. With eight points or more, ensure that the supervisor discusses the violation(s) with the driver; the supervisor must suspend Commission driving privileges and may require referral to the Defensive Driving Program for retraining; document these actions.
4. For alcohol or controlled substance offenses while operating a Commission or non-Commission vehicle, suspend Commission driving privileges and consider other disciplinary action; ensure that the supervisor discusses the violation(s) with the driver. The supervisor must determine whether the employee is participating in an alcohol or substance abuse counseling program. If not, the supervisor must refer the employee to the Employee Assistance Program; these actions must be documented.
5. Immediately suspend Commission driving privileges when a driver's license is suspended or revoked. In some situations, more serious disciplinary

action may be in order under the Merit System Rules and Regulations. If a non-driving job is not available, the Department's actions may include suspension without pay or dismissal, as appropriate, after appropriate investigation. (For Merit System employees, see Chapter 1900, "DISCIPLINARY CODE," Merit System Rules and Regulations. For contract employees, see Practice 2-16, section on "Discipline," p. 4.)

6. With respect to both employee and non-employee drivers, Department Heads are authorized to withdraw Commission driving privileges temporarily or permanently for drivers confirmed to have operated a Commission vehicle in an unsafe manner.

The Maryland-National Capital Park and Planning (M-NCPPC)
Driving Requirements and Record Release Authorization Form

All employees authorized or required by their job duties to operate M-NCPPC vehicles must enroll in the Driver's License Monitoring Program. M-NCPPC vehicles covered under this program include any passenger car, van, truck, heavy equipment or other type of motorized vehicle requiring a driver's license to operate under Maryland law.

Each department shall ensure that this form is completed at the time of an employee's hire, promotion, or assignment to a position which requires or authorizes driving of an M-NCPPC vehicle. The form must be completed prior to an employee's operation of an assigned vehicle or any pool vehicle. The completed form shall be forwarded to the Risk Management and Safety Office so the employee can be enrolled into the Driver's License Monitoring Program.

Employee's Full Name: \_\_\_\_\_ Date of Birth (mm/dd/yy) \_\_\_ / \_\_\_ / \_\_\_
First Middle Last

Home Address: \_\_\_\_\_

License/Driving Information:

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

License Class \_\_\_\_\_ License Endorsements \_\_\_\_\_ License Expiration: \_\_\_\_\_

Restrictions noted on Issued License or Driving privileges \_\_\_\_\_

Have you completed a Defensive Driving Course or Park Police Driver Training? Yes [ ] No [ ]
(if yes, provide date) (mm/dd/yy) \_\_\_ / \_\_\_ / \_\_\_

Work Location:

Department \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address \_\_\_\_\_

Use of M-NCPPC vehicles is based on my position's minimum qualifications and/or assigned duties and my ability to meet any driver qualifications established by the Commission with respect to such use.

By signing below, I expressly grant the M-NCPPC permission to obtain copies of my driving record directly from the applicable Motor Vehicle Administration. I understand that I may also be required to furnish a written copy of my driving record from the Motor Vehicle Administration that issued my license. The driving record will be used to determine whether I meet the agency's driving requirements to operate M-NCPPC vehicles. I acknowledge that I have received copies of Commission policies governing the use of Commission vehicles. One of the requirements of the policy is that all drivers of M-NCPPC vehicles must complete the Defensive Driving Course within 6 weeks of employment (including promotion or assignment) into a position which requires driving. I am also required to meet this Defensive Driving requirement if I operate a Commission vehicle for any other purpose.

I understand that I am required to notify my supervisors and the Risk Management and Safety Office immediately of any changes in my license (including but not limited to: changes in name, address, license class, endorsements/restrictions; expiration of license; or any violation). Failure to meet any requirement outlined in this Form or Practice 6-10 will result in the immediate revocation of M-NCPPC driving privileges, and may impact my continued employment.

This authorization is valid as long as I remain an employee of M-NCPPC, and a photocopy of this authorization and my signature shall constitute a valid authorization, even without an original signature. I understand that I may revoke this authorization by providing written notice to the Risk Management and Safety Office in the event my assigned position does not require me to operate M-NCPPC vehicles. I further understand that such revocation prevents me from driving any M-NCPPC vehicle for any purpose whatsoever.

