



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES**

**SUBJECT: STATE VEHICLE
POOLING REQUIREMENTS**

Number: 01-013

Date: February 2, 2004

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ISSUE:

The Department of Management and Budget (DMB) assigns state-leased vehicles to the Department of Environmental Quality (DEQ) because some DEQ employees need the vehicles in order to perform their job duties. The DEQ is responsible for managing and using these assigned state-leased vehicles in a manner that makes the most efficient use of resources and allows employees to perform their assigned job duties in a safe manner.

DEFINITIONS:

None.

POLICY:

- 1) **Appropriate Use of Assigned State-Leased Vehicles Supported:** The DEQ supports the use of state-leased vehicles in cases where a vehicle supports an employee in the performance of his or her job.
- 2) **Process for Assignment of Vehicles; Pooling Required:** In most cases, a state-leased vehicle assigned to the DEQ will be assigned as a pool vehicle, to be available for appropriate use by all DEQ employees at that location. Exceptions to the pool requirement of this policy must be approved, through the requester's chain of command, by the appropriate program division chief and the Chief of the Financial and Business Services Division (FBSD), and forwarded to the DEQ Vehicle Coordinator for action as appropriate. Criteria for exception include:
 - A. The employee needs a special type of vehicle in order to perform the task, and this vehicle is unsuitable for general use by other employees;
 - B. The vehicle contains permanently-attached, bulky equipment, rendering the vehicle unsuitable for use by other employees;
 - C. The employee requires a reasonable accommodation, appropriately documented, that precludes use of the vehicle by other employees;
- 3) **Maintenance of Vehicle Reservation System:** The FBSD Field Operations District Supervisors are responsible for maintenance of an electronic vehicle check-out or reservation system, whereby all state-leased, pooled vehicles located at the district or field office can be made available for appropriate use by DEQ employees located at that district or field office.
- 4) **Selection of Proper Type of Vehicle from Available Pool Vehicles:** An employee using a DEQ pool vehicle as required in policy item #2 must select the appropriate type of vehicle for the type of travel needed. The proper selection of vehicle from among the available DEQ pool of vehicles will result in the best use of resources and safe performance of job duties. For example, an employee traveling on primarily paved roads or gravel roads with minimal equipment should select a car whenever possible from among the available DEQ pool vehicles. An employee traveling to a remote

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location on unpaved or unimproved roads, or with large/bulky equipment, should select a truck, van or four-wheel drive vehicle whenever possible from among the available DEQ pool vehicles. In the event an appropriate type of vehicle is not available from among the available DEQ pool vehicles, the employee should consult his/her supervisor for direction.

- 5) **Pollution Emergency Alert System (PEAS) Vehicles:** The FBSD Field Operations Coordinator, Multi-Media Coordinators, and District Office Supervisors will review the PEAS vehicles on a district-by-district basis. This review will establish the number of vehicles that should be designated as PEAS vehicles, and will also establish the parameters for use of each PEAS vehicle. An employee may check out a pool vehicle designated as a PEAS vehicle from the available pool of vehicles in accordance with the parameters for use in that district.
- 6) **Redeployment of Pooled Vehicles:** The FBSD Field Operations Coordinator, in consultation with District Office Supervisors, will periodically review pool vehicle mileage, use, and needs across district offices and may redeploy pooled vehicles as necessary between district offices to ensure that district office business needs are met.
- 7) **Condition of DEQ Pool Vehicles:** An employee using a DEQ pool vehicle must return the vehicle to the DEQ pool in a clean condition, with the gas tank at least half full.
- 8) **Maintenance of DEQ Pool Vehicles:** The FBSD Division Field Operations District Supervisors will be responsible for coordinating and tracking pool vehicle maintenance, but will rely on assistance from program divisions in actual performance of vehicle maintenance.
- 9) **Billing and Payments Related to DEQ Pool Vehicles:** Employees must record mileage and appropriate accounting coding block(s) on the mileage logs maintained for each vehicle. The FBSD Field Operations staff will coordinate vehicle mileage logs and monthly entry into the DMB billing system. Costs for each vehicle (flat fee, insurance, and mileage fees) will be allocated to the appropriate Division's accounting codes based on information provided on the mileage logs. In the event a vehicle is not used at all during a billing period, the flat fee and insurance fee will be prorated between divisions in the district office in accordance with overhead rate percentages for each division already established for each district office. Vehicle account coding information will be provided to division budget liaisons via a department-wide computer network sharepoint.

