



# **AOC FLEET VEHICLE POLICIES AND PROCEDURES MANUAL**

**Applicable to: Administrative Office of the Courts, Supreme Court of Maryland, Appellate Court of Maryland, Thurgood Marshall State Law Library, and Judicial Units**

## TABLE OF CONTENTS

A.	Introduction.....	1
B.	Vehicle Use.....	2
C.	Fleet Global Positioning System.....	2
D.	Fleet Request/Return.....	2
E.	Rules for AOC Fleet Drivers.....	3
F.	Vehicle Assignment.....	4
G.	AOC Fleet Administration Board.....	4
H.	Driving Record Review.....	5
I.	Use of Private Vehicles.....	5
J.	Commute.....	5
K.	Fringe Benefit.....	6
L.	Responsibilities.....	6
M.	Vehicle Insurance.....	7
N.	Acquisition of AOC Fleet Vehicles.....	7
O.	Disposition of Vehicles.....	7
P.	Vehicle Modifications.....	8
Q.	Vehicle Supplies & Maintenance.....	8
R.	Vehicle Safety & Accident Reporting.....	9

## APPENDICES

1.	AOC Fleet Vehicle Acknowledgement.....	12
2.	MFOMS-18 - Certification of Exemption.....	13
3.	MFOMS-17 - Auto Commute Charge Card.....	14
4.	Instructions for Vehicle Inspection Report.....	15
5.	General Guidelines when Involved in an Accident.....	16
6.	AOC Fleet Vehicle Accident Loss Report.....	17

# ADMINISTRATIVE OFFICE OF THE COURT

## FLEET VEHICLE ADMINISTRATION

### 4.7 FLEET VEHICLE POLICIES AND PROCEDURES

#### A. INTRODUCTION

##### (1) Purpose and Authority of the Fleet Manual

The purpose of this manual is to promulgate applicable policies and procedures governing the effective and economical use of the Judiciary's vehicle fleet.

##### (2) Scope

These policies and procedures apply to the Administrative Office of the Courts (AOC), Supreme Court of Maryland, Appellate Court of Maryland, Thurgood Marshall State Law Library, and Judicial Units. The District Court fleet vehicles are governed by the District Court Fleet Policy.

##### (3) Responsibilities of the AOC Fleet Administrator for Vehicles

The AOC Fleet Administrator is responsible for the administration and control of AOC Fleet vehicles.

##### (4) Manual and Forms

The Manual and related forms and instructions are available at the Facilities Administration website on CourtNet: <https://courtnet.courts.state.md.us/facilities/index.html>

##### (5) Definitions

**Accessories:** Any devices or equipment not included as standard equipment on the current models purchased by the AOC.

**Assigned Vehicle:** Any fleet vehicle assigned to an individual in accordance with the assignment criteria.

**Authorization:** Approval to use a fleet vehicle as signified by completion of Appendix 1.

**DBM:** The Maryland Department of Budget and Management.

**DGS:** The Maryland Department of General Services.

**Excess Motor Vehicle:** A motor vehicle that is declared as no longer required by the AOC Fleet vehicle Assignment Board for the current or projected needs of the AOC.

**Fleet Service Contractor:** The vendor awarded by State contract to provide Statewide Fleet Services for assigned vehicles.

**Fleet Vehicles:** Any motor vehicle which is titled or leased to the AOC. This does not include the vehicles owned by the District Court.

**GPS Tracking:** Global Positioning System. A satellite-based system that provides the user with information for each vehicle including positioning, navigation, maintenance status, and driving log. All AOC Fleet vehicles have GPS installed for real time tracking, reporting and video monitoring.

**National Fleet Service Agreement:** An agreement between a National Fleet Service contractor and the State permitting the AOC to obtain national fleet discounts on vehicle maintenance and repair services for those vehicles enrolled with the contractor.

**Personal Vehicle Mileage Reimbursement:** Reimbursement for business mileage incurred by the employee for use of the employee's privately-owned vehicle as governed by the Judicial Branch Travel Policy.

**Pool Vehicle:** Any vehicle which is not assigned to a specific unit or department. This term also includes vehicles used by teams or groups of workers traveling on official business to and from the same job site, other than the employee's permanent duty location.

## **B. VEHICLE USE**

Employees authorized to operate an AOC Fleet vehicle shall adhere to the policies, procedures, rules, and other instructions contained in this manual. Any violation of these policies may subject the employee to disciplinary actions, up to and including termination of employment.