Employee Signature

Date of Signature

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# Review/Audit of Vehicle Use Program

## **Montgomery County-Funded Departments**

Maryland-National Capital  
Park and Planning  
Commission

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# Part I

## General Overview - State of the Inventory

- Vehicle Assignment Categories
- Fleet size Pool vs. 24-hour Assignment
- Change in Fleet Size
- Fleet by Location
- Comparison to County
- Recent Efficiency/Cost Control Efforts

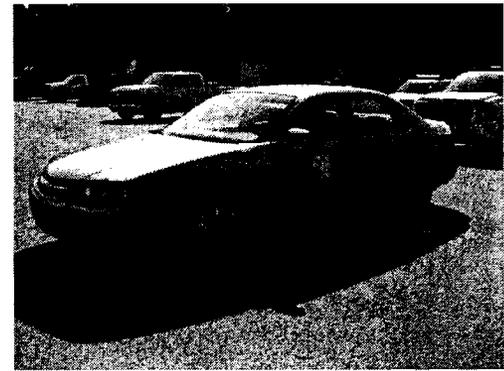
# Part II

## Scope of Audit & Subsequent Review

- Review Existing Policies and Standards -  
Public Safety Vehicles **Not** Included in Audit/Review  
Van Pool Vehicles **Are** Included in Audit/Review
- Assess Policy Compliance
- Identify Policy and Implementation Weaknesses
- Identify Other Areas for Consideration
- Share Current Work Plan in Response to Audit/Review

# Vehicle Assignment Categories

- Onsite Pool Vehicles:
  - Light Trucks (Some With Equipment)
  - Medium & Heavy Trucks
  - Passenger Vehicles
- 24-Hour Assigned Light Trucks (Some With Equipment)
- 24-Hour Assigned Van Pool Vehicles
- 24-Hour Assigned Passenger Vehicles For Designated Managers.

