



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF EDUCATION
OFFICE OF HUMAN RESOURCES

VEHICLE USE POLICY

PURPOSE

The assignment and use of Government of the Virgin Islands Department of Education ("VIDE or Department) vehicle is a privilege. Employees must operate VIDE vehicles in a safe and economical manner. This document is intended to establish responsibilities and guidelines for the safe use, maintenance, and parking of VIDE vehicles operated by the employees of the Department. This includes all vehicles, whether purchased with local, federal, or special funds.

APPLICABILITY

This policy applies to employees within the Department of Education in which a Government vehicle is assigned, and/or is requesting use of a Department vehicle.

NOTIFICATIONS

A copy of this policy will be provided to all employees. This policy supersedes all previously written memorandums and policies. The Department reserves the right to rescind, and/or amend this, and all Department policies, at any time, with or without notice.

1. PROCEDURES

1.1 The Department of Education vehicles are for the use of the Department's personnel and those directly involved with official Government Business.

- 1.1.1 VIDE vehicles shall be available and utilized only for official Government business. 31 V.I.C. § 158.
- 1.1.2 Permitting a person who is not a Government employee to drive a DOE vehicle and/or transporting passengers other than persons directly involved with Official Government Business is strictly prohibited.
- 1.1.3 All division heads must submit, to the Division of Human Resources, a list of all employees authorized to drive Department vehicles at the beginning of every calendar year. The lists should be submitted no later than January 10th of each New Year. If that date falls on a weekend or holiday, then lists are due on the first working day after that date.

- 1.2 Personnel are required to have and be in possession of at all times, a valid Driver's License, as issued by the Government of the Virgin Islands.
- 1.2.1 The Department of Education retains the right to request the production of an employee's driver license at any stage or to conduct its own investigation as to the validity of an employee's driver's license.
- 1.2.2 Employees who are not in possession of a valid driver's license are not entitled to
- Drive a Government's Vehicle;
 - Transport any employee, supplier or client of the Department.
- 1.2.3 The Division of Human Resources (HR) must conduct an annual review of the driver's licenses of all employees assigned to drive Department vehicles, on a date(s) set by the Human Resources Director. On such date assigned employees must submit copies of valid Virgin Islands Driver's license if not already on file, or if copy on file is expired.
- 1.3 Driver shall observe all rules and regulations for safe driving as defined by the Government of the Virgin Islands.
- 1.4 Driver must drive responsibly at all times and follow all traffic regulations, including the speed limit. SUV's and Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.
- 1.5 Safety belts must be used by all occupants traveling in the vehicle.
- 1.6 The use of a cell phone is strictly prohibited while driving, unless it has hands free capabilities (e.g. earpiece, speakerphone).
- 1.7 Smoking is prohibited at all times in the Department's vehicles.
- 1.8 Drinking, possession of intoxicating liquor, illegal drugs in vehicles or driving while under the influence of alcohol or drugs is prohibited.

2. VEHICLE STORAGE AND SECURITY IN CARS

- 2.1 The vehicle should always be treated as driver's own and the necessary security precautions taken when parking the vehicle.
- 2.2 Do not leave any visible items inside the vehicle whilst parked, as this increases the risk of theft.
- 2.3 The fuel tanks of DOE's vehicles should to be full at all times. It is the driver's responsibility to return the vehicle with a full fuel tank. Vehicles must be refueled at the designated Government fueling station as dictated by the Department of Property and Procurement.
- 2.4 Upon returning the vehicle, remove trash and all personal belongings from interior.

2.5 Report any maintenance needs and/damage immediately to your supervisor and the Department's Division of Property and Procurement. A Department incident report must be completely filled out.

2.6 Home storage or personal assignment of a Department vehicle is prohibited unless approved in writing by the Commissioner.

3. VEHICLE LOGGING AND TRACKING

3.1 Each School and Activity Center must have a policy for check-out and check-in of vehicles not personally assigned. If a personally assigned vehicle is being utilized by an employee other than the assigned employee, Schools and Activity Centers must ensure that the non-assigned employee's check-in and check-out is documented.