## **C. FLEET GLOBAL POSITIONING SYSTEM**

The Global Positioning System (GPS) is installed on all AOC Fleet vehicles. The GPS system offers real time tracking and video monitoring on each vehicle. There is NO audio installed in the GPS System.

Features of the GPS system include, but are not limited to:

- Real-time vehicle tracking by tag number
- Vehicle speed monitoring
- Hard-stop alerts
- Vehicle battery voltage report
- Device battery voltage report
- Status of vehicle (driven and parked)
- Daily mileage tracking
- Vehicle route mapping
- Maintenance alerts
- Other custom reports

Tampering with the GPS system or video monitoring device is prohibited.

## **D. FLEET REQUEST/RETURN**

### **(1) AOC Fleet Vehicle Request**

- a. A fleet vehicle should not be used without first being assigned to the driver. The driver must complete the **AOC Fleet Vehicle Request form** available on the Facilities Administration website and the link attached.  
<https://courtnet.courts.state.md.us/facilities/pdfs/fleetrequestform.pdf>
- b. The vehicle is not considered assigned until the AOC Fleet Vehicle Request form is submitted to the AOC Facilities Administration at - [fleetadministration@mdcourts.gov](mailto:fleetadministration@mdcourts.gov).
- c. The fleet assignment indicates the transfer of responsibility to the driver.
- d. The notification must include the completed Fleet Request form (found on the AOC Facilities website) with:
  - i. Full Name
  - ii. Department
  - iii. Travel Destination(s)

- iv. Vehicle Requirements (i.e.: equipment delivery, multiple passengers)
  - e. Keys will be assigned to the driver once the Fleet Request email has been acknowledged by Fleet Administration.
  - f. Fleet vehicles can be scheduled in advance or as needed.
  - g. Specific vehicle requests will be considered but not guaranteed.
  - h. Fleet Administration will verify fuel level prior to assignment.
  - i. The AOC Fleet Policy and Procedures Manual Acknowledgement form, signed by the driver, must be on file prior to assignment of an AOC Fleet vehicle. (Appendix 1)
- (2) AOC Fleet Vehicle Return
- a. Unless otherwise authorized by the Fleet Administrator, AOC Fleet vehicles must be returned daily to the designated fleet lot.
  - b. Keys must be returned to Fleet Administration daily.
  - c. For after-hours key returns, use the locked drop-box in front of Suite K, 445 Defense Highway, Annapolis, MD 21401.
  - d. Upon return, all personal items and trash must be completely removed from the vehicle.
  - e. AOC Fleet vehicles may not be used to store equipment or assets overnight. All equipment and assets should be removed daily.
  - f. Prior to return, the fuel tank must be full.
  - g. The vehicle will be reviewed to ensure the gas tank is full, trash is removed, there is no damaged caused by food or drink, and no smoking occurred.
  - h. The vehicle information binder will remain in the vehicle at all times.
  - i. Due to the GPS system, daily log sheets are no longer required.

## **E. RULES FOR AOC FLEET DRIVERS**

- (1) Only State-paid Judiciary employees may drive an AOC Fleet vehicle.
- (2) All drivers must have a valid US driver's license which is appropriate for the class of vehicle driven.
- (3) All drivers must meet the requirements to operate an AOC Fleet vehicle at the time of each use.
- (4) AOC Fleet drivers with an out-of-state driver's license must provide an official copy of their driving record to the AOC Fleet Administrator when they sign the AOC Fleet Vehicle Policies and Procedures Manual Acknowledgment form. The driving record must be an official Department of Motor Vehicle driving record for that state. A copy of the driver's official record must be provided to the AOC Fleet Administration by the 1st of every month thereafter for as long as the individual is an AOC Fleet vehicle driver.  
The cost to obtain a copy of an official out-of-state driving record may be submitted for expense reimbursement with proper documentation.
- (5) All drivers MUST sign the driver authorization form indicating they have read, fully understand, and will abide by the AOC Fleet Policy and Procedures Manual.
- (6) All drivers shall operate AOC Fleet vehicles in a manner that reflects concern for safety and courtesy towards the public.
- (7) Any employee having a driver's license with five (5) or more points for moving violations shall not operate a fleet vehicle. It is the employee's responsibility to notify the AOC Fleet Administrator within 5 days of the points being assessed that he/she has accumulated five (5) or more points on their driving record. Random checks on an employee's driving record will be conducted before releasing an AOC Fleet vehicle to that employee.
- (8) Drivers must immediately notify the fleet manager, and stop driving fleet vehicles, if their license is suspended or revoked for any reason, or if they have reason to believe their license could be suspended or revoked.
- (9) AOC Fleet Vehicles are for official business only and shall not be used to conduct personal business or to drive people who are not employees of the Judiciary. Exceptions to this rule must have written approval from the State Court Administrator or the Chief Justice of the Supreme Court of Maryland.

