

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject:

Commonwealth Temporary
Transportation Vehicles

Number:

615.1 Amended

Date:

February 27, 2013

By Direction of:

Sheri Phillips, Secretary of General
Services

Contact Agency:

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This directive establishes policy, responsibilities, and procedures for the reservation, operation and return of commonwealth-provided temporary transportation vehicles and applies to all such vehicles dispatched from any location in the commonwealth. Marginal dots are excluded due to major changes.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for the reservation, operation and return of commonwealth-provided temporary transportation vehicles.
- 2. SCOPE.** This directive applies to all agencies as defined in Section 4 a. below.
- 3. OBJECTIVE.** To provide uniform guidelines and an efficient process through which commonwealth business travelers can reserve, obtain, operate and return commonwealth-provided temporary transportation vehicles.
- 4. DEFINITIONS.**
 - a. Agency.** An administrative department, board or commission; an officer; departmental administrative board or commission; or other agency of the commonwealth subject to the *Administrative Code of 1929 (71 P. S. §§ 51-732)*, now in existence or hereafter created. To the extent that the General Assembly or its agencies, the unified judicial system or its agencies, or a state-affiliated entity that is not subject to the *Administrative Code of 1929 (71 P.S. §§ 51—732)* elects to voluntarily participate in the Department of General Services' contract for temporary transportation vehicles, it shall be considered an "agency" for purposes of this management directive.

- b. Agency Automotive Liaison.** An agency employee who serves as the primary contact between their agency and the Department of General Services (DGS), Bureau of Vehicle Management (BVM) in any matters affecting or relating to temporary fleet vehicles.
- c. BVM.** The Department of General Services, Bureau of Vehicle Management.
- d. Commonwealth Business Traveler.** A commonwealth employee or non employee who is authorized to travel on official state business.
- e. Commonwealth Fleet Vehicle.** All commonwealth-owned vehicles monitored or maintained or under the supervision of DGS.
- f. DGS.** The Commonwealth of Pennsylvania's Department of General Services.
- g. Fuel Card.** Credit card enabled for the purchase of fuel for a Commonwealth Fleet Vehicle or Temporary Transportation Vehicle. Fuel purchases made with Fuel Card are billed directly to the using agency by BVM.
- h. Temporary Transportation Vehicle.** Commonwealth-provided vehicles made available by DGS, BVM through state contract, to meet the short term transportation demands of agencies as needed on a temporary basis.

5. POLICY.

- a.** Pursuant to *Section 2407 of The Administrative Code of 1929 (71 P.S. § 637)*, commonwealth agencies requiring the temporary use of Commonwealth Fleet Vehicles on official commonwealth business must request them from DGS, BVM. Temporary transportation vehicles are considered to be Commonwealth Fleet Vehicles for the purposes of this directive.
- b. Duration of Temporary Transportation Vehicle Reservations.**
 - (1)** Reservations for a temporary transportation vehicle may not exceed 30 calendar days unless requested and approved in advance by the Director of BVM. Assignments longer than 30 calendar days require written justification outlining the purpose for which the vehicle is being used and detailing the cost-effectiveness of continued use of the temporary transportation vehicle in lieu of a state-owned vehicle. Whenever possible, long-term assignments should be satisfied through Commonwealth Fleet Vehicles within the using agency.
 - (2)** If the length of the reservation exceeds 30 calendar days, and the vehicle has been permanently assigned to an operator who has been authorized by the agency head to use the vehicle for commuting, Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle must be prepared and submitted to DGS, BVM, within five calendar days of the reservation.

c. Reservation of Temporary Transportation Vehicles.

- (1) Pursuant to *Manual 230.1, Commonwealth Travel Procedures Manual*, reservation of a temporary transportation vehicle must be used when it is determined to be the most cost effective mode of ground transportation. The [Ground Travel Worksheet](#) is provided to assist commonwealth business travelers in determining and justifying the most cost effective mode of ground transportation.
- (2) All reservations for temporary transportation vehicles not associated with flight reservations must be made through the commonwealth's custom reservation site accessed directly from the [Ground Travel Worksheet](#).
- (3) Car rentals made in conjunction with flight reservations must be reserved through the online booking tool and contracted travel agency in accordance with *Manual 230.1, Commonwealth Travel Procedures Manual*.

d. Operation of Temporary Transportation Vehicles.

- (1) All temporary transportation vehicles must be operated by authorized commonwealth business travelers who are properly licensed to drive a motor vehicle. Occupants of vehicles must also be authorized commonwealth business travelers, or members of the public necessary for the conduct of the official commonwealth business for which the temporary transportation vehicle is utilized.
- (2) Any operator of a temporary transportation vehicle is required to use the most direct route to a destination.