3.2 Employees utilizing Vehicles not personally assigned must document the vehicle's check-in and check-out status, on the VIDE Vehicle Use Log. If a personally assigned vehicle is being utilized by an employee other than the assigned employee, the non-assigned employee must document the check-in and check-out status of the vehicle on the VIDE Vehicle Use Log.

3.3 Each School and Activity Center must retain and maintain all maintenance and other documents pertinent to the vehicle such as receipts for repairs, work orders, accident forms, etc. These documents should be stored and organized in a repository such as a binder, electronic folder, etc.

4. VEHICLE REGISTRATION

4.1 Upon notice from the Department of Property and Procurement (P&P), all Division heads with assigned vehicles must designate an authorized employee(s) to take vehicles to the Bureau of Motor Vehicles for inspection and renewal of registration on the date assigned by P&P.

4.2 Please note that broken windshields and tail lights will not pass inspection, so these and any other necessary repairs must be obtained prior to the assigned date of inspection.

5. VEHICLE REPAIRS

5.1 Vehicle Wreckage. In the event a vehicle has been totaled or rendered immobile, the assigned driver or supervisor must obtain the services of a tow truck and have the vehicle towed to P&P's Division of Motor Pool (Motor Pool) lot located in sub base.

5.1.1 A P&P Motor Pool representative will assist the assigned driver or supervisor in obtaining an estimate for repairs

5.1.2 The estimates must then be taken to VIDE's procurement office to obtain a purchase order

- 5.2 Minor or Moderate Body Repairs. For minor or moderate body repairs, the assigned driver or supervisor must go to Motor Pool. A motor pool official shall arrange an appointment with an auto repair shop. The driver or supervisor must take the vehicle to the repair shop recommended by the Motor Pool at the appointed date. Repairs are funded by VIDE
- 5.3 Minor Mechanical Work. Minor mechanical services (i.e. oil changes, brake changes, front end work, brackets, upper control, tie rod-ins, brake lights, signal lights, head lights, fluid levels, shift cables) will be performed by the Motor Pool in most cases. The VIDE will be billed for all services performed by Motor Pool. Purchase orders must be obtained and submitted to P&P prior to parts being ordered and services rendered. Motor Pool will provide a referral to private mechanic if minor mechanical services cannot be provided at the time of request.
- 5.4 Moderate or Major Mechanical Work. For moderate or major mechanical work (including engine or transmission repairs) assigned drivers or his or her supervisor must go to P&P for recommendation on mechanic for evaluation and estimate. Assigned driver or supervisor must obtain an Authorization form from motor pool to process internal purchase order for this kind of repair.

Vehicle Incidents

Vehicle drivers must report all incidents on the Vehicle Incident/Accident form no later than twenty-four (24) hours.

6. TRAFFIC OFFENSES:

- 6.1 Driver is responsible to notify supervisor and the Department's division of Property and Procurement of any traffic violations.
- 6.2. Driver is responsible for all parking and traffic fines incurred while in possession of DOE's vehicle.

7. ACCIDENTS

- 7.1 If an accident occurs and there are injuries always call 911. If there are no injuries, you are still required to call the police department to report the accident. Your supervisor must be notified at the time of the accident.
- 7.2 Aid those injured and summon all necessary assistance, i.e. doctor, ambulance, etc. Should you suspect a back or neck injury do not move the injured person under any circumstances, other than to protect life. Do not, except on instructions of medical practitioner, take any intoxicating liquor or narcotic drug after an accident.
- 7.3 Record names and addresses of the driver and the owner and particularly of any other witnesses. Also record details of witnesses and whenever possible, make a sketch of the scene of the accident giving the approximate distance between the point of impact and fixed objects nearest to it, i.e. the

curb, light poles, etc. It is also recommended that you take photograph of the accidents and the accident scene

