



DIVISION VEHICLE MAINTENANCE

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I. POLICY

Performance and appearance of a vehicle and any equipment in it is the responsibility of the employee to whom it is assigned or current operator. Employees assigned division vehicles are responsible for scheduling preventive maintenance every 5,000 to 6,000 miles. All FED pool vehicles will be parked on the secured parking lot of the Motor Fuel Testing Laboratory located in Jessup Maryland at 7275 B Waterloo Road, Jessup, Maryland **with a full tank of fuel**, when not in use.

II. DEFINITIONS

1. Accountability Log Book

The pool vehicle **Accountability Log Book** will be maintained at the front lobby of the Motor Fuel Testing Laboratory located in Jessup Maryland at 7275 B Waterloo Road, Jessup, Maryland. The log book will have an individual section for every vehicle issued to FED that is not officially assigned to a specific driver as a take home vehicle. The log book will be placed in an area of the Lab front lobby that offers 24 hour, 7 day a week access to all FED personnel authorized to utilize vehicles assigned to the pool. The keys to each pool vehicle will be secured in a locked box mounted on the wall of the of the front lobby at the Lab. Keys to the locked pool vehicle key box will be maintained by the Motor Fuel Testing Laboratory Manager, the Supervisors of the Enforcement Bureau, the Division Administrator of the Administrative and Special Projects Unit and the Agent in Charge of the Enforcement Bureau.

Each section of the log book designated to a vehicle must contain a **Pool Vehicle Sign Out** log and a **Pool Vehicle Check off List**. Both forms are self-explanatory and all fields must be completed with **all** requested information when a pool vehicle is utilized for any use that involves driving off of the parking lot for the Lab. **ALL FIELDS** of both forms must be completed upon taking possession of any pool vehicle by the driver for any period of time and updated upon returning the pool vehicle to the Lab for the purpose of relinquishing continued use of the pool vehicle. The only exception to the previously described practice would be the use of a pool vehicle during a monthly vehicle inspection that may occur to assure the readiness of the pool vehicle.

2. Monthly Mileage Report

The Monthly Mileage Report for each pool vehicle must be updated to display an accurate record of the mileage of the pool vehicle on the first day of each month and an accurate record of the mileage on the last day of each month. The monthly mileage report for each pool vehicle must be submitted to (Joe Hatcher) the Division Administrator of the Administrative and Special Projects Unit (ASPU), with all required information within the first five (5) days of every month.

3. Monthly Vehicle Inspection

The Monthly Vehicle Inspection must be performed on each pool vehicle. The inspection must be documented on a Monthly Vehicle Inspection Form. The condition, appearance and equipment assigned to the vehicle will be subjected to the monthly inspections. Any service or safety issues encountered during the inspection will be resolved as soon as possible and immediately reported to the Division Administrator of ASPU by the inspecting individual. If it is determined that the condition of the pool vehicle renders the operation of the vehicle unsafe in any way and there will be any delay in having the required maintenance performed, **the pool vehicle must be placed onto the Comptroller's Impound lot at the Lab to assure it will not be utilized.**

III. USE OF POOL VEHICLES

Permission to utilize a pool vehicle by a member of the FED staff that has an assigned vehicle must be obtained. Permission may be granted by a Supervising Agent, Agent in Charge, Division Administrator, Assistant Director, Deputy Director or Director.

Permission to utilize a pool vehicle by a member of the FED staff that does not have an assigned vehicle must be obtained. Permission may be granted by the Division Administrator, Agent in Charge of the Administrative Services Section, Assistant Director of the Regulatory and Administrative Bureau, Deputy Director or Director.

IV. ASSIGNMENT OF RESPONSIBILITY

The Division Administrator of ASPU will oversee the placement of the FED pool vehicles and ultimately be responsible to ensure that the procedure is followed by FED personnel. The Division Administrator of ASPU will coordinate all repairs required to be performed on any pool vehicle. The Division Administrator of ASPU will prepare and submit a monthly report that is due the first week of every month to the Assistant Director of the Regulatory and Administrative Bureau that includes an inventory of all vehicles assigned to the FED pool and the status of each pool vehicle regarding readiness for use and current status.

Regulatory & Licensing (R&L) Manager will have the following responsibilities:

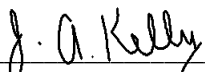
1. Conduct a bi weekly review of the pool vehicle log book to ensure that it is current and accurate. The review **must assure** that each pool vehicle present has an accurate set of required records in the log book that are complete and up to date. Record the findings of the review identifying any issues/or not in an email communication to the Division Administrator of ASPU immediately following the review.
2. Submit a timely monthly mileage report for each of the pool vehicles to the Division Administrator of ASPU.
3. In the event an issue is discovered that requires a repair or work of any kind to a pool vehicle, coordinate the execution of that task with the Division Administrator of ASPU. Assist in the delegation of personnel to carry out the repair/work as soon as practical. Upon completion of any repair or work performed on a pool vehicle an invoice must be promptly submitted to the Division Administrator of ASPU and disseminate a copy to the Comptroller's Fleet Coordinator (In basket outside of Jennifer's Office).

V. MAINTENANCE

The Enforcement Bureau Supervising Agents conduct bi-weekly meetings at the Motor Fuel Testing Laboratory with their staff and often following the meetings conduct vehicle and equipment inspections. The Supervising Agents will have the following responsibilities to be carried out on the same day that they conduct their bi-weekly staff meeting at the Lab:

1. Conduct a bi weekly review of the log and assure that it is current and accurate. Record the findings of the review identifying any issues/or not in an email communication to the Division Administrator of ASPU immediately following the review. It is the responsibility of the Supervising Agents to coordinate their review with the R&L Manager to assure that the reviews are conducted at least ten (10) days apart.
2. Conduct a monthly inspection of each pool vehicle and notify the Division Administrator of ASPU of any issues/or not in an email communication immediately following the review. Every pool vehicle inspection must be documented on a FED Monthly Vehicle Inspection Form and submitted at the FED Office located at 80 Calvert Street, Annapolis, Maryland.
3. In the event an issue is discovered that requires a repair or work of any kind to a pool vehicle, coordinate the execution of that task with the Division Administrator of ASPU. Assist in the delegation of personnel to carry out the repair/work as soon as practical.
4. Carry out each inspection with the goal to conclude that every vehicle assigned to the FED pool is safe, mechanically sound and fully equipped to insure it's availability for immediate use.

VI. CANCELLATION: None.



Jeffrey A. Kelly, Director