Approved: _____ Date: _____

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Procedure A: Requesting an Exception to Pool Vehicle Requirement

RESPONSIBILITY

DEQ Employee or Employee's
Supervisor

ACTION

1. Identify need for exception to vehicle pooling requirement, according to criteria in policy item #2. Prepares e-mail message or memorandum outlining justification for exception to pool vehicle assignment. Forwards request through chain of command to division/office chief.

DEQ Division/Office Chief

2. Reviews request received in Step 1.
A. If approved, forwards to DEQ FBSD Chief for review.
B. If not approved, returns to DEQ Section Supervisor with explanation.

DEQ FBSD Chief

3. Receives request from DEQ Division/Office Chief in Step 2.
A. If approved, forwards to DEQ Vehicle Coordinator for action.
B. If not approved, returns to DEQ Division Chief with explanation.

DEQ Vehicle Coordinator

4. Receives request from DEQ FBSD Chief in Step 3. Takes necessary steps to assign vehicle to employee, instead of assigning vehicle as a pool vehicle. Sends e-mail to DEQ District Office Field Operations Supervisor, notifying of change.

DEQ District Office Field Operations
Supervisor

5. Receives notification from DEQ Vehicle Coordinator in Step 4. Removes appropriate vehicle from vehicle pool list and checkout system.

Procedure B: Reserving a Pool Vehicle in District and Field Offices

RESPONSIBILITY

DEQ District Office Field Operations
Supervisors

ACTION

1. Provides instructions regarding use of vehicle checkout system to district office employees. Trains employees in use of checkout system, as necessary.

DEQ Employee

2. Uses checkout system to reserve pool vehicle when vehicle is needed and appropriate, in accordance with applicable policy criteria. Returns vehicle log and vehicle keys to designated central checkout location in district office after each use. Returns vehicle to vehicle pool in condition required by policy criteria #7.

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RESPONSIBILITY

DEQ District Office Field Operations Staff

ACTION

3. Maintains and monitors vehicle checkout system in accordance with direction from DEQ Field Operations District Supervisor. Answers questions from district office employees regarding use of vehicle checkout system. Notifies DEQ District Office Field Operations District Office Supervisor of any problems related to vehicle pooling, vehicle scheduling, vehicle maintenance, or vehicle condition.

DEQ Field Operations District Office Supervisor

4. Receives problem report from DEQ District Office Field Operations staff in Step 3. Works with DEQ District Office Supervisors and DEQ Field Operations Coordinator to resolve problem(s).

Procedure C: Pool Vehicle Maintenance

RESPONSIBILITY

DEQ District Office Field Operations Staff

ACTION

1. Maintains records regarding when each district office pool vehicle is due for scheduled maintenance, and tracks maintenance due to ensure that each vehicle receives scheduled maintenance as appropriate. Works collaboratively with DEQ drivers in each district office to request driver assistance to take vehicle for scheduled maintenance as necessary.

DEQ Driver

2. Performs scheduled maintenance as requested in Step 1. Provides maintenance receipt of DEQ District Office Field Operations staff.

DEQ District Office Field Operations Staff

3. Receives maintenance receipt from DEQ Driver in Step 2, updates vehicle maintenance record and files maintenance receipt in vehicle folder. Notes vehicles on which scheduled maintenance is two weeks or more overdue. Notifies FBSD Field Operations District Office Manager.

FBSD Field Operations District Office Manager

4. Contacts appropriate District Office Supervisor to discuss assignment of appropriate division district office staff to perform needed maintenance.

DEQ District Office Supervisor

5. Assigns division staff to conduct needed maintenance, based on discussion with FBSD Field Operations District Office Manager in Step 4.

DEQ Driver

6. Receives maintenance assignment from supervisor in Step 5. Performs maintenance. Returns receipt for maintenance to DEQ District Office Field Operations staff member.

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DEQ District Office Field Operations Staff

7. Receives maintenance receipt from DEQ Driver in Step 6, updates vehicle maintenance record and files maintenance receipt in vehicle folder.

Procedure D: Pool Vehicle Logs and Billing

RESPONSIBILITY

DEQ District Office Field Operations Staff

ACTION

1. Maintain EQ1439E (Official Daily Travel Log) for each pooled vehicle in central checkout location. Notify district office employees of location of pool vehicle logs and procedure(s) for use.

DEQ Driver

2. Completes EQ1439E (Official Daily Travel Log) after each use of pooled vehicle. Returns vehicle log and car keys to central checkout location after each use.

