



POLICY TITLE:	Vehicle Accountability		
 	CHILD AND FAMILY SERVICES AGENCY		
Approved By:	Date Approved:	Original Effective Date:	Last Revision:
Robert L. Matthews	June 12, 2023	February 1, 2010	May 31, 2023

I. AUTHORITY	The Child and Youth, Safety and Health Omnibus Amendment Act of 2004, DC Law 15-353, effective April 13, 2005 ,now DC Code 4-1501 et al, effective December 13, 2017; 6 DCMR 2904 (Section 18 Vehicles and Traffic) ; and Military Personnel and Civilian Employees Claim Act of 1964, (78 Stat. 767; 31 USC § 3721); DC Administrative Issuance Mayor's Order 2009-210 (Government and Personal Vehicle Operators Accountability Policy) .
II. APPLICABILITY	This policy is applicable to all Child and Family Services Agency ("CFSA" or Agency) employees who are required to drive a motor vehicle while performing official CFSA duties including transportation of Agency clients.
III. RATIONALE	It is frequently required that CFSA employees transport clients to various destinations, in addition to employees requiring transportation for various meetings. To ensure that all employees thoroughly understand the Agency's expectation that drivers will operate vehicles in a safe and responsible manner, CFSA has implemented this policy document.
IV. POLICY	It is the policy of CFSA to promote the responsible use of vehicles during CFSA business and to identify procedures that ensure accountability and compliance with all legal requirements, guidelines, and safety standards. Accordingly, every employee required to drive a vehicle while conducting official CFSA business is expected to ensure the safe operation of the vehicle and to maintain a safe driving record in accordance with and subject to the guidelines set forth in this policy. <i>Note: For purposes of this policy, a "child" is anyone 12 years of age and under.</i>
V. CONTENTS	<ul style="list-style-type: none"> A. Standards for Granting CFSA Driving Privileges B. CFSA-Approved Use of a Privately-Owned Vehicle for Official CFSA Business C. Traffic Record Checks D. Vehicle Accidents, Incidents, and Violations E. License Reinstatement
VI. SECTIONS	<p>Section A: Standards for Granting CFSA Driving Privileges</p> <p>Employees shall follow all applicable laws, regulations, guidelines, and standards associated with the transportation of clients and operation of all District government or privately-owned vehicles while conducting official CFSA business. For purposes of this policy, any reference to vehicles herein shall include CFSA, Fleet Share, privately-owned, rental, Zipcar vehicles, and vehicles that require a commercial driver's license.</p>

1. The minimum requirements for determining whether a person may be eligible to use vehicles to conduct official CFSA business include but are not limited to the following criteria:
 - a. Valid state driver's license
 - b. Successful traffic records check (see [Section C](#))
 - c. No convictions for driving while impaired by alcohol or drugs within the previous five years
2. No charges for driving with a suspended or revoked driver's license within the previous three years (see [Section E](#)). Any employee who knowingly drives for CFSA with a suspended, revoked, or expired license may be subject to immediate termination.
3. No hit-and-run or felony convictions involving a vehicle.
4. Any employee whose driving record does not meet the above-cited standards is prohibited from driving a district government or privately-owned vehicle while conducting official CFSA business.
5. Employees who are granted approval to use CFSA vehicles may use them only for official CFSA business.
6. CFSA shall prohibit employees from transporting non- district government employees while using government or privately owned vehicles for district government business, unless transporting non-district government employees, such as CFSA clients, is one of the employee's responsibilities, is permitted by CFSA's policy, and is expressly authorized in writing.
7. Employees seeking reimbursement for expenses incurred during official CFSA business outside of a 50-mile radius must complete a [Request for Authorization for Official Travel Form](#).
 - a. The form must be signed by the employee's administrator or designee and submitted to CFSA's Fiscal Operations Administration.
 - b. Proof of mileage and tolls must be provided in writing to the assigned supervisor for approval.
 - c. Upon supervisory approval, receipts, etc. should be attached to the form.
 - d. CFSA will reimburse employees for mileage and tolls in accordance with the guidelines and rates established by the District government.
6. During official CFSA business, all drivers and passengers must always wear seat belts, regardless of whether the employee is driving a District government or privately owned vehicle.
7. For safety purposes, infants and children must be properly strapped in a car seat or booster seat, respectively.