- (10) Pets of any kind are strictly prohibited; however, prior approval may be requested and granted for Certified Service Animals.
- (11) No person may drive or ride in an AOC Fleet vehicle unless properly restrained by the occupant restraint device (e.g., seat belts, shoulder harnesses, air bags, etc.) as mandated by Federal Motor Vehicle Safety Standards in effect at the time the vehicle was manufactured. It is the driver's responsibility to ensure that the passengers always use the available restraint devices while the vehicle is in use.
- (12) All traffic and parking laws must be obeyed. Posted speed limits may not be exceeded, and the vehicle speed must not exceed that which is appropriate for the road conditions. **All violations and fines shall be the responsibility of the driver involved.**
- (13) Unless physically unable to do so, all accidents are to be reported to the AOC Fleet Administrator immediately, even if another vehicle is not involved or there are no apparent injuries or damages. (Appendix 5)
- (14) The GPS tracking system will log ALL mileage of each vehicle. Manual log sheets are NOT required.
- (15) The vehicle binder will remain in the vehicle at all times.
- (16) The driver of an AOC Fleet vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys to be left with the vehicle. The Judiciary is not responsible for any personal items left in the vehicle that are lost, damaged or stolen.
- (17) Operation of an AOC Fleet vehicle, as well as any contents therein, is the responsibility of the employee to whom it is assigned. In case of misuse or gross negligence, the employee may be required to make restitution for the vehicle or assets that are damaged or stolen while assigned to them.
- (18) The AOC Fleet vehicle service and fuel cards are restricted to AOC Fleet vehicles. Under no circumstances should these cards to be left in the custody of service station or maintenance facility attendants. Under no circumstances shall drivers loan their personal fuel PIN number to anyone.
- (19) Whenever possible, trips should be planned to coincide with other employee business travel requirements so that vehicles are used efficiently and economically.
- (20) Employees driving AOC Fleet vehicles are required to comply with all State and local laws regarding the use of mobile communications devices while driving. Maryland law specifically prohibits the use of a handheld communications device while driving. This includes the writing, sending, or reading of text or electronic messages. If a mobile communications device must be used by an employee while driving an AOC Fleet vehicle, a hands-free device must be used, which will be supplied to each vehicle when assigned. Drivers are required to keep hands-free mobile communications device use to a minimum and to follow State laws. The use of a hand-held mobile communications device without a hands-free device is only permitted in the case of an emergency.
- (21) Smoking or vaping in AOC Fleet vehicles is strictly prohibited. Any vehicle damage assessment attributed to smoking (such as interior damage or smell) will be the sole responsibility of the person assigned to the vehicle.
- (22) Consuming food products in AOC Fleet vehicles is discouraged but permitted, provided the vehicle is cleaned prior to returning the vehicle to Fleet Administration. Any vehicle damage (interior or exterior) that is attributed to eating in or around the car is the sole responsibility of the person who caused the vehicle damage.
- (23) All Fleet vehicles must be returned to the Fleet location each day unless an exception is pre-approved in writing by the AOC Fleet Administrator.
- (24) Upon return, the keys for each vehicle MUST be returned to the Fleet Administration. In the event of an after-hours return, the keys MUST be placed in the locked drop-box located outside of Suite K, 445 Defense Highway, Annapolis, MD 21401.

## **F. VEHICLE ASSIGNMENT**

- (1) It is not the general policy of the Judiciary to assign vehicles to individual employees as employment compensation.
- (2) The temporary assignment of an AOC Fleet vehicle to an individual employee is based upon the principle that such an assignment will result in the most effective and economical use of the vehicle.
- (3) AOC Fleet vehicles shall not be temporarily assigned to an individual whose driving record indicates the inability to operate a vehicle in a safe or responsible manner.
- (4) AOC Fleet vehicles not in use by the assigned operator shall be available for other employees requiring transportation for official business.
- (5) The AOC Fleet Administrator shall evaluate the benefits of pooling vehicles to increase utilization of vehicles and to promote flexibility of employee transportation.