DEQ District Office Field Operations Receptionists

3. Completes electronic version of EQ1439E (Official Daily Travel Log) for each vehicle. Electronic log for each vehicle should be updated as often as vehicle usage and receptionist workload permits, but at least once per week. Ensures that complete vehicle log information for each monthly billing period is completed by billing period deadline each month.

DEQ District Office Field Operations Account Technicians or Analysts

4. Uses information on electronic EQ1439E (Official Daily Travel Log) to compile monthly EQ1405E (Monthly Motor Vehicle Usage Report) for each vehicle. Enters vehicle mileage and account coding information from monthly EQ1405E (Monthly Motor Vehicle Usage Report) for each vehicle into DMB M-4 system each month by required due date. In the event a vehicle has no mileage/use for the billing period, uses overhead account coding established for that district office for the flat fee for the vehicle.

DEQ Supervisors/Managers and Division/Office Budget and Accounting Staff

5. May review detailed vehicle account coding information by viewing electronic EQ1439E (Official Daily Travel Log) logs on department-wide computer network U: drive sharepoint.

Procedure E: Non-Pool (Exempt) Vehicle Logs and Billing

RESPONSIBILITY

DEQ Driver

ACTION

1. Completes vehicle log after each use. Provides vehicle log to DEQ Division/Office Vehicle Liaison each month by required due date.

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RESPONSIBILITY

DEQ Division/Office Vehicle Liaison

ACTION

2. Receives vehicle log from DEQ Driver in Step 1. Verifies account coding information and forwards vehicle log to FBSD, Office of Financial Management each month by required due date.

FBSD, Office of Financial Management Staff

3. Receive vehicle log from DEQ Division/Office liaison in Step 2. Enter vehicle mileage and account coding information into DMB M-4 system each month by required due date.

Procedure F: Obtaining a Replacement Vehicle

RESPONSIBILITY

DMB, Vehicle and Travel Services (VTS)

ACTION

1. Prepares and forwards Replacement Notice for vehicles approaching termination mileage to DEQ Vehicle Coordinator.

DEQ Vehicle Coordinator

2. Reviews Replacement Notice. Determines if vehicle is a pool vehicle or assigned to one person.

A. If vehicle is a pool vehicle, contacts DEQ FBSD Field Operations District Supervisor to determine if assignment will continue, and if any changes (such as vehicle size or type) are applicable.

B. If vehicle is assigned to one employee, contacts Division/Office Budget Liaison to determine if assignment will continue, and if any changes (such as vehicle size or type) are applicable.

DEQ FBSD Field Operations District Supervisor

3. Consults district office supervisors to determine if continued vehicle assignment is needed, and responds to DEQ Vehicle Coordinator as requested in Step 2.A. with needed information.

Division/Office Budget Liaison

4. Determines if continued vehicle assignment is needed, and responds to DEQ Vehicle Coordinator as requested in Step 2.B. with needed information.

DEQ Vehicle Coordinator

5. If assignment will continue in Step 3 or 4, provides required information on Replacement Notice received in Step 1. Returns replacement notice to DMB-VTS via e-mail, with copy to appropriate DEQ Field Operations staff or Division/Office Budget Liaison, as appropriate. E-mails Replacement Notice to DMB-VTS.

DMB-VTS

6. Receives Replacement Notice response from DEQ Vehicle Coordinator in Step 5. Orders replacement vehicle as appropriate. When replacement vehicle becomes available, prepares DMB Customer Delivery Form and forwards to DMB VTS Dispatcher.

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RESPONSIBILITY

ACTION

Notifies DEQ Vehicle Coordinator that vehicle is available.

DEQ Vehicle Coordinator

7. Receives notification from DMB-VTS in Step 6 that vehicle is available. Notifies appropriate DEQ Field Operations staff (if vehicle will be a pool vehicle) or DEQ Division/Office Vehicle Liaison (if vehicle will be assigned to an individual) that vehicle is available for pick up, and provides information relative to how to pick up the vehicle. Requests DEQ Field Operations staff or DEQ Division/Office Vehicle Liaison to confirm pick up of vehicle by e-mail to DEQ Vehicle Coordinator within seven working days.

DEQ Field Operations Staff or DEQ Division/Office Vehicle Liaison

8. Contacts appropriate DEQ Driver to notify of vehicle availability and provides information relative to how to pick up the vehicle. .

DEQ Driver

9. Contacts DMB-VTS to schedule exchange of vehicles. Reports to Lansing DMB-VTS Dispatcher or other specified location with map packet, all vehicle keys, vehicle credit card, and current VTS vehicle.