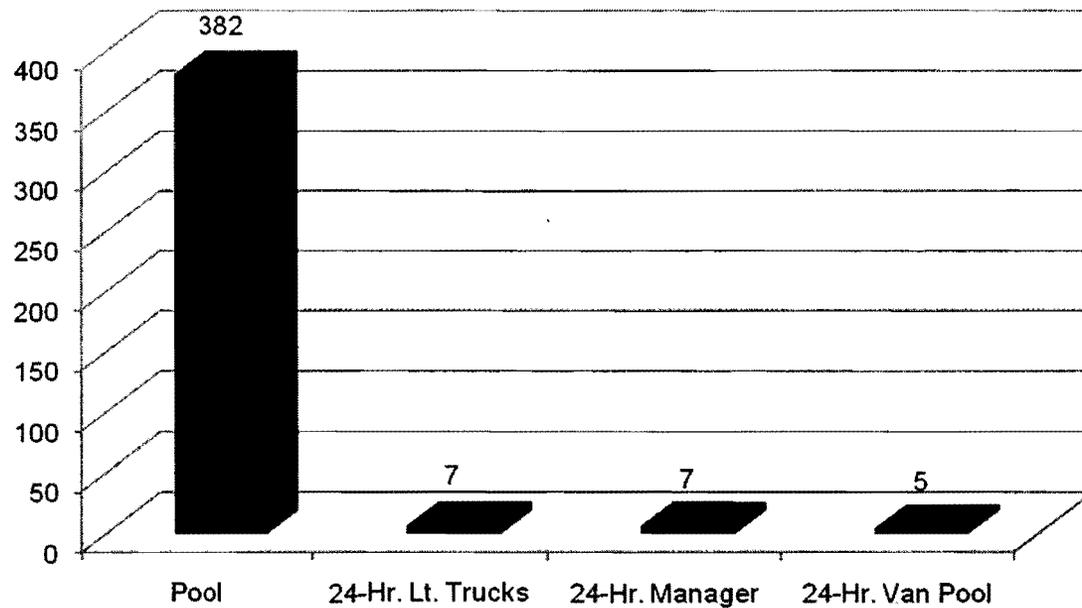


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# Fleet Assignment

## Total Onsite Pool vs. 24-Hour Vehicles (as of Sept. 2010 Inventory used for Audit)

M-NCPPC Vehicle Inventory



666

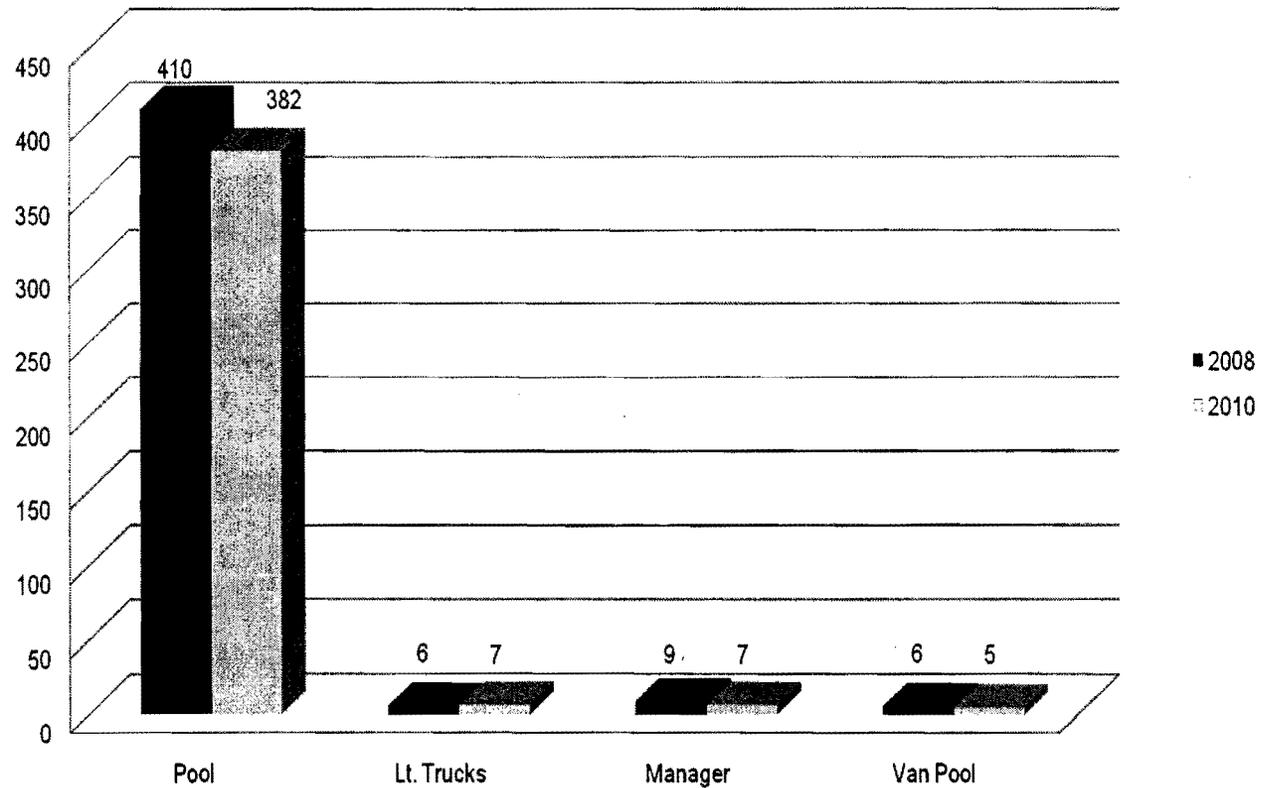
# 24-Hour Vehicle Assignment

## Current Justification

- Passenger: Certain Directors/Managers for efficiency to attend early/late meetings across geographic areas.
- Light Truck: 24-hour emergency response related to maintenance
- Van Pool: Support energy conservation/green initiatives by removing cars from heavily traveled roads. Currently 5 vans transport 60 employees saving an estimated 990,000 commuting miles per year.

