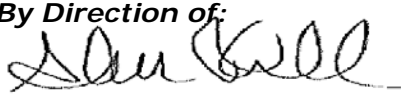


**MANUAL**  
Commonwealth of Pennsylvania  
Governor's Office

<b>Subject:</b> Commonwealth Fleet Procedures Manual	<b>Number:</b> 615.3
<b>By Direction of:</b>  Sheri Phillips, Secretary of General Services	<b>Date:</b> November 10, 2011
<b>Contact Agency:</b> Department of General Services, Bureau of Vehicle Management, Telephone 717.787.3162	

This manual is designed to provide guidelines and procedures for operators of Commonwealth Fleet vehicles.

The authority for this manual is derived from *Management Directive 615.16, Commonwealth Fleet Policy*.

Related guidance/reference includes:

*Management Directive 615.1, Temporary Assignment of Commonwealth Automotive Fleet Vehicles.*

**Commonwealth of Pennsylvania  
Department of General Services  
Bureau of Vehicle Management  
2221 Forster Street  
Harrisburg, Pennsylvania 17105  
717.787.3162  
[www.dgs.state.pa.us](http://www.dgs.state.pa.us)**

TABLE OF CONTENTS

SECTION ONE: VEHICLE RECORDS..... 1

SECTION TWO: MOTOR VEHICLE AUTHORIZATION LIST ..... 3

SECTION THREE: PASSENGER VEHICLE REPLACEMENT ..... 4

SECTION FOUR: PASSENGER VEHICLE ACQUISITION ..... 5

SECTION FIVE: RATES AND BILLING FOR VEHICLES AND SERVICES ..... 6

SECTION SIX: NON-PASSENGER VEHICLE ACQUISITION ..... 7

SECTION SEVEN: COMMONWEALTH VEHICLE DISPOSITION ..... 8

SECTION EIGHT: COMMONWEALTH FLEET MAINTENANCE ..... 9

SECTION NINE: COMMONWEALTH FLEET ASSIGNMENT ..... 11

SECTION TEN: COMMUTING IN COMMONWEALTH VEHICLES ..... 13

SECTION ELEVEN: FUELING COMMONWEALTH VEHICLES..... 14

SECTION TWELVE: LIABILITY AND ACCIDENT REPORTING ..... 15

SECTION THIRTEEN: COMMONWEALTH FLEET LICENSE PLATES..... 17

SECTION FOURTEEN: E-ZPASS ACQUISITION AND TRANSFERS ..... 19

SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES ..... 20

## SECTION ONE: VEHICLE RECORDS

1. The Department of General Services (DGS) shall be responsible for obtaining proper title and vehicle registration for all Commonwealth Fleet vehicles.
2. All titles for Commonwealth Fleet vehicles will be physically maintained by the Department of General Services', Bureau of Vehicle Management (BVM).
3. The original copy of the registration should be kept with the Commonwealth Fleet vehicle at all times. BVM may also maintain a duplicate copy on file.
4. All costs associated with owning, operating, and maintaining all Commonwealth Fleet vehicles must be fully documented in the current DGS database, including original purchase price, sale price, fuel and maintenance costs, and other expenses.
5. All operators of Commonwealth Fleet passenger and non-passenger vehicles must document daily vehicle usage appropriately through the completion of Form STD-554, Monthly Automotive Activity Report.
  - a. The completed Form STD-554, Monthly Automotive Activity Report, must be completed for every passenger vehicle (as determined and provided by BVM monthly) and must include a breakdown of the total business, personal, and commute mileage, where applicable.
  - b. Failure to timely submit the completed form or intentional falsification of data included on the form may subject the operator to forfeiture of the privilege to operate a Commonwealth Fleet vehicle and may subject the operator to discipline and/or criminal prosecution.
  - c. Operators of Commonwealth Fleet vehicles assigned to the Department of the Auditor General, the Treasury Department, the Office of Attorney General, or the Pennsylvania State Police, and those operators who perform undercover law enforcement or investigative work are not required to report the destinations or operator names on the Monthly Automotive Activity Report.
  - d. DGS, in its discretion, may request this information at any time for training, review, and/or audit purposes.
6. Agency automotive liaisons must ensure agency entry of information from Form STD-554, Monthly Automotive Activity Report, for **every** passenger vehicle assigned to the agency or its officers and employees into BVM's database of record by the designated day for each month.
7. Agency automotive liaisons must also ensure that Form STD-554, Monthly Automotive Activity Report, is submitted for each Designated Agency Heads' permanently assigned a Commonwealth Fleet vehicle to the Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations by the 20<sup>th</sup> day of the following month.