6. RESPONSIBILITIES.

a. Operators shall:

- (1) Reserve, obtain, operate, and return temporary transportation vehicles following the procedures and guidelines as directed below in Section 7. Procedures.
- (2) Ensure the proper operation of their vehicles and shall be held financially liable for any costs and damages caused by carelessness, negligence, or actions beyond the scope of authorized use. This includes parking and/or moving violations issued while the vehicle is in the operator's possession.

b. Agency Automotive Liaisons shall:

- (1) Assist their agency's commonwealth business travelers in properly reserving temporary transportation vehicles.
- (2) Review agency reservations for proper billing information and adherence to *Management Directive 230.10, Commonwealth Travel Policy*.

- (3) Audit completed reservations to ensure appropriate billing and notify BVM of any billing discrepancies.
- (4) Report any misuse or abuse of a temporary transportation vehicle to BVM for further investigation.

c. Department of General Services, Bureau of Vehicle Management shall:

- (1) Ensure the provision of a sufficient number of automobiles to meet the short term transportation demands of agencies.
- (2) Provide assistance to agencies and commonwealth business travelers on the [Ground Travel Worksheet](#) and temporary transportation vehicle reservation process.
- (3) Provide reports to all using agencies on temporary transportation vehicle usage including, but not limited to: dates used, miles driven, destinations traveled and total costs incurred.
- (4) Review reservations for proper billing information and compliance with *Management Directive 230.10, Commonwealth Travel Policy*.
- (5) Ensure temporary transportation vehicles reserved from the Commonwealth Garage include a properly coded Fuel Card for fueling the temporary transportation vehicle.

7. PROCEDURES.

a. Obtaining Temporary Transportation Vehicles.

- (1) All Commonwealth of Pennsylvania (CWOPA) SAP agency commonwealth business travelers requesting reservation of a temporary transportation vehicle must utilize the commonwealth's custom reservation site launched from the [Ground Travel Worksheet](#). Travelers must ensure proper Business Area, Cost Center and SAP Fund information is included in each reservation.
- (2) All non-CWOPA and non-SAP agency travelers may utilize the commonwealth's custom reservation site launched from the [Ground Travel Worksheet](#). Reservations from non-CWOPA and non-SAP agency travelers may require the use of a credit card.

NOTE: By completing the online reservation process and clicking on "BOOK NOW", the commonwealth business traveler certifies that all internal agency approvals have been acquired and that, to the best of the traveler's knowledge, all information is true and correct. Even though another employee can create a reservation for a temporary transportation vehicle, the traveler has ultimate responsibility for obtaining agency approvals and possessing a valid driver's license.

- (3) To pick up a temporary transportation vehicle, the operator must show a valid driver's license to the dispatcher. The dispatcher will enter the odometer reading of the vehicle and provide the operator with a copy of the temporary transportation vehicle agreement, which must be kept with the vehicle.

b. Operation of Temporary Transportation Vehicles.

- (1) Temporary transportation vehicles are to be operated in a manner consistent with operation of a state-owned vehicle in accordance with *Manual 615.3, Commonwealth Fleet Procedures Manual*.
- (2) Whenever possible, temporary transportation vehicles shall be fueled at the Commonwealth Garage in Harrisburg. Outside of the Harrisburg area, travelers should fuel at commercial fuel stations using the Fuel Card (if applicable), Travel Card (if applicable), personal credit card or cash.
- (3) Employees utilizing Travel Card (if applicable), personal credit card or cash to dispense fuel for a temporary transportation vehicle should seek payroll reimbursement via the Employee Self-Service website. In doing so, employees should follow instruction as provided in *Management Directive 230.10, Commonwealth Travel Policy*.

c. Return of Temporary Transportation Vehicles.

- (1) Unless the rental contract reflects otherwise, upon completion of a rental, the operator must return the temporary transportation vehicle to the location at which it was picked up.
- (2) Operators must comply with the following before being released from responsibility for a temporary transportation vehicle:
 - (a) Ensure the vehicle's fuel tank has been replenished as directed at pick-up.
 - (b) Return to the rental office area until the vehicle has been examined for damage and missing accessories, as well as completion of the vehicle rental record by the dispatcher who will enter the odometer reading and total rental charges.
 - (c) Receive a copy of the temporary transportation receipt.

d. Return of Temporary Transportation Vehicles After Regular Business Hours.

- (1) Unless the rental contract reflects otherwise, upon completion of a rental, the operator must return the temporary transportation vehicle to the location at which it was picked up.
- (2) If the afterhours drop off is at the Commonwealth Garage, the operator should follow the posted instructions for accessing and departing the secure parking area.

- (3) Operators must comply with the following before being released from responsibility for a temporary transportation vehicle:
 - (a) Ensure the vehicle's fuel tank has been replenished as directed at pick-up.
 - (b) Return the rental vehicle keys in the appropriate drop box as instructed at pick-up.
- (4) Upon return to work, print a copy of the final receipt by returning to the commonwealth's custom reservation site and following the directions to print a receipt.

This directive replaces, in its entirety, *Management Directive 615.1*, dated November 10, 2011.