	<ol style="list-style-type: none"> 8. As required by District law, only hands-free devices may be used while driving in the District of Columbia, including mobile phones and other electronic devices. 9. CFSA encourages full concentration while driving vehicles. Employees should only use a hands-free device when necessary or in the event of an emergency. 10. Employees shall use CFSA-issued vehicles in accordance with the vehicle’s individual operating guidelines and in compliance with the following fleet-related policies: <ol style="list-style-type: none"> a. No smoking occurs in Agency vehicles. b. Prior to returning CFSA-issued cars to the fleet, vehicles must be cleared of any trash, personal items, or ancillary items (e.g., safety kits and child safety seats).
	<p style="text-align: center;">Section B: CFSA-Approved Use of a Privately-Owned Vehicle for Official CFSA Business</p> <ol style="list-style-type: none"> 1. To use a privately-owned vehicle for official CFSA business, employees shall meet the following requirements: <ol style="list-style-type: none"> a. Receive written authorization from their assigned administrator. b. Maintain a valid state driver’s license. c. Have automobile insurance with a rider (i.e., additional coverage) for business use and transport of a passenger. d. Employees shall provide hard-copy or email verification of automobile insurance (declaration page), inspection, registration and other requirements applicable to the vehicle to the Facilities Administrative Services Administration(“ASA”) prior to using their privately-owned vehicle to conduct Agency business. 2. An employee shall notify their supervisor and ASA within three business days of any change in automobile insurance coverage, status of their driver’s license, or compliance with other requirements. The failure of an employee to timely report a change in their driving compliance status may result in administrative or progressive disciplinary action. <ul style="list-style-type: none"> • In the event of an accident (see Section D), failure to comply with the above requirements disqualifies the employee from representation by the District government.
	<p>Section C: Traffic Record Checks</p> <p>All employees hired for positions requiring driving as a function of their position shall have a driving record check. Traffic record checks consist of an employee’s driving record from any state that may have issued the employee a driver’s license during the past five years, including the District of Columbia, Maryland, and Virginia.</p> <ol style="list-style-type: none"> 1. An acceptable driving record is a determining factor as to whether the candidate is offered employment or retained as an employee once hired.

2. Prior to extending an offer of employment to any person whose primary duties and responsibilities involve operating a motor vehicle, the Human Resources Administration (“HRA”) informs the prospective employee that they are required to complete CFSA’s *Confidential Request for Motor Vehicle Records Form* (see HRA regarding the *Form*).
 - a. Once the offer is extended and accepted by the prospective employee, the employee completes and submits the form to CFSA’s Risk and Compliance Officer (“RCO”).
 - b. The RCO submits the form to the DC Office of Risk Management (“DCORM”) for verification of the employee’s driver’s license and official driver’s record
 - c. Results of traffic record checks received from the DCORM are forwarded to the CFSA RCO who forwards the results to FAS, HRA, and a union representative.
 - i. Employees with motor vehicle violations on their traffic record will receive written notification from HRA that the record will be evaluated by HRA, ASA, and CFSA’s RCO.
 - ii. Based on the results of the check, newly hired employees may be restricted from employment-related driving or may be reassigned to an available non-driving position for which the employee is qualified.
 - d. The verified Confidential Request for Motor Vehicle Records Form is included as part of the employee’s completed application package.
3. Employees may not use District government or personally owned vehicles to conduct official CFSA business if a traffic records check indicates the following circumstances:
 - a. Four or more moving violations in a 12-month period
 - b. Any report of negligence that resulted in a vehicle accident on their driving record
 - c. Suspended or revoked license
 - d. Incomplete Agency-approved safe driving course (*See Section D below*)
 - e. Repeated complaints through the *How Am I Driving* program, indicating unsafe or reckless driving patterns or behaviors
4. Employees with repeated driving infractions or accidents may be subject to disciplinary action, up to and including termination.
5. Currently, CFSA employees who operate a CFSA or personally owned vehicle for official CFSA business is required to complete CFSA’s