## **G. AOC FLEET ADMINISTRATION BOARD**

- (1) AOC Fleet Administration identifies fleet problems and makes recommendations for improving fleet efficiency and economy.
- (2) The duties of AOC Fleet Administration include but are not limited to:
  - a. Ensuring the efficient and economical use of all AOC Fleet vehicles,
  - b. Limiting the usage of privately-owned vehicles for official business where possible,
  - c. Identifying those vehicles that are not fully utilized,
  - d. Ensuring the up-to-date maintenance and safety of each vehicle, and
  - e. Making recommendations on vehicle replacement.

## **H. DRIVING RECORD REVIEW**

- (1) Great care shall be exercised in allowing employees to operate AOC Fleet vehicles.
- (2) The Fleet Administrator shall evaluate the driving record of each employee permitted to use an AOC Fleet vehicle to ensure compliance with the requirements herein. For drivers with a Maryland driver's license, the AOC Fleet Administrator shall receive information regarding an employee's point accumulation for moving violations via the MVA's Special Attention Code Flag System.
- (3) The Fleet Administrator will use care to protect the confidentiality of all information and related materials associated with an employee's driving record.
- (4) An employee whose driver's license is suspended or revoked may not operate an AOC Fleet vehicle for any reason during the period such suspension or revocation is in effect.
- (5) An employee with a record of repeated violations while using an AOC Fleet vehicle may have his/her privileges to use a fleet vehicle withdrawn and may be subject to disciplinary actions.
- (6) Suspension or revocation of a driver's license may affect an employee's ability to perform their job and may affect continued employment.

## **I. USE OF PRIVATE VEHICLES**

- (1) An employee may be required to use their personal vehicle to carry out their assigned duties if an AOC Fleet vehicle is not available, or if the employee does not satisfy the driving criteria.
- (2) The AOC is not required to provide a vehicle to employees who refuse to use their own vehicles to perform their assigned duties.
- (3) Employees who use a privately-owned motor vehicle for authorized official business shall be reimbursed according to the Judicial Branch Travel Policy which can be found at: <http://www.courts.state.md.us/administration/travel.html>
- (4) The Judiciary shall not reimburse employees for any increased insurance premiums attributable to using their vehicle for Judiciary business.



## J. COMMUTE

- (1) AOC Fleet vehicles may not be used for commute from home to work unless an exception was pre-approved in writing by the AOC Fleet Administrator or the Assistant State Court Administrator-Operations.
- (2) All AOC Fleet vehicles must be returned to the fleet location each day unless an exception was pre-approved in writing by the AOC Fleet Administrator.
- (3) In certain authorized, limited circumstances, AOC Fleet vehicles may be driven by an employee from their assigned office to a regional office and authorized to park the vehicle overnight at that location.
- (4) An AOC Fleet vehicle assigned to an employee whose duties are primarily field support will have a designated home vehicle site. Any change in that vehicle site must be approved by the AOC Fleet Administrator.
- (5) An employee who is authorized to use an AOC Fleet vehicle for commute is subject to commute charges. The commute reimbursement rate to be paid by an employee shall be established by DBM. The current commute reimbursement rate table is available on the DBM website at: <https://dbm.maryland.gov/Pages/FleetManagementServices.aspx>.
- (6) The Auto Commute Charge form (MFOMS-17) shall be completed by each driver who is subject to a commute charge. Completed MFOMS-17s shall be forwarded to the AOC Fleet Administrator who will forward the form to the DBM Fleet Administrator for processing (Appendix 3). These forms shall be returned to the AOC Fleet Administrator after processing. The Fleet Administrator shall maintain a current file containing all completed MFOMS-17s.
- (7) The AOC Fleet Administrator is responsible for reporting AOC Fleet vehicle/driver commute status to the DBM Fleet Administrator.
- (8) Drivers who have paid commute charges may be eligible to receive a refund under the following conditions:
  - a. Absence from Work: If the driver has been absent from work on Judiciary holidays or leave (i.e. sick, annual, personal or leave without pay) or any combination thereof, in excess of five (5) consecutive working days, that driver may be eligible to receive a refund of commute charges paid. The refund shall only be calculated for those days absent in excess of five (5) consecutive working days. The refund shall be calculated on a per diem basis.
  - b. Change in Amount of Commute: A driver may be eligible for a refund if the driver has moved and this move has resulted in a reduction of commute miles. The driver shall be reimbursed for the difference between what was paid and what should have been paid from the time the change becomes effective until the time the change is reflected in the payroll deduction.  
Change in Vehicle Assignment: A driver may be eligible for a refund for that period when the vehicle assignment was not subject to a commute charge, e.g., an AOC Fleet vehicle is no longer assigned to the driver or a change in driver's work assignment results in an exemption, etc. The refund shall be calculated on a per diem basis not to exceed the amount withheld for that period.