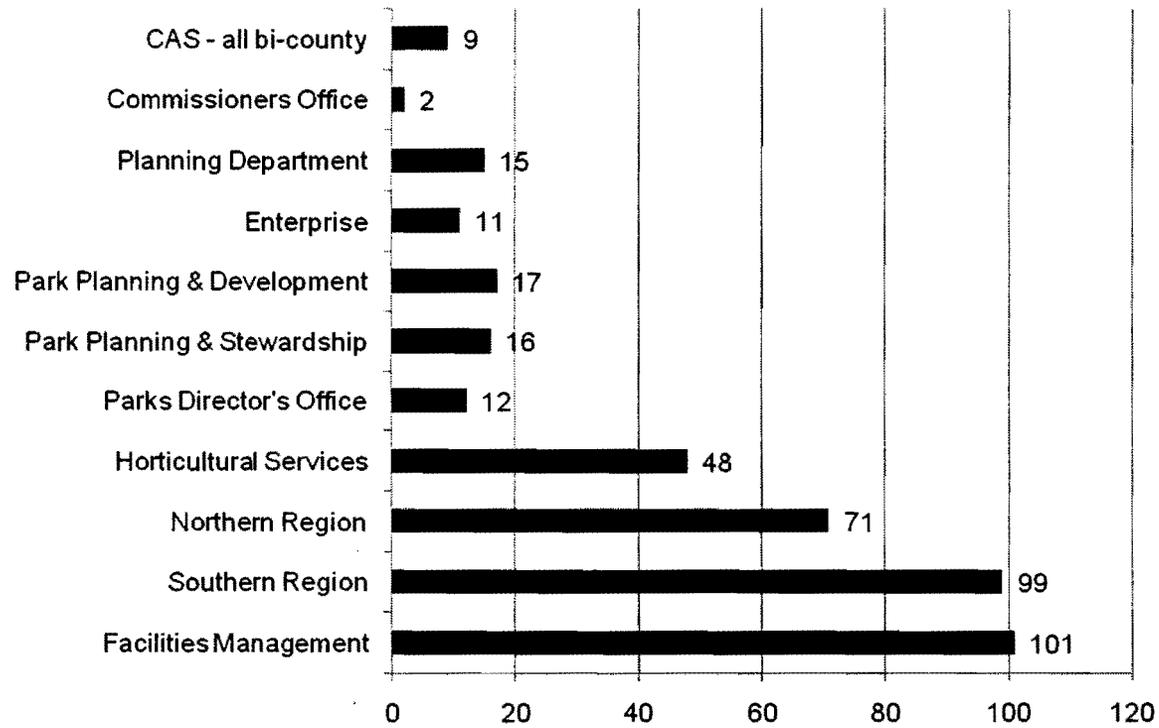
# Change in Fleet Size – 2008 vs. Sept. 2010 (Date of Inventory used for Audit)

## Pool & 24 Hour Assignments



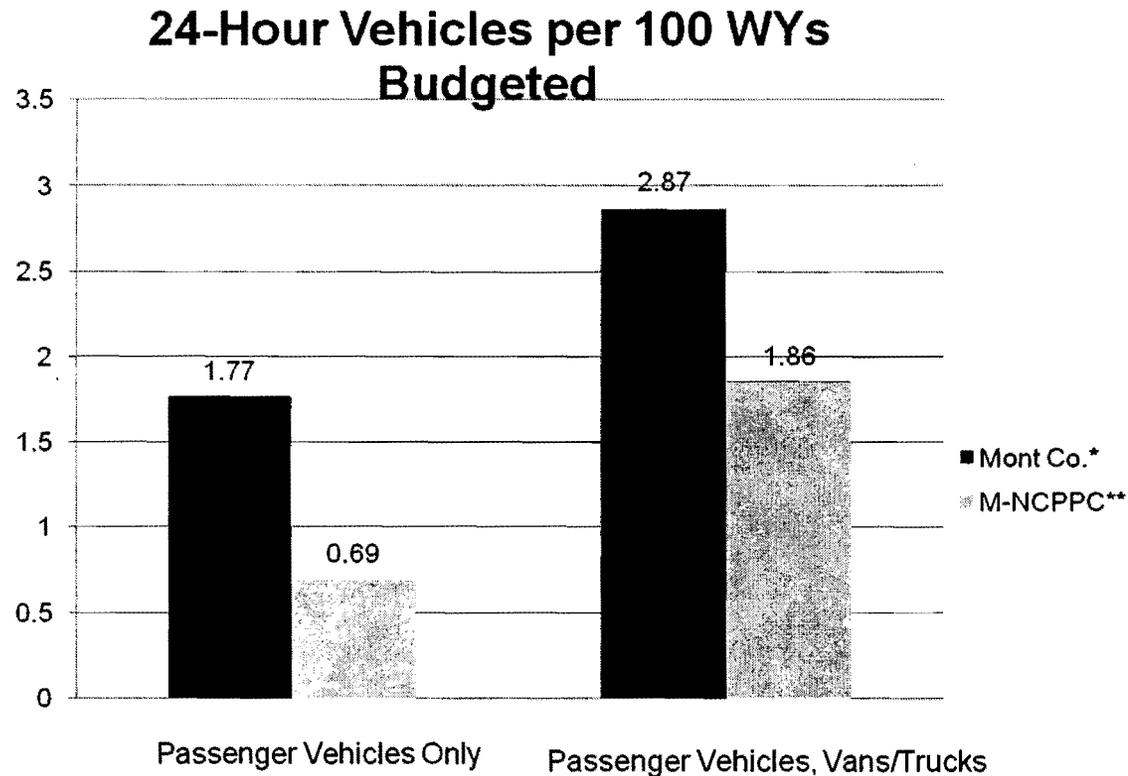
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# Assignment Vehicle Fleet (by Location)