8. Agencies and agency automotive liaisons must ensure that all records (paper and electronic) related to Commonwealth Fleet vehicles are retained in accordance with Manual 210.9, The Commonwealth's General Records Retention and Disposition Schedule, as outlined in records series G010.001, Vehicle Management Records.

## **SECTION TWO: MOTOR VEHICLE AUTHORIZATION LIST**

1. The number of passenger vehicles permanently assigned to an agency shall be fixed at the number established by the Secretary of General Services and the Executive Board and will serve as the [Motor Vehicle Authorization List \(MVAL\)](#) for each respective agency.
2. Agency requests to increase the size of its MVAL shall only be considered when new programs are created, existing programs are expanded, or when an agency has accepted program responsibilities transferred from another agency. New or expanded programs must warrant a need for additional vehicles.
3. Prior to requesting an increase to its MVAL, an agency shall first review utilization of its existing agency passenger vehicles to determine if vehicle reassignments would best meet agency needs.
4. A request to increase an MVAL must be submitted by memorandum from the agency automotive liaison, signed by the agency head, to the Secretary of General Services and must include detailed and specific data defining and justifying the increase.
5. Any request to increase an agency's MVAL requires approval by the Secretary of General Services and the Executive Board. Agencies must demonstrate a compelling need for expansion vehicles and must confirm that existing agency vehicles are utilized according to Minimum Mileage or Utilization Standards as outlined in this policy.
6. Agency automotive liaisons must advise BVM via memorandum in the event of any cancellation, dissolution or transfer of program responsibilities that results in a reduction in vehicle inventory within 30 days of the event. BVM will reassign or dispose of vehicles no longer required by an agency as a result of a program cancellation, dissolution or transfer.

## SECTION THREE: PASSENGER VEHICLE REPLACEMENT

1. The replacement of a passenger vehicle cannot result in an increase to an agency's MVAL without the prior approval of the Secretary of General Services' and Executive Board.
2. Commonwealth passenger vehicles will be considered for replacement based upon the following criteria:
  - a. **Age/Mileage.** The passenger vehicle's age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely, and/or economically serve its intended purpose or be used in a reasonable alternative capacity.
  - b. **High Operating or Maintenance Costs.** The cost to repair a damaged passenger vehicle is not financially prudent, and the commonwealth's interests would be better served by disposing of the vehicle rather than repairing it.
  - c. **Market Resale Value.** The resale value for the passenger vehicle is such that selling and replacing the vehicle is cost-effective and in the best interests of the commonwealth.
3. Replacement passenger vehicles may not be a larger make/model than the vehicle being replaced unless replacement with a larger make/model is adequately justified based on business function and/or cost savings and the larger make/model is approved by the Secretary of General Services or his/her designee.
4. Agency automotive liaisons are to complete Form STD-557, Request for Automotive Equipment, and submit it to BVM to request replacement of a passenger vehicle.
5. The passenger vehicle to be replaced must be an active unit at the time replacement is requested. The unit number to be replaced must be clearly noted on Form STD-557, Request for Automotive Equipment.
6. Any exceptions for replacement of a passenger vehicle not meeting the criteria above will be at the discretion of the Secretary of General Services or his/her designee.

## **SECTION FOUR: PASSENGER VEHICLE ACQUISITION**

1. Prior to requesting the purchase or lease of a passenger vehicle, agencies should first review utilization of their existing Commonwealth Fleet vehicles to determine if vehicle reassignments would best meet agency needs.
2. Requests to purchase or lease passenger vehicles will be denied if all current vehicles are **not** being used according to the Minimum Mileage or Utilization Standard. Requests for an exception must be submitted in writing to the Secretary of General Services or his/her designee and will be considered on a case-by-case basis.
3. When requesting the purchase or lease of a passenger vehicle, agencies shall:
  - a. Evaluate the cost-effectiveness and availability of federal surplus vehicles.
  - b. Consider the most economical, fuel-efficient vehicles appropriate for the mission the vehicle will be supporting.
  - c. Request four-wheel drive vehicles only when the vehicle is absolutely necessary for emergency response or off-road requirements.
  - d. Consider lower cost, more fuel-efficient passenger vehicles or light duty pick-up trucks in lieu of SUVs, full-size sedans and large trucks.
4. The purchase or lease of all sport utility vehicles, four-wheel drive pick-up trucks, full-size sedans and police equipped vehicles must meet additional approval criteria as determined by the Secretary of General Services or his/her designee.
5. DGS, Bureau of Procurement will assist agencies in identifying the most cost-effective vehicles based on agency specifications and will only purchase vehicles approved by the Secretary of General Services or his/her designee.
6. When cost effective to do so, agencies may consider long-term rentals (rentals exceeding 30 calendar days) with preferred commercial rental car suppliers. Agencies must consult with BVM prior to entering into a long-term rental agreement.
7. Agency automotive liaisons shall complete Form STD-557, Request for Automotive Equipment, and submit it to BVM prior to purchasing or renting any vehicle. These forms must clearly justify the need for each passenger vehicle requested for purchase and/or long term rental. Justification for long term rentals must include all rental rates quoted or negotiated.