## K. FRINGE BENEFIT

- (1) No employee should use a Fleet vehicle for personal use unless pre-approved in writing by the State Court Administrator.
- (2) Every employee who uses an AOC Fleet vehicle for personal use including commuting may be required to include use of the vehicle as a fringe benefit for tax purposes unless specifically exempted by the IRS. The taxable fringe benefit is based upon the fair market value of the vehicle, which includes all capital costs and expenses incidental to the operation of the motor vehicle.
- (3) The Internal Revenue Service has guidelines for reporting and withholding on taxable fringe benefits. Based on these guidelines, the Secretary of DBM will make the determinations required and notify the employees. Generally, records must be kept that are detailed enough to identify employees who commute in an AOC Fleet vehicle, and the mileage driven for such commute/personal usage.

- (4) The State of Maryland is electing not to deduct and withhold Federal and State income taxes with respect to the non-cash fringe benefits attributable to an employee's personal use of an AOC Fleet vehicle. The annual Wage and Tax Statement (Form W-2) will reflect the taxable benefit to the employee. The employee is responsible for any taxes associated with the benefit. More information concerning the fringe benefit program is available on the DBM website at <https://dbm.maryland.gov/Pages/FleetManagementServices.aspx>

## **L. RESPONSIBILITIES**

- (1) The AOC Fleet Administrator shall ensure that records are maintained identifying each unit/department that is assigned an AOC Fleet vehicle for commute/personal use purposes. Records of commute mileage/personal use mileage for these employees shall also be maintained by the AOC Fleet Administrator. Such records shall be maintained even if the employee is exempt from State commute charges and will be available for substantiation of employee IRS fringe benefit reporting.
- (2) The AOC Fleet Administrator is responsible for ensuring that employees report the requested information in accordance with DBM notifications and IRS guidelines.
- (3) The AOC Fleet Administrator is responsible for checking the annual employee calculation forms for completeness and for substantiating the reasonableness of commute/personal usage values reported prior to submission to the DBM Fleet Administration Unit.
- (4) Each employee is personally responsible to the IRS for the submission of accurate information to his/her employer.
- (5) DBM is responsible for forwarding the information as received from the AOC to the Central Payroll Bureau.

## **M. VEHICLE INSURANCE**

- (1) The State of Maryland has been self-insured since July 1986. Responsibility for this activity lies with the Office of the Treasurer.
- (2) Each year, the Treasurer requests a self-reported inventory from the AOC to determine the number of vehicles to be insured. Additional information can be supplied by the Underwriting and Risk Manager in the Office of the State Treasurer.
- (3) The AOC Fleet Administrator shall conduct all required vehicle-related insurance activities in accordance with the current insurance policies and procedures as adopted by the Office of the State Treasurer.
- (4) Authorization for individuals to operate an AOC Fleet vehicle does not automatically include that individual under State insurance coverage and/or the protections of the Maryland Tort Claims Act. Individuals with specific concerns should contact the AOC Fleet Administrator.

## **N. ACQUISITION OF AOC FLEET VEHICLES**

- (1) Standard AOC Fleet vehicles shall be limited to those vehicles that provide efficiency, safety and reliability sufficient for the needs of the AOC.
- (2) Any passenger fleet vehicle to be used by an AOC employee must comply with the appropriate standard Judiciary operating and safety specifications.
- (3) The procurement of new vehicles shall be processed by the Department of Procurement, Contract & Grant Administration (DPCGA) with the approval of the State Court Administrator, or designee.
- (4) The State Court Administrator shall determine what positions, if any, are eligible for an assigned AOC Fleet vehicle.