	<p>6. <i>Confidential Request for Motor Vehicle Records and Vehicle Operator's Acknowledgement Forms (see HRA regarding the Form).</i></p> <ol style="list-style-type: none"> a. The forms are to be completed once a year as part of the employees' annual performance evaluation. b. The employee's supervisor shall submit the form to CFSA's RCO. <p>7. CFSA employees who transfer to positions that have driving requirements shall adhere to all requirements outlined in this policy prior to operating a District government or personally owned vehicle for official CFSA business.</p> <p>8. Employees terminated for reasons related to a driving record will not be considered for re-employment until their driving record meets the driving standards set by CFSA.</p> <p>9. CFSA shall conduct annual reviews of traffic record checks for all employees who are required to drive a District government or privately-owned vehicle to transport children while performing their official CFSA duties.</p>
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	<p>Section D: Vehicle Accidents, Incidents, and Violations</p> <ol style="list-style-type: none"> 1. All CFSA employees, while conducting official CFSA business, who are involved in an accident, incident or any moving violation related to motor vehicle traffic laws, if they are physically able, shall self-report to their supervisor, RCO, and HRA immediately or no later than the next scheduled workday. 2. If CFSA discovers that an employee has not self-reported any violation of this policy while conducting official CFSA business, the employee is subject to progressive disciplinary action, up to and including termination. 3. Any CFSA employee ticketed or involved in an accident while talking or texting on a mobile phone during official CFSA business is subject to progressive disciplinary action up to and including termination. 4. Employees involved in an automobile accident while conducting official CFSA business in a District government or personally owned vehicle and is physically able shall: <ol style="list-style-type: none"> a. Contact the police, wait at the scene of the accident, and get an accident report, if applicable. b. If driving a District government issued vehicle and you are physically able, immediately contact the Fleet Dispatch Office. c. Complete and submit a Motor Vehicle Report Form to the RCO no later than 48 hours after an accident. The RCO shall maintain a copy and submit a copy to the District government Office of Risk Management and ASA.
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- d. Immediately, and no later than the next scheduled workday, complete the following tasks:
 - i. Obtain a *Chain of Custody Form* (for drug and alcohol testing) from HRA and get tested within 24 hours of the accident.
 - a) Management personnel within the employee's chain of command shall drive the employee to the drug testing facility for the drug test.
 - b) Employees refusing to submit to a drug test is subject to progressive disciplinary action up to and including termination.
 - c) Employees are not authorized to conduct CFSA business in a District government or personally owned vehicle until HRA confirms a negative drug test result from the drug testing vendor.
 - ii. Complete an *Employee Unusual Incident Report* through ERisk.dc.gov which is available 24/7 per week.
 - iii. If injury has occurred, contact CFSA's RCO, and file a worker's compensation claim through Erisk.dc.gov.
 - a) Employees may only file a claim when the injury has occurred during official business.
 - b) If driving a personally owned vehicle, claims may only be filed if prior approval for use of the personally- owned vehicle is authorized by CFSA.
- e. Submit a review and evaluation of the circumstances surrounding the accident, including accidents occurring after normal business hours.
- f. RCO, HRA, ASA, and a union representative will jointly conduct review of all vehicle accidents.
- g. CFSA may require an employee who has been involved in an automobile accident to participate in a safe driving course at the employee's own expense.
 - i. The employee must complete the course within 30 calendar days of the accident.
 - ii. Failure to complete the course may result in administrative or progressive disciplinary action.
- h. If damage occurs to an employee's personally owned vehicle as the result of an accident during official CFSA business, and there is documented supervisory and CFSA approval for use of their vehicle, the following guidelines apply:
 - i. The employee may file a claim with the District through Erisk.dc.gov.
 - ii. If the damage did not result from the employee's negligent or wrongful conduct, the District may settle such a claim by its own discretion for any amount that does not exceed \$10,000.

	<ul style="list-style-type: none"> iii. Employees seeking payment for property damage resulting from their own negligent or wrongful conduct may only file a claim with their insurance carrier or make a claim against any other responsible party but not with the District government. <ul style="list-style-type: none"> 5. Employees are responsible for timely payment of any parking citation or associated fines they received during official CFSA business. <ul style="list-style-type: none"> a. Unpaid vehicle citations or tickets are subject to the garnishment of an employee's wages. b. If a ticket is adjudicated and overturned by the Department of Motor Vehicle, any disciplinary action taken by CFSA against an employee shall be withdrawn, removed, or overturned.
	<p>Section E: License Reinstatement</p> <p>Employees whose license has been suspended or revoked shall comply with the following:</p> <ul style="list-style-type: none"> 1. Following the guidance outlined above under <i>Section D</i>, the employee shall self-report within 24 hours or their next scheduled workday that their license is invalid to RCO and ASA. 2. The employee will have 14 calendar days to take steps to ensure the validity of the license, including getting the license reinstated. 3. If the employee cannot get their license reinstated during the 14-day period, they may request an extension. <ul style="list-style-type: none"> a. The request for an extension must be in writing and submitted to their employee's supervisor for approval. b. Upon supervisory approval, the employee shall submit the request to HRA for secondary approval. 4. An employee may use annual leave or leave without pay for up to five business days to address any issues surrounding reinstatement of the license. 5. If the authorizing motor vehicle department will not reinstate the license, the assigned supervisor may consult with HRA to reassign the employee to an available non-driving position for which the employee is qualified.