## **SECTION FIVE: RATES AND BILLING FOR VEHICLES AND SERVICES**

1. For all vehicles purchased by DGS and assigned to agencies **prior** to the effective date of this manual, DGS will maintain the current rate structure.
2. For new vehicles purchased by DGS for assignment to agencies **after** the effective date of this manual, DGS has established monthly lease rates based on vehicle type and cost. Lease rates include administrative costs and costs for repairs not explicitly excluded in Section Eight of this manual. Monthly lease rates are published on the BVM website under Lease Rates.
3. Prior to the end of the lease term, BVM will consult with the assigned agency as to continuing lease options.
4. Monthly Lease Rates for non-standard vehicle types and/or commercial vehicles will be provided to agencies by DGS upon request.
5. Agencies leasing vehicles from DGS will be billed monthly. For partial months, the DGS monthly Lease Rates will be prorated.
6. An annual administrative fee, per vehicle, will be billed for all seized, federal surplus, donated, and other vehicles and equipment not purchased by DGS. This fee will be charged to all agencies (except the Department of Transportation) at the beginning of each fiscal year and will not be prorated for vehicles assigned less than a year.
7. Agencies requiring BVM tow truck or BVM roll-back transportation services will be billed per hour required (portal-to-portal). Agency billing by DGS will occur in the month following the month during which service is provided.



## **SECTION SIX: NON-PASSENGER VEHICLE ACQUISITION**

- 1.** In order to ensure proper titling and registration for each non-passenger vehicle, where necessary, agency automotive liaisons shall submit all requests to purchase non-passenger vehicles on Form STD-557, Request for Automotive Equipment, to BVM **prior to the purchase of a non-passenger vehicle**. All forms must contain the respective agency head approval.
- 2.** The purchase of non-passenger vehicles requires approval by the requesting agency head only. DGS will not approve/disapprove agency requests for the purchase of non-passenger vehicles.
- 3.** Prior to purchasing a non-passenger vehicle, agencies should review utilization of their existing non-passenger vehicles to determine if vehicle reassignments would best meet agency needs.
- 4.** When not purchasing from an existing statewide contract, agencies are encouraged to work with DGS, Bureau of Procurement to identify the most cost-effective non-passenger vehicle available based on agency specifications and to prepare bid specifications.

## **SECTION SEVEN: COMMONWEALTH VEHICLE DISPOSITION**

1. Commonwealth passenger and non-passenger vehicles which are no longer needed by an agency or which are considered surplus shall be turned over to DGS for disposition. DGS shall determine the most appropriate disposition of these vehicles.
2. When an agency no longer needs a vehicle or DGS determines that a vehicle should be sold, the sale must be approved by the Board of Commissioners of Public Grounds and Buildings. If a surplus vehicle can no longer be used as a vehicle, DGS may decide to sell the vehicle for parts or for scrap materials; such sale does not require Executive Board approval. The net sales proceeds generated from all sales will be returned through the Treasury Department to the funds from which the vehicles were originally purchased.
3. Agency automotive liaisons must complete Form STD-556, Used Car Disposition Report, and submit four copies of the same to BVM (one placed in vehicle; three to BVM) with all of the following additional documentation:
  - a. Vehicle license plate.
  - b. Vehicle registration card.
  - c. Vehicle insurance card.
  - d. Vehicle fuel card.
  - e. Most recent STD-554.
  - f. Court order, when applicable, for forfeited vehicles only.
4. Agency automotive liaisons or other agency personnel must ensure that all passenger and non-passenger vehicles presented for disposition are thoroughly cleaned and that all special equipment has been removed prior to delivery to the Commonwealth Garage or DGS' designated automobile auction location.
5. DGS may make minor repairs or improvements to vehicles prior to sale totaling no more than \$200, when it is determined that doing so will yield a higher sales price at auction. DGS will subtract the costs for such repairs or improvements from the net sales proceeds.
6. Upon submission of Form STD-556, Used Car Disposition Report to BVM, the using agency will have five business days to deliver the passenger or non-passenger vehicle to either the Commonwealth Garage or to DGS' designated automobile auction location as noted on Form STD-556, Used Car Disposition Report. Agencies delivering vehicles directly to DGS' designated automobile auction location must inform BVM immediately upon delivery.
7. Any exceptions to the process outlined above will be considered on a case-by-case basis by the Secretary of General Services or his/her designee.