## **O. DISPOSITION OF VEHICLES**

- (1) Vehicle replacement guidelines shall be supplied by DBM. The current replacement guideline requires that:
  - a. the vehicle accumulates at least 100,000 miles and/ or surpasses ten (10) years in service on or before the anticipated replacement date, or
  - b. the AOC Fleet Administrator determines when repair expenses for a vehicle have exceeded acceptable parameters.
- (2) AOC Fleet Administration will determine and make recommendations if a motor vehicle is no longer required or no longer meets the functional needs of the Judiciary and should be replaced.
- (3) If the AOC Fleet Administrator requisitions a motor vehicle as a replacement for an existing motor vehicle, the vehicle for which the replacement is being requested shall be declared excess Judiciary property unless waived.
- (4) An Excess Property Declaration form shall be prepared and submitted to the DBM State Fleet Administrator at the same time the appropriate number of copies of the form is forwarded to the DGS Inventory Management Section.
  - a. The DBM State Fleet Administrator will approve or disapprove the request as applicable.
  - b. The DGS Inventory Management Section will not initiate processes to dispose of the motor vehicle until an approved copy of the Excess Property Declaration is received from the DBM State Fleet Administrator.
- (5) If an AOC Fleet vehicle is damaged beyond repair as a result of misuse or gross negligence, the operator may be required to make restitution. Restitution shall be limited to the amount of the then current wholesale value of the vehicle as reported in the National Auto Research Black Book Used Car Market Guide, Md. Edition, or the depreciated book value, whichever is higher. The employee, having made such restitution, will then be entitled to the damaged vehicle.
- (6) Disposition of motor vehicles is to be completed by the AOC Facilities Administration in accordance with DGS motor vehicle disposition procedures.
- (7) The AOC Fleet Administrator shall ensure that vehicles to be replaced are clean (inside and out) when traded in for replacement.

## **P. VEHICLE MODIFICATIONS**

- (1) Modifications to AOC Fleet vehicles for personal reasons are prohibited.
- (2) If necessary, for official Judiciary business, the AOC Fleet Administrator may approve the modification of an AOC Fleet vehicle for accessories such as hitches, racks, electronic devices, and signs.
- (3) Bumper stickers are prohibited on AOC Fleet vehicles.

## **Q. VEHICLE SUPPLIES & MAINTENANCE**

- (1) Gas & Oil
  - a. Gasoline/oil for AOC Fleet vehicles shall be obtained from the Statewide Automated Fuel Dispensing and Management System except for emergencies or in unusual instances when that is not possible.
  - b. Fuel obtained from commercial sources during emergency or unusual circumstances shall be from locations offering the lowest reasonable price possible.
  - c. Access/payment for using the Statewide Automated Fuel Dispensing System is completed by drivers using fuel service cards.
  - d. Arrangements for fuel service cards are made by the AOC Fleet Administrator, in accordance with DGS Inventory Standards and Support Service Division.
- (2) Tires and Batteries
  - a. The AOC Fleet Administrator shall obtain tires and batteries from the vendor awarded to provide Statewide Fleet Services on the current DBM contract.

- (3) Maintenance & Repairs
- a. All AOC Fleet vehicles shall be properly maintained by the Fleet Administrator with specific emphasis on oil changes, lubrications, and maintenance recommendations of the manufacturer. All warranties are to be utilized. (Appendix 4)
  - b. The AOC Fleet Administrator shall use the current vendor awarded by the State to provide Statewide Fleet Services for maintenance and repair of all sedans and vans with the exception of emergency conditions when the vehicle cannot be safely driven or towed to a service vendor.
  - c. The AOC Fleet Administrator shall obtain current insurance agreement information by contacting the DBM Fleet Administration. Services are available through a number of authorized chains and dealerships throughout the State. A current listing of participating vendors is available on the DBM Fleet website at <https://dbm.maryland.gov/Pages/FleetManagementServices.aspx> (select reference option on right of page) Employees should contact the AOC Fleet Administrator for additional information.
  - d. The AOC Fleet Administrator shall consult with the vendor awarded the State contract to provide Statewide Fleet Management Services before having any repairs performed that are expected to exceed \$500.
  - e. The AOC Fleet Administrator shall retain the option of consulting with the State vendor regarding repairs that are expected to be less than \$500.
  - f. Repairs which are estimated to exceed twenty percent (20%) of the purchase price of the motor vehicle may not be made unless approved in writing by the AOC Fleet Administrator.
  - g. The AOC Fleet Administrator shall complete a formal inspection for AOC Fleet vehicles to ensure that the vehicles are clean, properly equipped, maintained, and in good repair.
  - h. A copy of the Vehicle Inspection Report form shall be completed every April and October for each AOC Fleet vehicle.
  - i. Inspection records are to be kept on file by the AOC Fleet Administrator and shall be available for audit.
  - j. Unsatisfactory conditions shall be corrected as soon as reasonably possible, and such actions recorded on the inspection sheet.
  - k. Upon completion of the State vehicle enrollment process, the contractor shall issue service cards to the AOC for each vehicle enrolled. The service cards allow authorized drivers to obtain maintenance, preventative maintenance, and emergency road services for AOC Fleet vehicles at National Fleet Account discount rates.