DMB VTS

10. Inspects vehicle and completes VTS-2. Completes vehicle exchange.

DEQ Driver

11. Notifies DEQ Field Operations Staff or DEQ Division/Office Vehicle Liaison, as appropriate, that vehicle has been picked up. Provides DEQ Field Operations Staff or DEQ Division/Office Vehicle Liaison, as appropriate, date of pick up, ending mileage of old vehicle, and beginning mileage of new vehicle. If vehicle is exempt (not a pool vehicle), provides DEQ Division/Office Vehicle Liaison the primary accounting information.

DEQ Field Operations Staff or DEQ Division/Office Vehicle Liaison

12. Notify DEQ Vehicle Coordinator that vehicle has been picked up. Provides date of pick up, ending mileage of old vehicle, and beginning mileage of new vehicle. If vehicle is exempt (not a pool vehicle), provides the primary accounting information.

Procedure G: Obtaining a New Permanent or Seasonal Vehicle

RESPONSIBILITY

DEQ Unit or Section Supervisor (for non-pool vehicle) OR DEQ FBSD Field Operations District Supervisor (for pool vehicle)

ACTION

1. Determines, in conjunction with program staff and/or district office supervisors, need for new vehicle. Prepares e-mail or memorandum requesting assignment of new vehicle, including the following:

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RESPONSIBILITY

ACTION

- A. Justification;
 - B. Type of vehicle needed, including additional justification if requesting a specialty vehicle, truck, van, or 4-wheel drive vehicle;
 - C. If requesting a car, size of vehicle needed, including additional justification if requesting a large car;
 - D. Beginning and ending dates, if requesting a seasonal assignment.
2. Submits request through chain of command to Division Chief or Assistant Division Chief (or directly to FBSD Chief in Step 4, if request is coming from FBSD Field Operations District Supervisor).
3. Receives new vehicle request in Step 2. Reviews request.
- A. If approved, forwards to DEQ FBSD Chief with approving signature.
 - B. If not approved, returns to requester with explanation.
4. Receives request from DEQ Division Chief or Assistant Division Chief in Step 3A. Reviews request.
- A. If approved, forwards to DEQ Vehicle Coordinator.
 - B. If not approved, returns to DEQ Division Chief or Assistant Division Chief with explanation.
5. Receives approved vehicle order request from DEQ FBSD Chief in Step 4A. Prepares VTS-2. Forwards two copies of VTS-2, along with any necessary justification(s), to DMB-VTS. Provides copy of VTS-2 to DEQ Field Operations staff, or DEQ Division/Office Vehicle Liaison (if vehicle is exempt from pool).
6. Receives VTS-2 from DEQ Vehicle Coordinator in Step 5. Takes appropriate steps to obtain new vehicle. Notifies DEQ Vehicle Coordinator when vehicle becomes available.
7. Receives notification from DMB-VTS in Step 6 that vehicle is available. Notifies appropriate DEQ Field Operations staff or DEQ Division/Office Vehicle Liaison (if vehicle is exempt from pool) that vehicle is available for pick up, and provides information relative to how to pick up the vehicle. Requests DEQ Field Operations Staff or DEQ Division/Office Vehicle Liaison to confirm pick up of vehicle by e-mail to DEQ Vehicle Coordinator within seven working days.
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|--|--|
| DEQ Division Chief or Assistant Division Chief | |
| DEQ FBSD Chief | |
| DEQ Vehicle Coordinator | |
| DMB-VTS | |
| DEQ Vehicle Coordinator | |

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RESPONSIBILITY

ACTION

DEQ Field Operations Staff or DEQ
Division/Office Vehicle Liaison

8. Contacts appropriate DEQ Driver to notify of vehicle availability and provides information relative to how to pick up the vehicle.

DEQ Driver

9. Contacts DMB-VTS to schedule vehicle pick up. Reports to Lansing DMB-VTS Dispatcher or other specified location with valid driver's license. Verifies odometer reading on VTS-2. Signs VTS-2, retaining one copy. Obtains vehicle. Provides copy of VTS-2 to DEQ Field Operations staff or DEQ Division/Office Vehicle Liaison, as appropriate.

DEQ Field Operations Staff or DEQ
Division/Office Vehicle Liaison

10. Receives copy of VTS-2 from DEQ Driver in Step 9. Maintains file on vehicle. Notifies DEQ Vehicle Coordinator that vehicle has been picked up. If vehicle is exempt (not a pool vehicle), confirms primary account coding.