## SECTION EIGHT: COMMONWEALTH FLEET MAINTENANCE

1. At a minimum, agencies and operators should follow the manufacturer's recommended maintenance schedule for every Commonwealth Fleet vehicle to ensure that routine, preventative maintenance is properly and regularly performed to ensure safe and continued operation. This includes required emissions testing.
2. Prior to the performance of **any** maintenance or repairs to a Commonwealth Fleet vehicle (including those resulting from an accident), the agency or operator must contact BVM. BVM will coordinate all services and repairs with commonwealth approved vendors to ensure repairs are properly completed and approved rates are applied. The agency head will be notified by BVM of repeated violations of this procedure. Agencies and operators must ensure that repairs coordinated by BVM are completed within 30 days from the receipt of the estimate.
3. Agencies will be held responsible for unauthorized maintenance costs. Operators or agency personnel may be held financially liable for any unauthorized repairs.
4. Maintenance and repair of all commonwealth passenger vehicles in the Harrisburg area must be performed, whenever possible, at BVM's Commonwealth Garage. Use of the Commonwealth Garage is the most cost effective option for vehicle maintenance and repair. Automotive liaisons and operators should call 717.787.3933 to schedule vehicle maintenance at the Commonwealth Garage. A courtesy shuttle is provided for operators utilizing the Commonwealth Garage for vehicle service.
5. Agencies that maintain in-house repair facilities must contact BVM before initiating repairs in excess of \$600 for cars and minivans or in excess of \$800 for SUVs and trucks. Repairs under these thresholds may be made at the agency's discretion. All in-house facility repairs regardless of cost must be reported to BVM for documentation in the DGS database.
6. For those DGS-owned passenger vehicles assigned to an agency, DGS will pay all costs related to the maintenance and repair **except** gasoline, oil, oil filters, oil drain plugs, oil caps, oil treatments, flushes, shop supplies, wipers, antifreeze, gas treatments, grease, window solvent, keys, tires (including tire pressure monitors), tire changing, rotation, repairing, mounting and balancing, wheels (including studs, lug nuts), hubcaps, non-warranty brake and rotor repairs or replacement, batteries, interior/exterior cleaning, and all costs affiliated with installing or dispensing these items.
7. All costs related to the maintenance and repair for all agency-purchased vehicles are the responsibility of the agency.
8. For repairs resulting from an accident, BVM will prepare a Form STD-555, Repair Authorization Request, for BVM review and approval and will submit the Form STD-555, Repair Authorization Request, to DGS, Bureau of Risk and Insurance Management. For repairs resulting from an accident to vehicles owned by the Pennsylvania State Police, Pennsylvania State Police personnel will ensure the Form STD-555, Repair Authorization Request, is properly filled out and submitted to BVM.

9. All maintenance and repairs performed on all Commonwealth Fleet vehicles must be reported to BVM. BVM will facilitate documentation of all maintenance costs in the DGS database of record.
10. Operators, agency automotive liaisons or agency personnel must ensure that vendors and/or agency repair facilities forward all invoices directly to BVM within two business days of the completion of vehicle maintenance or repair. Invoices must clearly separate all parts and labor charges.