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# How We Compare (FY 2011)



\* Excludes: Vehicles For MPD, Homeland Security, Corrections, and Fire.

\*\* Excludes: Vehicles For Park Police and Work years and Vehicles Funded only by Prince George's County. (Includes all CAS Work years and Vehicles.)

# **Parks Department**

## **Recent Efficiency/Cost Control Efforts**

- Fleet size reduced between 2010 and 2011 by 50 (includes police vehicles)
- 24-Hour assigned cars in Director's Office reduced from 2 to 1
- Four fuel sites upgraded to Fuel-Master Dispensing System with improved site security and fuel usage tracking features – others site pending funding

# **Planning Department Efficiency/Cost Control Efforts – 2008 to present**

- Continued to have no 24-hour assignments.
- Pool reduced from 22 to 15

# **CAS Efficiency/Cost Control Efforts 2008 to Present**

- Reduced Pool Vehicles from 12 to 5.
- Piloted Zip Car program (2 cars)
- Reduced 24 hour Vehicles Assignments from 5 to 4.

# Existing Policies and Standards

- Policies and procedures governing Commission passenger vehicles.
- Approval process for use of vehicles.
- Prohibition on personal use.
- Taxable benefit and reimbursement standards.
- Requirement for valid driver's license and additional qualifications which exceed state driving standards.
- Mandatory safety training (Defensive Driving Course) for all drivers of assigned and pool vehicles.
- License Monitoring Program.

# Existing Policies and Standards

- Prohibition against drug/alcohol use.
- Mandatory post-accident testing for all drivers; pre-employment/random testing for CDL drivers.
- Van/car-pooling standards.
- Accident reporting requirements.
- Vehicle maintenance and fueling standards.
- Handling of driving violations.

# Outcome of Vehicle Audit/Review

- **M-NCPPC will:**
  - o Strengthen controls relating to the approval process and establish ongoing monitoring cycle
  - o Clarify justification criteria (including cost/benefit)
  - o Strengthen controls/documentation of vehicle usage
  - o Consolidate written policies and procedures to achieve better clarity and consistency
  - o Enhance license monitoring system for out of state drivers license holders

# Outcome of Vehicle Audit/Review

- **Other Areas Under Consideration:**
  - o Standardize vehicle purchases
  - o Utilize “Buy America” principles for vehicles
  - o Improve physical security
  - o Review risk related to van/car pool program
  - o Optimize/right-size overall fleet
  - o Analyze cost-effectiveness and viability of “Zip Car” program

# Current Work Plan

- Preliminary Governance-Level Recommendations (July 2011) by Audit Committee and Planning Board Chairs
- Comprehensive Policy/Operational Analysis Initiated With Dept. Heads (06/15/11)
- Policy and Programmatic Updates in Process
- Estimated Completion During Fall 2011

# Questions/Comments?

- Thank you.