## **R. VEHICLE SAFETY AND ACCIDENT REPORTING**

- (1) The National Fleet Service contractor shall supply information packets to the AOC for each enrolled vehicle. The packets contain information explaining procedures and locations where the service cards may be used. The AOC Fleet Administrator will receive a complete listing of participating vendors with locations and prices. This listing will be periodically updated by the contractor and sent to the AOC Fleet Administrator.
- (2) The AOC Fleet Administrator shall not authorize drivers to utilize service cards for any other services or use.
- (3) The authorized operator of a fleet vehicle is responsible for the control, use, misuse, theft, or loss of the service card.
- (4) If a service card is lost, stolen or being used without authorization, the AOC Fleet Administrator shall immediately notify the contractor in writing. The AOC's responsibility may cease after seven (7) calendar days following the contractor's receipt of the written notification.
- (5) The AOC Fleet Administrator shall oversee fleet safety and shall:
  - a. Obtain a signed statement from each driver indicating an understanding of proper service card usage and acknowledging that the driver will be held accountable for proper use of the card including the immediate reporting of loss, theft or known unauthorized use to the AOC Fleet Administrator.

- b. Maintain a record-keeping system identifying the vehicle to which the service card is assigned, the name of the driver in possession of each service card by number, the date the card was issued and the date the card was returned.
  - c. Use their best efforts to recover service cards that are lost, stolen, or being used without authorization.
  - d. The National Fleet Service contractor shall compile and forward the invoices and billing statements to the AOC Fleet Administrator for payment.
  - e. Be responsible for reviewing, approving and paying invoices for services provided through the National Fleet Service contract.
  - f. Work directly with the National Fleet Service account representative to resolve any billing discrepancies, improper charges, or service problems that may occur. The DBM Fleet Administration Unit may be contacted if problems are not resolved with the National Fleet Service contractor.
  - g. Coordinate agency vehicle accident materials with the State Treasurer's Office Insurance Manager and ensure and coordinate appropriate completion of:
    - h. Accident Report (Auto Loss Report form)
    - ii. Motor Vehicle Accident Investigation Guide (FS-1 Form) Accident Work Sheet (FS-2 Form)
    - iii. Approved Recommendations/Determinations
- (6) In the event of a reported accident: (Appendix 6)
- a. The AOC Fleet Administrator shall immediately notify Employee Relations in Judiciary Human Relations Department (JHRD) and assist with substance abuse testing if Employee Relations determines it is necessary.
  - b. JHRD will provide guidance on appropriate transportation of an individual for testing which, depending on the situation, may include the AOC Fleet Administrator, or designated staff, providing transportation for testing, *e.g.*, if a replacement vehicle is being taken to a location.
  - c. The AOC Fleet Administrator may:
    - i. Review agency vehicle accidents to assess driving history/performance, accident cause(s)/conditions, accident preventability, and necessary driver corrective action.
  - d. Develop a summary of the accident and forward recommendations (if any) to AOC Fleet Administration. The AOC Fleet Administrator is responsible for promulgation and enforcement of this regulation within the AOC.
  - e. The Director of Budget & Finance shall be notified of any insurance claims submitted to the State and kept up to date on the status of the claim.

# APPENDICES

Appendix 1

**FLEET VEHICLE**

**POLICIES AND PROCEDURES MANUAL**

**ACKNOWLEDGEMENT**

I (undersigned) hereby certify that I have read the AOC Fleet Vehicle Policies and Procedures Manual. I agree to comply with the Manual in full.

I understand that any violation of the Manual will be just cause for disciplinary actions, up to and including termination of Judiciary employment.

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## Appendix 2

### **INSTRUCTIONS**

#### **MFOMS-18 - CERTIFICATION OF EXEMPTION**

ALL DATA PROVIDED MUST BE TYPED or PRINTED

1. Enter Agency Name.
2. Enter vehicle VIN.
3. Enter vehicle license plate.
4. Enter vehicle type.
5. Enter last name, first name and middle initial of assigned driver for listed vehicle.
6. Enter driver's Social Security number.
7. Enter driver's title.
8. Enter the driver's assigned office or unit.
9. Briefly describe the duties of this position.
10. Check the exemption claimed and complete page two of the form where applicable.
11. Signature and date for assigned driver.
12. Signature and date of the AOC Fleet Administrator.
13. Approved by DBM.