## SECTION NINE: COMMONWEALTH FLEET ASSIGNMENT

1. The assignment of Commonwealth Fleet vehicles and the types of Commonwealth Fleet vehicles assigned are at the discretion of the Secretary of General Services or his/her designee based on the functional needs of the requesting agency. Any assignment made in accordance with this section will be subject to periodic re-evaluation. If any agency is unable to adequately justify the need or explain why the vehicle has not met or is not meeting the Minimum Mileage or Utilization Standards, DGS may at its discretion revoke the assignment.
2. Designated agency heads as defined in *Management Directive 615.16, Commonwealth Fleet Policy*, are eligible for a permanent assignment of a passenger vehicle and/or the use of a Voyager Fuel Card. Upon completion and submission of Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle to BVM, designated agency heads may utilize their state-provided vehicles and/or Voyager Fuel Cards for business purposes, commuting and de minimus personal usage.
3. All Commonwealth Fleet vehicles other than those assigned under subsection two, above, are classified as permanently-assigned vehicles or agency pool vehicles as defined below.
  - a. **Permanently-Assigned Commonwealth Fleet Vehicles** are assigned to a commonwealth official or employee based on one or more of the following business travel needs.
    - (1) The official or employee travels at least 6,000 business miles within a six-month period OR records business usage of the Commonwealth Fleet vehicle at least 80% of the available work days within a six-month period.
    - (2) The official or employee has commonwealth employment responsibilities either for law enforcement or for responding to emergencies involving public health or safety AND those responsibilities occur on a frequent basis outside normal duty hours requiring travel from a residence to a location; AND the assigned vehicle is equipped with tools, specialized equipment or other supplies required to perform those responsibilities.
    - (3) A written justification showing that the authorization of a permanently assigned Commonwealth Fleet vehicle to an official or employee is cost effective is submitted by an agency head and approved by the Secretary of General Services or his/her designee.
  - b. **Agency Pool Vehicles** are general use vehicles available for temporary assignment to multiple individuals and must meet the following criteria.
    - (1) Pool vehicles should be used an average of at least 6,000 business miles every six months or should record business usage on at least 80% of the available work days within a six-month period.
    - (2) Pool vehicles are to be used when available and where more cost effective than other options.

4. Agencies should review utilization of all Commonwealth Fleet vehicles on a regular basis to ensure proper utilization in accordance with the Minimum Mileage or Utilization Standard. If, after any six-month period, Commonwealth Fleet vehicle usage does not meet the Minimum Mileage or Utilization Standards, the agency may be asked to eliminate the vehicle from their fleet.

## SECTION TEN: COMMUTING IN COMMONWEALTH VEHICLES

1. Use of a passenger vehicle for commuting between a personal residence and work location is taxable to an employee as wages, per regulations set forth by the Internal Revenue Service (IRS). Commuting in commonwealth passenger vehicles is prohibited unless one of the following exceptions is preauthorized and applies:
  - a. The passenger vehicle is permanently assigned to an operator who has been authorized by the agency head to use the vehicle for commuting based on cost effectiveness or business efficiency **and** who has completed and submitted Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle, to BVM. The agency head shall annually reevaluate continued use of a permanently assigned vehicle for commuting.
  - b. The passenger vehicle is a pool vehicle, and it is more cost effective and efficient for the operator to take the passenger vehicle home based on the following day's work location. The operator must obtain supervisor approval prior to taking the vehicle home.
2. Those commonwealth employees traveling to the same work destination as another commonwealth employee, who has been properly authorized to commute in an assigned commonwealth passenger vehicle, may carpool provided that the carpooling passenger has obtained written authorization from the agency head **and** has completed and submitted Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle, to BVM along with the written agency head authorization. Riding as a carpooler in a commonwealth passenger vehicle between a personal residence and work location is taxable to the carpooler as wages, per regulations set forth by the IRS.
3. The IRS provides the following exemptions from the taxation of commuting:
  - a. The employee is subject to 24-hour call and must operate a qualified non-personal use vehicle (as defined by the IRS) such as a clearly marked police vehicle, a utility truck specially designed for carrying tools and/or equipment, busses, etc.
  - b. Commuting in the Commonwealth Fleet vehicle occurs in conjunction with official travel and is considered de minimis, such as commuting home in a vehicle for the purposes of departing for a business trip the following day.