- 7.4 Report the accident to the Police immediately. If a death or injury has resulted, do not move your vehicle without the permission of the Police.
- 7.5 Employees are responsible for the payment of any fines incurred for traffic citations as a result of any accidents
- 7.6 If an Employee wishes to contest a traffic citation at the magistrate court, the employee must do so on his or her own accord, and with his or her own personal legal representation. Please note that the employee may face additional charges, including court costs, if unsuccessful in contesting a traffic citation.
- 7.7 The employee involved in the accident must complete an Incident/Accident Report form and submit to his or her supervisor no less than twenty-four (24) hours after the Accident occurred. A copy of the VIPD case number reference card should be attached to the form. A copy of the form must be submitted to HR.

The employee involved in the accident or the employee's supervisor must furnish to the Office of the legal counsel a copy of the police report, a copy of any ticket, and receipt of payment of ticket no later than **five (5)** business days after receipt of these documents.

- 7.8 The Office of the Legal Counsel is responsible for facilitating reporting of the accident to P&P and The Department of Justice, Civil Division. Copies of all accident documents, (traffic ticket, police report, receipt of ticket payment) must be submitted along with P&P Standard Form 91.
- 7.9 If an employee causes damages to another vehicle while reasonably using the vehicle within the scope of his or her employment, the employee will not be personally liable for damage to the VIDE vehicle or other vehicle. 33 V.I.C. §§ 3414-3417.

7.10 IN CASES OF GROSS NEGLIGENCE

Employees may be held financially liable for physical damages to Department vehicles or damages caused to private vehicles if the employee is found to be grossly negligent. 31 V.I.C. § 167. Acts

of gross negligence include but are not limited to driving under the influence of drugs or alcohol, using Department vehicle for unauthorized personal use, etc.

If an accident was caused due to the gross negligence of the employee, pursuant to Title 20 Section 503, and Title 31, Section 167 of the Virgin Islands Code, the employee is subject to the following:

7.10.1 First violation: Suspension of duty without pay for a period not to exceed 15 days and employee is prohibited from driving VIDE's vehicle for a period not to exceed four months.

7.10.2 Subsequent Violations: If Traffic violation occurs within a 1 year period of the first violation, employee is subject to dismissal.

7.10.3 Officials or employees of the Government shall be financially responsible for any physical damage occurring to the Government motor vehicle.

7.10.4 If the Government is required to make restitution for damages that other party may incur, the Department may seek to recover from the employee or official the amount of money compensated to the affected individual.

7.10.5 In cases of dispute, the Department may conduct an investigation in order to establish liability. At such an inquiry, the employee will be entitled to present his/her side of the case. Evidence to rely on may include:

- Police reports
- Witness testimonies, where available
- Employee's accident report/testimony

8. **VIOLATIONS OF POLICY**

8.1 Employees who violate this policy will be subject to disciplinary action at the discretion of a supervisor or the Commissioner. Employees will also be subject to disciplinary actions as promulgated by VIDE or Government code of conduct, employee handbook, and other personnel regulations.

8.2 Repeated policy violations will result in continued progressive disciplinary actions up to and including suspension and termination of employment from the Department.

Vehicle Policy Receipt Acknowledgement

In effect: April 24, 2017

I have read and been informed about the content, requirements, and expectations of the Vehicle policy for employees at The Department of Education. I have received a copy of the policy and agree to abide by the policy guidelines.

I understand that if I have questions, at any time, regarding the vehicle policy, I will consult with my immediate supervisor or my Human Resources staff members.

I have read the vehicle policy carefully to ensure that I understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Department of Education Employee Accident Report Form

Employee accident report form no: _____ Date: _____

Employee name: _____

Job title: _____ Division: _____

Vehicle License Number _____

Home/Mailing Address: _____

Tel no: _____ Mob no: _____

Date and time accident occurred:

Location where the accident occurred:

List any injuries you sustained due to the accident:

List all damages the vehicle sustained due to the accident:

Recommendations:

Please sign here below to acknowledge the information you have given is truthful and accurate.

Sig: _____ Date: _____