This Certification (MFOMS-18) must be signed by the employee, the AOC Fleet Administrator, and the DBM Fleet Manager.

If vehicle is replaced or there is a change in driver assignment, a new MFOMS-18 must be completed and maintained on file by the AOC Fleet Vehicle Administrator.

**CERTIFICATION OF EXEMPTION MOTOR VEHICLE COMMUTE CHARGE FORM CAN BE FOUND ON WEB SITE:**

<https://dbm.maryland.gov/Documents/FleetManagementServices/mfoms18.pdf>



Appendix 3

**INSTRUCTIONS**

**MFOMS-17 - AUTO COMMUTE CHARGE CARD**

1. Enter agency code.
2. Enter the driver's Social Security number.
3. Enter deduction amount from Commute Rate DeductionTable.
4. Check the appropriate box for vehicletype.
5. Enter the appropriate purpose code from the back of the form.
6. Enter the one - day round trip commute miles.
7. Print the employee/driver name.
8. Have the employee/driver sign their name.
9. Enter the agency name.
10. Enter the date signed.
11. Enter the name of the AOC Fleet Administrator.
12. Have the AOC Fleet Administrator sign the form.
13. Enter the telephone number of the AOC Fleet Administrator.

Forms that have been altered or contain crossed-out sections with changes will be returned to the agency for resubmission.

The two copies of the form marked "DBM/FAU Copy" are forwarded to the DBM Fleet Administration Unit for processing. A copy will be returned to the agency after processing. For further information please consult with the AOC Fleet Administrator.

**MFOMS-17 - AUTO COMMUTE CHARGE CARD FORMS CAN BE FOUND ON THE FOLLOWING WEB SITE:**

<https://dbm.maryland.gov/Documents/FleetManagementServices/MFOMS-17.pdf>

## Appendix 4

### **INSTRUCTIONS FOR VEHICLE INSPECTION REPORT**

1. Department Agency name.
2. Inspections to be made every April and October of each year.
3. Mileage showing on odometer at inspection.
4. Report to be signed by inspector.
5. Record the year, make and model of the vehicle.
6. Name of current assigned driver. Pool cars should indicate name of employee responsible for maintenance.
7. The "VIN" or Vehicle Identification Number of the vehicle- a 17-digit number usually found on plate on dash.
8. Tag number assigned to the vehicle.
9. Last service date and odometer readings at time of service.
10. Condition of tires and glass.
11. Condition of lights and exterior of vehicle.
12. Snow and ice removal tools have been placed within the vehicle.
13. Condition of interior of vehicle- Is the registration available? Are mileage and accident forms in the vehicle?
14. Inspector should determine if owner manual maintenance schedule is being followed.
15. Driver is to be advised of any operating problems.
16. General instructions are to be monitored by the AOC Fleet Administrator.

#### **VEHICLE INSPECTION REPORT FORM CAN BE FOUND ON THE FOLLOWING WEB SITE**

[https://dbm.maryland.gov/Documents/FleetManagementServices/fleet\\_mgmt\\_manual.pdf](https://dbm.maryland.gov/Documents/FleetManagementServices/fleet_mgmt_manual.pdf)

Form can be found on page number 63

## GENERAL GUIDELINES WHEN INVOLVED IN AN ACCIDENT

(The guidelines can also be found in each vehicle binder.)

1. If necessary, call 911.
2. Stop as near to the scene as is safely possible. Avoid blocking traffic and minimize potential danger to others.
3. If medically able, AFTER calling the appropriate emergency services, call the **Statewide Fleet Services at 1-800-736-0120 prompt # 2.**
4. If medically able, immediately notify-  
**the AOC Fleet Administrator at (410) 693-9046 or (410)260-1426.**
5. Make every effort to have a police officer respond to the accident scene. Request a formal accident report from the officer.
6. Provide identification to involved parties.
7. Cooperate with police and emergency medical personnel.
8. DO NOT admit negligence or fault or offer settlements.
9. Obtain the names and addresses of the witnesses/involved parties.
10. If possible, take pictures of the accident scene, and both vehicles.
11. Protect AOC property.
12. The Insurance Division personnel will instruct the claimant/attorney as to the proper procedure for filing a formal notice of claim.

**Do not make any comments or volunteer any information other than your name and contact information.**

Appendix 6

**AOC FLEET VEHICLE ACCIDENT LOSS REPORT**

The AOC Fleet Vehicle Accident Loss Report can be found in each vehicle binder.