## **SECTION ELEVEN: FUELING COMMONWEALTH VEHICLES**

1. Operators of Commonwealth Fleet vehicles are responsible for ensuring that the vehicle is adequately fueled. Fuel must be purchased using the Commonwealth Fleet vehicle's assigned Voyager Fuel Card.
2. A Voyager Fuel Card is provided with each assigned vehicle. If at any time the Voyager Fuel Card is lost, stolen, rendered unusable or defaced, the vehicle operator shall immediately notify the agency automotive liaison. The agency automotive liaisons must contact BVM immediately to report the card lost, stolen, unusable or defaced and should complete Form GSVM-88, Vehicle Inventory Change Report.
3. The Voyager Fuel Card is only to be used for the purchase of fuel for Commonwealth Fleet vehicles. Any operator found using the Voyager Fuel Card for non-fuel purchases or for fuel purchases for non-commonwealth vehicles may be subject to forfeiture of privileges to operate a Commonwealth Fleet vehicle and will be subject to disciplinary action and possibly criminal prosecution.
4. Whenever official commonwealth business originates or ends in Harrisburg during BVM's operating hours (6:00 am - 5:00 pm, Monday–Friday), every attempt should be made to refuel at the BVM's Commonwealth Garage. Fuel from the Commonwealth Garage is less expensive than retail pump prices.
5. Commonwealth Fleet vehicles shall not be fueled with premium blends of gasoline, unless priced the same as regular unleaded gasoline or unless the use of premium blends of gasoline is specifically recommended by the vehicle manufacturer.
6. Commonwealth Fleet vehicles should not be fueled at full-service fuel pumps where the price per gallon exceeds the price of self-service gasoline.
7. Commonwealth Fleet vehicles capable of using alternative fuels shall use them exclusively except as outlined below:
  - a. The alternative fuel is not readily available.
  - b. The alternative fuel costs more than conventional gasoline or diesel.
  - c. Operating exclusively on an alternative fuel is contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations.



## **SECTION TWELVE: LIABILITY AND ACCIDENT REPORTING**

1. Employee liability for damages to third parties (bodily injury and property damage) while operating a Commonwealth Fleet vehicle within the scope of the individual's employment will be covered by the commonwealth's automotive liability self insurance programs. The operator will, however, be responsible for bodily injury and all damage to Commonwealth Fleet vehicles and all third party damages if the accident results from any unauthorized use or intentional misconduct.
2. The commonwealth has qualified as a self-insurer under the *Motor Vehicle Financial Responsibility Law* and provides liability coverage, including medical benefits as required by §1711 of the *Vehicle Code (75 Pa. C.S. 1711)*, for operators of Commonwealth Fleet vehicles. As the self-insurer, the commonwealth has issued an identification (I.D.) card for each Commonwealth Fleet vehicle which satisfies the requirements of the law in regard to proof of financial responsibility. Operators may be required to produce the I.D. card when involved in an accident.
3. The commonwealth does not provide insurance coverage for employee personal property in Commonwealth Fleet vehicles. Coverage for these items may be provided by the employee's personal insurance.
4. Operators must immediately report all accidents involving Commonwealth Fleet vehicles to the Pennsylvania State Police by dialing 911. The Pennsylvania State Police will either investigate the accident or report it to a local police department for investigation. If an accident occurs outside the commonwealth, the nearest police department is to be notified to request a police report.
5. If a Commonwealth Fleet vehicle is rendered inoperable as the result of an accident, the operator should contact BVM immediately at 1.877.347.9966 for instruction on obtaining towing services and alternate transportation. This number is monitored 24/7, and operators should leave a message if the number is not live answered; a customer service representative will return your call as soon as possible.
6. All accidents involving Commonwealth Fleet vehicles require the completion of Form STD-541, Automobile Accident or Loss Notice. Operators (or in the case of operator incapacitation, immediate supervisors) are to prepare and submit to their agency automotive liaison and BVM Form STD-541, Automobile Accident or Loss Notice, within one business day of any accident, injury, theft or loss involving a Commonwealth Fleet vehicle. BVM will report information to DGS, Bureau of Risk and Insurance Management for claim processing if applicable.
7. Prior to the performance of any maintenance or repairs to a Commonwealth Fleet vehicle (including those resulting from an accident), the agency or operator must gain approval from BVM as outlined above. BVM will coordinate all services and repairs with commonwealth approved vendors to ensure approved rates are applied. Agency personnel must ensure that repairs approved by BVM are completed within 30 days from the receipt of the estimate.

8. BVM and agency personnel shall review the circumstances surrounding accidents involving Commonwealth Fleet vehicles in an effort to avoid reoccurrence. Employees found to have operated Commonwealth Fleet vehicles in a careless manner or in violation of law, departmental policy or procedures may be subject to disciplinary action and/or loss of operating privileges.
9. DGS, Bureau of Risk and Insurance Management shall receive information regarding accidents from the operator and BVM and will manage all matters related to the processing of any insurance claims.

