

EDUCATION, TRAINING AND TECHNICAL ASSISTANCE

VEHICLE USAGE POLICY

Purpose:

This policy establishes procedures for use, maintenance, repairs, cleaning, scheduling and related support (including mileage logs) of Education, Training and Technical Assistance (ETTA) motor fleet vehicles, rental vehicles, and Labor One. This policy may be revised, amended or rescinded at any time and for any reason by the Bureau Chief. Vehicle use is monitored to ensure maximum utilization of assigned vehicles and to assure the vehicles are adequately maintained for the safety of all ETTA employees.

Scope:

This policy applies to all ETTA personnel.

Use, Maintenance and Repairs:

An ETTA employee will be assigned responsibility for maintaining the bureau's assigned motor fleet vehicles. ETTA trainers will also be assigned responsibility for Labor One's maintenance, mileage log and transportation to service locations. As necessary, all ETTA employees will support Labor One and vehicle transport efforts.

As the primary users of the assigned vehicles, ETTA's training section and recognition program section will have primary responsibility for following up with maintenance and repairs of assigned motor fleet vehicles (including related paperwork such as mileage logs), and ensuring vehicles are in proper working order. All ETTA employees will be expected to assist the ETTA employees that are assigned vehicle responsibilities when necessary to ensure that vehicles (including Labor One) are: dropped off for maintenance or repairs, picked up when work is completed, and maintain contact between the maintenance shop/fleet management as needed to ensure vehicles are serviced or repaired in a timely manner.

Cleaning and Disinfecting:

Maintaining vehicle cleanliness (cleaning and disinfecting after each use) will be the responsibility of all ETTA employees and other department users of the vehicles. Before use, each vehicle should be inspected for cleanliness. If the interior of the vehicle appears excessively dirty (coffee stains, trash accumulation, etc.), the employee(s) should take pictures to submit to their supervisor after returning to the office. The employee that is responsible for the leaving the vehicle dirty will be given the responsibility to clean the vehicle immediately upon their return to the office. The supervisor will counsel the employee if it becomes an ongoing offense.

If the vehicle is in need of an exterior wash, employees can take the vehicle through a local car wash and expense the cost up to a maximum of \$15.00 a month per vehicle. If the vehicle is in need of routine light interior cleaning, employees will use the cleaning kit provided in the webinar room*. Any cleaning and disinfecting of vehicles will be considered work time.

***Note:** At the time of this revision, the bureau has Autobell tickets which can be used by bureau employees to clean the exterior and interior of the bureau's state vehicles no more than once a month. To obtain the tickets, the employee needs to go through the Standards Administrative staff.

Priorities for Use:

The priorities for vehicle usage are depicted in the chart below. Staff will follow this priority order when locating transportation. Any change to this order of use requires prior supervisory approval.

Priority #1	Vehicles assigned to ETTA
Priority #2	Vehicles assigned to Consultative Services or Compliance
Priority #3	Enterprise Rental

Operational details:

If a state vehicle is in your possession and a problem arises, you will be responsible for contacting the ETTA employee(s) that has/have the vehicle responsibility assigned to them (or Motor Fleet directly in rare instances for state owned vehicles), notifying them of the needed maintenance or repairs, and assisting with logistics if necessary.

ETTA employees will carpool with other employees whenever possible to minimize expenditure of our travel funds. Electing not to carpool when it is feasible to do so may require the unreimbursed use of the employee's privately owned vehicle. Notify your supervisor when neither a "priority vehicle" nor carpool are available for travel. A decision will be made regarding proceeding with the trip or canceling it. Do not use your own car for work travel without prior approval from your supervisor. Mileage reimbursement rates and policies change overtime so employees need to check the latest budget policy when dealing with this issue.

Effective Date:

The effective date of this policy is on date of signature. This policy can be rescinded, and the program can be reevaluated and/or modified by the Bureau Chief at any time.



Wanda Lagoe
Bureau Chief

5/19/2021

Date

Note: This policy will be covered during ETTA new employee orientation.