## SECTION THIRTEEN: COMMONWEALTH FLEET LICENSE PLATES

1. BVM shall affix or furnish the proper type and number of license plates for Commonwealth Fleet vehicles issued from the Commonwealth Garage at the time of assignment per Form GSVM-87, Vehicle Inventory Report. Thereafter, it is the responsibility of the operator(s) to ensure that the license plates are properly displayed on the Commonwealth Fleet vehicle.
2. If license plates are lost, mutilated, defaced or illegible, operators must report the loss or damage immediately to their agency automotive liaisons. The agency automotive liaisons shall complete and submit Form GSVM-88, Vehicle Inventory Change Report, to BVM to request replacement license plates. Agency automotive liaisons will have five (5) days from the date the new plates are received to return the defective license plate(s) to BVM. License plates must be identified with the unit number from which they have been removed.
3. All Commonwealth Fleet vehicles must display PA Official Use license plates, commercial license plates, or confidential license plates depending on vehicle registration and assignment.
  - a. **Confidential License Plates** shall be issued only for Commonwealth Fleet vehicles assigned to designated agency heads and employees assigned to perform undercover or investigative work.
    - (1) The agency automotive liaison shall complete and submit Form GSVM-95, Request for Confidential License Plate, to request a confidential license plate for operators performing investigative or undercover law enforcement work.
    - (2) Each request must include the justification for the provision of a confidential license plate and must be signed by the requesting agency head.
    - (3) For any subsequent change in operator for a Commonwealth Fleet vehicle that displays a confidential license plate, agency automotive liaisons must immediately complete applicable sections of Form GSVM-88, Vehicle Inventory Change Report, and submit to BVM.
    - (4) To replace confidential license plates with PA Official Use license plates, the agency automotive liaison must complete applicable sections of Form GSVM-88, Vehicle Inventory Change Report, and submit the form to BVM.
    - (5) Final approval for the assignment of all confidential license plates will be made by the Secretary of General Services or his/her designee, who may at any time request additional justification or withdraw the assignment of a confidential license plate.
  - b. **PA Official Use License Plates** shall be affixed to the front and rear of all permanently assigned and agency pool vehicles unless placement of two plates is impacted by operational requirements of the vehicle.

- c. **Commercial License Plates** will be issued for those Commonwealth Fleet vehicles requiring commercial registration.

## **SECTION FOURTEEN: E-ZPASS ACQUISITION AND TRANSFERS**

1. To create a new E-ZPass account, agency automotive liaisons must complete Sections 1, 3, and 4 of the E-ZPass Commonwealth Account Application and the Agency E-ZPass Transponder Request/Change Form, as found on the DGS website.
2. Agency automotive liaisons should submit completed forms to BVM, Records and Reports. BVM will submit paperwork to the Pennsylvania Turnpike Commission for processing. Processing time is approximately 2-3 weeks.
3. The Pennsylvania Turnpike Commission will forward the requested transponder(s) along with all new account information directly to the requesting agency.
4. Multiple vehicle use of one transponder is not permitted. To transfer an E-ZPass transponder from one vehicle to another, agency automotive liaisons must complete the Agency E-ZPass Transponder Request/Change Form, as found on the DGS website and submit the completed form to BVM.
5. If a transponder is lost or stolen, agency automotive liaisons should immediately report the loss to the E-ZPass Customer Service Center by telephone at 1.877.PENNPASS (1.877.736.6727), or via the website at [www.paturnpike.com](http://www.paturnpike.com). Be prepared to provide the 11-digit transponder number for each individual transponder being reported. The security of transponders is the responsibility of the agency. Agencies will be responsible for all charges incurred prior to the notification of a lost or stolen transponder.
6. Agency automotive liaisons will receive a one-page invoice monthly. Free detailed transaction information can be accessed, viewed and printed at [www.paturnpike.com](http://www.paturnpike.com); paper copies of this information are available for a fee. To ensure the commonwealth's discounted rates are applied, agency automotive liaisons must ensure the invoice is properly reviewed and submitted for payment in a timely manner.
7. Agency automotive liaisons may request access to online account information for additional agency staff by completing the Authorization for Release of Customer Account Information as found on the DGS website and submit the completed form to BVM.

## **SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES**

1. Commonwealth agencies must comply with all guidelines, procedures, and directives pertaining to the operation of Commonwealth Fleet vehicles and applicable sections of the *Pennsylvania Vehicle Code*.
2. Except as indicated below, Commonwealth Fleet vehicles shall only be operated by commonwealth employees, who are properly licensed in accordance with the provisions of the *Pennsylvania Vehicle Code*. Employees with a suspended, revoked or expired driver's license are prohibited from operating Commonwealth Fleet vehicles. Agencies must ensure operators of Commonwealth Fleet vehicles possess a current valid Pennsylvania driver's license appropriate to the class of vehicle to be operated. The following exceptions apply:
  - a. New commonwealth employees who have recently relocated to Pennsylvania may operate a Commonwealth Fleet vehicle using a valid driver's license from their former state for up to 60 days from their first day of employment, at which time they must obtain a Pennsylvania driver's license.
  - b. Employees permanently residing in adjacent states, but employed by the Commonwealth of Pennsylvania, may operate a Commonwealth Fleet vehicle using a current, valid driver's license from their state of residence.
  - c. Volunteers performing work in the following areas may operate Commonwealth Fleet vehicles:
    - (1) Activities related to fish, fishing, boats and boating as authorized by the Pennsylvania Fish and Boat Commission.
    - (2) Activities to and related to programs administered by the Pennsylvania Historical and Museum Commission.
    - (3) Activities in and related to state park and forest areas and other conservation and natural resource activities administered by the Pennsylvania Department of Conservation and Natural Resources.
  - d. Commonwealth annuitants, who are considered temporary wage employees, may operate a Commonwealth Fleet vehicle.
3. Except as otherwise provided in this policy, Commonwealth Fleet vehicles shall be operated only for the conduct of official commonwealth business.
4. Only authorized passengers are permitted to ride in Commonwealth Fleet vehicles.

5. Commonwealth Fleet vehicles are highly visible to the public, and their use is scrutinized. Poor driving manners and inappropriate use reflect on all commonwealth employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving Commonwealth Fleet vehicles on official commonwealth business:
- a. Operators and authorized passengers shall use safety restraints where equipped.
  - b. Operators must follow established speed limits and all other traffic regulations.
  - c. Operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in Commonwealth Fleet vehicles is prohibited except when necessary in the conduct of official commonwealth business.
  - d. Operators shall not engage in text messaging or any unlawful use of a cellular telephone, pager, beeper, personal data assistant and handheld device, e.g. Blackberry and/or palm devices when driving a Commonwealth Fleet vehicle.
  - e. Operators should ensure that the following are stored in Commonwealth Fleet vehicle at all times: owner's card/registration, proof of insurance, Voyager Fuel Card (if applicable), Form STD-554, Monthly Automotive Activity Report (for passenger vehicles), three blank Form STD-541, Automobile Accident or Loss Notice, and the telephone number for BVM (1.877.347.9966). If any of these items is missing, operators should contact their automotive liaison for assistance.
  - f. Operators shall only use Commonwealth Fleet vehicles for official commonwealth business; however, operators are authorized to use a Commonwealth Fleet vehicle for travel to meals or other necessities when away from their official domicile on official commonwealth business.
  - g. Operators are not authorized to use Commonwealth Fleet vehicles for the following purposes:
    - (1) Travel to entertainment facilities unless the trip is part of the official agenda for a business conference or is otherwise in connection with an employee's official duties.
    - (2) Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
    - (3) Transporting family members, dependents or friends to school, daycare, medical appointments, social events or other personal activities.
    - (4) Conducting other personal business.
6. BVM will investigate all complaints for alleged improper operation or use of a Commonwealth Fleet vehicle along with the using agency, and the operator may be subject to disciplinary action.

7. Commonwealth Fleet vehicles should not be used for out-of-commonwealth travel to a point beyond 300 miles from place of origin, official headquarters, or residence unless specifically authorized by the agency head to which the fleet vehicle was assigned.
8. Animals are not allowed in Commonwealth Fleet vehicles unless they are transported in the conduct of official commonwealth business or are required as an employee service animal.
9. No operator or authorized passenger shall carry or transport a firearm or other weapon in a Commonwealth Fleet vehicle unless required by their official job duties related to their employment with the commonwealth.
10. Operators of Commonwealth Fleet vehicles shall be responsible for the timely payment of all parking and traffic violations.
11. Operators of Commonwealth Fleet vehicles may be held financially liable for costs of operation/repairs/replacement of a vehicle when it is determined that the vehicle was used for other than official commonwealth business purposes or has been physically abused by the operator. Such determination will be made by the Secretary of General Services or his/her designee.
12. Operators of permanently-assigned Commonwealth Fleet vehicles must report all changes to their residence address to their agency automotive liaison within 90 days of a change. Agency automotive liaisons should immediately forward changes to BVM using [Form GSVM-88, Vehicle Inventory Change Report](#).
13. Commonwealth employees who have Commonwealth Fleet vehicles permanently assigned to them for more than 30 days and who park the vehicle overnight at their residences must complete and submit [Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle](#), to BVM within one week of the assignment and within one week after the Commonwealth Fleet vehicle is surrendered.